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Materiel Management

MATERIEL MANAGEMENT PROCEDURES

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This publication implements Department of the Air Force Policy Directive (DAFPD) 23-1, Materiel Management and is consistent with Department of Defense (DoD) guidance from Department of Defense Manual (DoDM) 4140.26, Volume 2, DoD Integrated Materiel; DoDM 4140.27, Volume 1, DoD Shelf-Life Management Program: Program Administration; and DoDM 4140.27, Volume 2, DoD Shelf-Life Management Program: Materiel Quality Control Storage Standards. It is the basic Department of Air Force Manual (DAFMAN) that provides guidance and direction for Department of the Air Force (DAF) supply chain materiel management processes. This instruction applies to all materiel managers in a civilian employees and uniformed member capacity of the Regular Air Force, United States Space Force (USSF), Air Force Reserve and Air National Guard (ANG), and those with a contractual obligation to abide by the terms of DAF issuances, except where noted otherwise. Note: All contractor requirements contained within this manual must be contained within the contract/grant/agreement to be enforceable. 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. Major Command (MAJCOM) supplements are submitted to AF/A4LRM Supply Chain Policy org box at **AF.A4LRM.Workflow@us.af.mil** for approval. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. All approved waivers must be sent to AF/A4LRM org box at **AF.A4LRM.Workflow@us.af.mil**, within 30 days of approval, for situational awareness and process improvement considerations. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, Records

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Chapter 1—BASIC SUPPLY CHAIN DISCIPLINE **10**

Section 1A—General Information 10

1.1. Applicability and Policy. 10

Section 1B—Roles and Responsibilities 11

1.2. Headquarters Air Force (HAF). 11

1.3. Major Command (MAJCOM). 18

1.4. Air Force Materiel Command (AFMC). 23

1.5. Air Force Research Lab (AFRL). 47

1.6. AMC Logistics Readiness Division. 47

1.7. Logistics Readiness Squadron (LRS)/CC. 48

Figure 1.1. Template for Certificate of Transfer of Account (for DODAAC "FB" Accounts).. 64

Figure 1.2. Template for Certificate of Transfer of Account (for DODAAC “FB” Accounts with NWRM). 65

Figure 1.3. Template for Certificate of Transfer of Account (For DODAAC Account Types Other Than FB). 66

1.8. AFSC Program Manager (PM). 66

1.9. Department of the Air Force Organization Responsibilities. 67

Section 1C—Supply Chain Goals, Metrics, Boards and Working Groups 71

1.10. Goals. Supply chain management (SCM) goals are promoted to: 71

1.11. Metrics. 71

1.12. Boards and Working Groups. 72

Chapter 2—OPERATIONAL REQUIREMENTS, DEMAND AND SUPPLY PLANNING **77**

2.1. Overview. 77

2.2. Stockage Policy & Procedure. 77

2.3. Financial Management. 100

Table 2.1. Five CSAG Points of Sale or Transfer. 101

2.4. War Reserve Materiel (WRM)..... 125
2.5. Degraded Operations. 133
2.6. Readiness Spares Packages (RSP) and Kits..... 137
2.7. Contingency/Wartime Planning..... 162
2.8. Life Cycle Product Support Planning. 167
2.9. AF Provisioning Policies. 167
2.10. Participation in the Weapon System Support Program (WSSP)..... 167
2.11. Spare Parts Breakout Program. 168
2.12. Tanks, Racks, Adapters & Pylons (TRAP)..... 172
2.13. Base Closure/Weapons System Transfer. 173

Chapter 3—MATERIEL SOURCING 182

3.1. Overview..... 182
3.2. Local Purchase and Retail Sales. 182
Table 3.1. DD Form 1348-6, Local Purchase Entry. 182
3.3. Receipt Processing. 194
3.4. Item Management. 195
3.5. Diminishing Manufacturing Sources and Material Shortages (DMSMS). 196

Chapter 4—MAKE AND MAINTAIN MATERIEL 197

4.1. Overview..... 197
4.2. Time Compliance Technical Order (TCTO)..... 197
4.3. Repair..... 208
4.4. Time Change Items. 218

Chapter 5—DELIVERY OF MATERIEL 220

5.1. Overview..... 220
5.2. Ordering and Requisitioning. 220
5.3. Customer Issue Request and Processing. 220
5.4. Customer Issue Request and Processing of Special Type Items and Conditions. ... 221
Table 5.1. MAJCOM Country Code. 222
Table 5.2. RIK Accountability. 222
Table 5.3. Issue and Account for Cash Reimbursement. 223
Table 5.4. Data Elements. 223
5.5. Requisition Submission. 237

5.6. Due-Out Release (DOR). 240
5.7. Modify Backorders. 240
5.8. Requisition Follow-up. 241
5.9. Requisition Reconciliation. 242
5.10. Requisition Status. 242
5.11. Requisition (Overdue Shipment) Tracing. 244
5.12. Customer Backorder Review, Validation, and Cancellation. 247
Table 5.5. Customer Backorder Review/Validation Products. 248
5.13. Requisition Processing. 250
5.14. Physical Asset Management. 252
5.15. Storage Policy. 253
5.16. Special Storage Handling. 254
5.17. Storage Locations (Primary, Reserve, Bin Labels, Locator Files). 256
5.18. Warehouse Storage Location Validation. 262
5.19. Warehouse Change Documents. 264
5.20. Supply Point Management. 266
5.21. Select and Move Materiel. 270
5.22. Shipments. 272
5.23. Directed and Non-Directed Shipments. 273
Table 5.6. NSN List for SEX 2. 277
5.24. Organizational Refusals. 278
5.25. Deficiency Reports. 278
Table 5.7. Minimum SDR Data. 286
5.26. Bench Stock. 287
5.27. Bench Stock (Add, Change, Delete and Reconciliation). 287
Table 5.8. MRA/MAQ Flags and Definitions. 293
5.28. Shelf-Life Item Control. 301
5.29. Research Overdue Outbound In-Transit Shipments. 309
5.30. Document Control and Detail Records. 310
5.31. Document Control Management: 310
5.32. Quality Control of Documents. 311
5.33. Shipment Suspense Processing. 317
5.34. Digital ILS-S Document Control. 318

5.35. Filing Documents. 319
5.36. Processing Degraded Operations Documents. 320
5.37. The Delinquent Document Listing. 320
5.38. Delinquent Shipment Listing. 321
5.39. Document Control Actions. 323
5.40. Monitoring Authorizations to Receipt for Property. 324
5.41. Record Reversal and Correction (RRC). 325
5.42. Record Reversal and Correction Research. 325
5.43. Automated Record Reversal. 326
5.44. Steps of Document Distribution. 326
5.45. Forced Record Alteration. 327
5.46. Reserved. 328
5.47. Physical Inventory and Adjustments. 328
5.48. Adjustment to accountable records. 329
5.49. Planning and conducting inventories. 329
5.50. Inventory adjustment approval, certification, and reporting accuracy. 330
5.51. Inventory Frequency. 331
Table 5.9. Inventory Frequency. 331
5.52. Inventory Accuracy Standards. 333
5.53. Establish and Distribute an Inventory Schedule. 333
5.54. Preparing the Warehouse for Inventory Count. 334
5.55. Complete Inventory Count Procedures. 334
5.56. Conditions for Special Inventories. 338
5.57. Special Inventory Count Procedures. 339
5.58. Researching Out-Of-Balance Inventory Conditions. 342
5.59. Unserviceable Materiel (R920) Special Inventory Procedures. 343
5.60. NWRM Inventory Procedures. 344
Figure 5.1. Query Management Facility (QMF). 354
Figure 5.2. QMF Generated Spreadsheet Example. 354
5.61. Adjustment Procedures. 361
5.62. Special Purpose Recoverables Authorized Maintenance (SPRAM). 363
5.63. Not Used. 371
5.64. Inspection and Related Operations. 371

5.65. Management of Discrepant, Counterfeit and Suspect Counterfeit Materiel. 386
5.66. Stock Positioning. 391
5.67. Materiel Disposition. 393
Chapter 6—MATERIEL RETURNS, RETENTION, AND DISPOSITION 396
6.1. Overview. 396
6.2. Returns. 397
Table 6.1. Materiel Return Source Document Requirements. 398
Table 6.2. Exceptions to TEX code "+" Returns. 402
6.3. Disposal and Demilitarization. 406
Table 6.3. Enterprise Date Points to Equal Zero. 408
Figure 6.1. Inspector Certification. 414
Table 6.4. Demilitarization / Disposal Requirements. 416
Chapter 7—SUPPORTING TECHNOLOGIES 420
7.1. Overview. 420
7.2. Automated Identification Technology (AIT), Mechanized Material Handling Systems (MMHS) and Other Capabilities. 420
7.3. Supply Chain Materiel Management Systems. 424
Table 7.1. Activity Code J Serial Number Assignment. 432
7.4. Readiness Driver Program. 435
Chapter 8—MATERIEL DATA MANAGEMENT AND EXCHANGE 436
8.1. Overview. 436
8.2. Cataloging and Records Maintenance. 436
8.3. Uniform Materiel Movement and Issue Priority System (UMMIPS). 447
8.4. Force Activity Designator (FAD) Management. 448
8.5. Price Challenge and Verification Program. 452
8.6. Disposition of Critical Safety Items (CSIs). 452
8.7. Standard Reporting Designator (SRD). 452
Chapter 9—MATERIEL PROGRAMS 457
9.1. Overview. 457
9.2. Special Logistics Support. 457
9.3. ILS-S Satellite Operations. 462
9.4. Project Code 703, Safeguard Support. 466
9.5. Aircrew Flight Equipment. 466

9.6. Enterprise Management of Select Class II. 466
Table 9.1. Individual Protective Equipment Stock Levels. 480
Table 9.2. General Purpose Mobility Bag Contents (Type A). 482
Table 9.3. Small Arms/Light Weapons Accessories Capabilities (Type A). 482
Table 9.4. Cold/Extreme-Cold Weather Mobility Bag Capabilities (Type B). 483

Chapter 10—INTENSIVELY MANAGED AND TRACKED ITEMS 484

10.1. Overview. 484
10.2. Management of Controlled Materiel. 484

Chapter 11—ACCOUNTABILITY AND MANAGEMENT OF DAF EQUIPMENT AND OTHER ACCOUNTABLE PROPERTY, ENTERPRISE LOGISTICS MANAGEMENT SYSTEM (ELMS) 499

11.1. Overview. 499
11.2. Equipment Management. 499
11.3. Equipment Management Training. 504
11.4. Accountable Property. 504
11.5. Non-Accountable Property. 506
11.6. Other Equipment Categories and Property Management. 506
11.7. Communications Security (COMSEC) and Controlled Cryptographic Items (CCI) Program. 509
11.8. Specific Management Practices for COMSEC/CCI Equipment. 511
11.9. Enterprise Logistics Management System (ELMS). 511
Table 11.1. ELMS User Roles and Profiles. 513
11.10. Internal Controls. 517
11.11. ELMS Site Identification Management. 519
11.12. Organization Data Elements (ODE). 519
11.13. Enterprise Logistics Management System (ELMS) Modules. 520
11.14. Force Systems Management Module (FSM). 520
11.15. Air Force ELMS Functional Review Board (FRB). 522
11.16. ELMS System Change Requests (SCR). 522
11.17. New ELMS FSM Platform Requests. 522
11.18. Authorization Identification (ID) Management. 523
11.19. War Reserve Materiel (WRM) Authorizations. 524
11.20. ELMS Centralized Equipment Management. 524

Table 11.2. Peculiar Platforms. 525
11.21. Equipment Review Authorization Activities (ERAA). 526
11.22. AFMC/440 SCOS. 526
11.23. Equipment Authorization Requests. 527
Table 11.3. Authorization Change Request Requirements. 528
11.24. ELMS Force System Management Authorization ID Reviews. 530
11.25. Forecasting. 532
11.26. Equipment Requirements Computation. 535
Table 11.4. Criticality Categories. 536
11.27. Support Equipment (SE) Funding. 538
11.28. Multiple Equipment-Component End Items. 538
11.29. Requisition Management. 538
11.30. Support Equipment Local Purchase/Local Repair. 541
Table 11.5. Definitions for Local Purchase/Local Repair Waiver Requests Information. 542
11.31. ELMS Support Equipment Initial Issue and Replacements. 543
11.32. Local Repair Requests. 546
11.33. Repair and Return. 546
11.34. DLADS Withdrawal Procedures for Equipment Items. 547
11.35. Equipment Malposition Program. 547
11.36. Equipment Excess Program. 549
11.37. Transfer and Disposition Processing Actions. 550
11.38. Equipment (Property) Custody Transfers. 553
11.39. Deployed Equipment. 553
11.40. ELMS Documentation. 555
11.41. ELMS Chief Financial Officer (CFO) Records. 556
11.42. FIAR Compliance. 557
11.43. ELMS Stock Number Catalog. 558
11.44. ELMS Stock Number Management. 559
Table 11.6. Serial Numbers. 560
11.45. ELMS Stock Number Submissions. 562
11.46. Physical Inventory Count. 563
11.47. Signing Custodian Inventory Report (CIR). 563
11.48. Property Identity and ERRC Changes. 565

11.49. Financial Liability Investigation. 565
Figure 11.1. Certification of Loss Due to Combat Operations..... 566
11.50. Small Arms and Light Weapons Program (SA/LW). 566
11.51. File Maintenance for Equipment Management (Jacket File). 589
Table 11.7. Master Jacket File Checklist. 589
Table 11.8. Custodian Jacket File Checklist. 592
11.52. Equipment Management Reconciliation Programs..... 595
11.53. Organizational Visits. 598
11.54. ELMS Warehouse Management. 599
11.55. Base Closure. 600
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 602
Attachment 2—READINESS SPARES PACKAGES 655
Attachment 3—STANDARD REPORTING DESIGNATOR (SRD) 661
Attachment 4—BASE CLOSURE CHECKLIST 662
Attachment 5—FORCE/ACTIVITY DESIGNATORS AND CHAIRMAN OF THE JOINT CHIEF STAFF PROJECT CODES 665

Chapter 1

BASIC SUPPLY CHAIN DISCIPLINE

Section 1A—General Information

1.1. Applicability and Policy.

1.1.1. This manual provides materiel management guidance and procedures, implements policy, and assigns responsibilities for the entire Department of the Air Force (DAF). All prescribed personnel are responsible for government property under their control IAW DoDI 5000.64_DAFI 23-111, Accountability and Management of DoD Equipment and Other Accountable Property. All prescribed personnel may be held financially liable for the loss, damage, or destruction of DAF property caused by their negligence, willful misconduct, or deliberate unauthorized use. For determining when a financial liability investigation is required, see Department of Defense (DoD) Financial Management Regulation 7000.14-R, Volume 12, **Chapter 7**, DoD Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen.

1.1.2. This manual provides direction for planning/cataloging, sourcing/ordering, inventorying/maintaining, receiving/storing, and delivering/returning/disposal materiel requirements, to include select Class VII major end items and Class II items as approved by Headquarters Air Force (HAF). This guidance also provides directions for performing materiel management processes for select Class IX repair parts. Additionally, guidance for other classes of supply, such as Class V munitions is covered in specific subject areas. These references will be specifically enumerated where applicable.

1.1.3. DAF policy requires all government-owned property to always reside under the control of a responsible Accountable Property Officer (APO) as outlined in DoDI5000.64_DAFI 23-111. This instruction applies to the following:

1.1.3.1. DAF organizations under the direct jurisdiction of the Chief of Staff of the Air Force (CSAF).

1.1.3.2. AF organizations under the jurisdiction of overseas commands instructed to maintain formal stock record accounts.

1.1.3.3. Designated agencies accessing the DAF materiel management system, unless specifically exempted by the CSAF.

1.1.3.4. Supply Chain Management (SCM) operations providing direct support to the F-35 platform will use F-35 Sustainment Operating Instruction 1511.02, F-35 Supply Sustainment Operations Policy, as a fundamental baseline for materiel management knowledge and guidance. The F-35 SCM processes will be managed IAW F-35 Joint Program Office (JPO) approved guidance, to include JPO User Guides. (T-1)

1.1.3.4.1. The F-35 SCM is primarily supported by contract with a dedicated data system and unique procedures. Traditional roles and responsibilities to sustain legacy aircraft are well documented in policy to ensure key functions, processes, and tasks are performed by appropriate offices and airmen. To the maximum extent possible, MAJCOMs and units will align and assign F-35 support activities outlined in the JPO

guide with traditional roles and responsibilities outlined in policy to support legacy aircraft.

1.1.3.4.2. 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.

1.1.4. Materiel management supply chain guidance specific to security assistance processes and procedures is not within the scope of this manual. Refer to AFMAN 16-101, Security Cooperation (SC), and Security Assistance (SA) Management and AFMCI 16-101, Security Cooperation (SC), Security Assistance (SA) Management and Foreign Military Sales (FMS) Management.

1.1.5. The Integrated Logistics System-Supply (ILS-S) system is the overarching term used to describe the system(s) used by base retail materiel management operations. In many cases, the term ILS-S is used to identify system related functions/references. The ILS-S User's Manual focuses on the use of the front-end Enterprise Solutions-Supply (ES-S) specific processes. Where applicable, in some instances, specific identification of ILS-S is used for more detailed identification. Definitions of data elements used throughout this manual for preparing and processing changes to essential data on item, detail, and support records are in the ILS-S User's Manual.

1.1.6. The Enterprise Logistics Management System (ELMS) is the (DoD) Information Technology (IT) system designated as the accountable property system of record (APSR) to manage accountability, authorization, requisitioning for PSC 5 only, and financial reporting of DAF Class VII general equipment. ELMS also manages the serialization program for Small Arms and Light Weapons (SA/LW) and Communication Security (COMSEC)/Controlled Cryptographic Items (CCI) equipment, Expendability, Recoverability, and Repairability Category (ERRC) nonexpendable depot level repair/nonexpendable field level repair (ND/NF). The ELMS User Guides provide detailed step-by-step instructions to assist in processing various ELMS transactions. The ELMS online learning management system, ELMS eLearning (**https://elmselearning.golearnportal.org/login/index.php**), provides additional role-based training and resources to users containing reference documents, quick reference guides, and other supporting material.

1.1.7. References to Materiel Management Systems and System Related User Guides. Most references to systems information in this manual are systems "neutral" and are referred to as "materiel management IT systems" or similar terminology. Guidance shall drive systems requirements. System related user guides are designed to describe the use of IT specific functions to support policy specified in this manual. If the information in the user guide appears to conflict with materiel management policy or procedures refer to the designated OPR for resolution.

Section 1B—Roles and Responsibilities

1.2. Headquarters Air Force (HAF).

1.2.1. Office of the Assistant Secretary of the Air Force for Acquisition, Technology and Logistics (SAF/AQ). Manages the budgeting and execution processes and issues the program

authority for all Mechanized Materiel Handling Systems (MMHS) Storage Aids Systems (SAS) projects.

1.2.2. Revolving Funds Division (SAF/FMBOR). Determines and implements the financial policies of the Air Force Working Capital Fund (AFWCF) and performs the following:

1.2.2.1. Serves as the Defense Working Capital Fund manager for the AF and as such, is tasked with the consolidation of AFWCF financial data, requirements, and budgets to form the AF submission to the Defense Working Capital Fund budget for the AF.

1.2.2.2. Financially manages the AFWCF to include recommending to the Budget Operations Directorate (SAF/FMBO) and Weapon System Sustainment Division (AF/A4PY) cash requirements and price escalation based upon analyses of buy/repair requirements and fund allocation strategies.

1.2.2.3. Directly liaises between the AF and the Office of the Under Secretary of Defense (Comptroller) (OUSD(C)) staff.

1.2.2.4. Delegates financial authority to Division Fund Managers (Consolidated Sustainment Activity Group-Supply [CSAG-S] and Supply Management Activity Group-Retail with the latter including the General Support Division (GSD), AF Academy Cadet Store and Medical Dental Division).

1.2.2.5. Budget Investment Directorate (SAF/FMBI). Provides Budget Authority (BA) for initial spares requirements as appropriate to AFMC in accordance with enacted budget.

1.2.2.6. Provides detailed guidance and budget submission schedule to AFWCF business areas for preparation of the AFWCF budget submission.

1.2.2.7. Reviews and approves or adjusts the AFWCF business area budget submissions. Adjustments are coordinated with AFWCF business areas.

1.2.2.8. Delegates financial authority for CSAG-S and GSD (in addition to Consolidated Sustainment Activity Group-Maintenance (CSAG-M)) to AFMC/FM.

1.2.3. Military Compensation Policy Division (AF/A1PA)

1.2.3.1. Serves as AF/A1 point of contact (POC) on Uniform Enterprise Working Group (UEWG).

1.2.3.2. Establishes quantitative clothing allowances and, as OPR, publishes them in DAFI 36-3012, Military Entitlements.

1.2.3.3. Acts as the focal point for submitting proposed initial issue and supplemental allowances to the Secretary of the Air Force and OSD, as appropriate.

1.2.3.4. Ensures identification of Research, Development, Test & Evaluation (RDT&E) and start-up inventory funding sources of any Air Force Uniform Board approved item prior to AFMC taking any action on items (e.g., development or procurement action).

1.2.3.5. Upon the approval of an optional uniform clothing item, coordinates with AFMC to establish a fielding plan with applicable customer segments, i.e., Armed Forces Military Clothing Sales Stores (AFMCSS).

1.2.4. Deputy Chief of Staff of the AF for Operations (AF/A3). Responsible for ensuring the Air Force Force Generation (AFFORGEN) Support Plan is updated as necessary. An annual review of Designed Operational Capability (DOC) statements is done to ensure all POCs, METs, UTCs, measured areas and amplifying notes are current and updated as required IAW AFI 10-201. AF/A3 resolves open issues between storing and using commands when necessary.

1.2.4.1. Provide oversight for Unit Type Code (UTC) management. Validate new, changed, and cancelled UTCs in their assigned functional areas. Conduct reviews to ensure each UTC represents a single capability.

1.2.4.2. Ensure the development of those UTCs necessary to support capabilities-based deployment as outlined in force elements (FEs). Accordingly, submits minor UTC changes annually and major UTC changes biennial. As part of the biennial review process, Functional Area Managers (FAM)s will evaluate and standardize UTCs with similar manpower and equipment requirements for consistency across MAJCOMs.

1.2.4.3. UTCs compose the basic building blocks for the force packaging methodology. UTCs may contain both manpower (military, civilian, and /or contractor) and equipment details, manpower FE, and/or required equipment only. USAF planners use UTCs to document total manpower and logistics requirements (including contractor personnel and equipment) needed to support operational planning and execution activities. See DAFMAN 10-406 for further guidance.

1.2.4.4. Primary and Alternate UTC Tasking Availability (UTA) change facilitators will be appointed in writing by their MAJCOM as the only facilitator for UTA changes for their assigned MAJCOM/Agency. These individuals will comply with the policies set forth in AFI 10-401, Operations Planning and Execution and provide guidance to NAF/MAJCOM/DRU/FOA and Component FAM within their functional area(s).

1.2.4.5. UTA change facilitator appointment letters are tracked on the master roster located on AF/A3OD's FAM COP.

1.2.4.6. UTA change facilitators must have an active Deliberate and Crisis Action Planning and Execution Segments (DCAPES) account to make changes approved by AF/A3OD. Prior to making substantive UTA updates (e.g., new entries, deletions, phase changes) point of contact (POC) will route change requests to AF/A3OD for review and approval. Change requests must be submitted using the UTA change request form and emailed on SIPR to the AF/A3OD UTC Management organizational account: **usaf.pentagon.usaf-hq.mbx.afa3od-utc-management@mail.smil.mil**.

1.2.4.7. Non-Standard or Outdated Requirements. USAF sourcing agencies will not be expected to routinely source non-standard requirements or outdated UTCs as part of a contingency sourcing event. However, Service force providers should review any non-standard or outdated UTCs and provide any recommended changes or substitutions to improve future Combatant Command (CCMD) planning. Sourcing agencies may also recommend options for any shortfalls to the CCMD.

1.2.5. Logistics Readiness Division (AF/A4LR).

1.2.5.1. The approval authority for all class II, VII, and IX materiel management policies and procedures. Note: Delegated enterprise managers must recommend policy and procedural changes to AF/A4LR for review and approval.

1.2.5.2. Ensures the AF Supply Chain Policy Working Group/Equipment Policy Working Group addresses AF stockage requirements and inventory control policy issues IAW DoD policy and AF mission needs.

1.2.5.3. Appoints an official representative to serve as the AF's single point of contact with the DoD Supply Chain Metrics Group on matters related to the Supply System Inventory Report (SSIR) reporting requirement.

1.2.5.4. Coordinates degraded operations policy updates.

1.2.5.5. Approves requests to use High Priority Mission Support Kit (HPMSK) and their computation. Note: All coordination should be complete before submission to include AFSC/LZRB.

1.2.5.6. Coordinates all permanent and direct support Force Activity Designators (FAD) change requests submitted by MAJCOMs, and combatant commands for Air Force and associated foreign country organizations. Reviewers will coordinate with supporting commands and resolve or explain all discrepancies and denials.

1.2.5.7. Notifies MAJCOM upon approval to use contingency flags for Chairman of the Joint Chiefs of Staff (CJCS) or AF project codes and upon discontinuation of use.

1.2.5.8. Maintains/publishes a listing of units authorized HPMSK. This list will be updated at least annually in preparation for the annual Readiness Spares Packages (RSP)/HPMSK review.

1.2.5.9. Reviews and approves or specifies required changes to RSP review minutes within 5 workdays of receipt.

1.2.5.10. The A4LR Plans and Integration Branch oversees the UTC development process.

1.2.5.11. Provides department level oversight for management of DAF participation in Weapon System Support Program (WSSP).

1.2.5.12. Initiates annual prioritization review of Weapon System Group Codes (WSGC) for systems registered in WSSP by requesting a current listing of systems with assigned WSGC from the AFMC/A4R WSSP Functional OPR.

1.2.5.13. Forwards prioritized WSSP WSGC list to Defense Logistics Agency (DLA). Note: AFMC/A4R WSSP Functional OPR will maintain the current WSGC List as management of record on the WSSP ILS-S SharePoint.

1.2.5.14. Monitors and establishes AF policy for the AF Spare Parts Breakout Program (AFSPBP).

1.2.5.15. Forwards the Spare Parts Breakout Screening Reports to Office of the Deputy Assistant Secretary of Defense (Logistics).

1.2.5.16. Coordinates on MAJCOM-proposed spare parts breakout initiatives for acquiring data rights, reverse engineering, qualification testing, tooling, and support equipment required for spares breakout to the appropriate Air Staff panel.

1.2.5.17. Develops Tanks, Racks, Adapters, and Pylons (TRAP) procurement buy programs according to Global Reach/Global Power Team decisions. Decisions are coordinated with AF/A5/7RW.

1.2.5.18. Provides overall Local Purchase (LP) supply policy guidance.

1.2.5.19. Responsible for shelf-life management policies within the AF and serves as a member of the DoD Shelf-Life Board.

1.2.5.20. Provides, through the AF Program Document "Units, Bases and Priorities", the applicable main operating base supporting each forward or dispersed operating base.

1.2.5.21. Issues special orders through Plans and Programs used to notify the applicable MAJCOM/Logistics Readiness Squadron (LRS) of all unit activations, in activations, transfers, redesignations, mission changes and moves within the command. Force structure information resides in the Program Document Authoritative Data Sources system.

1.2.5.22. Responsible for coordinating the policy and guidance for the Precious Metals Recovery Program (PMRP).

1.2.5.23. Provides policy alignment strategy and oversight of MMHS and SAS.

1.2.5.24. Ensures materiel management systems requirements are identified and addressed within the AF. Note: Users are authorized to run queries from approved materiel management IT systems in lieu of specified reports when the query satisfies the report's intended purpose and is not otherwise explicitly prohibited.

1.2.5.25. Provides and coordinates AF Readiness Drivers Program (AFRDP) policy and procedural guidance with MAJCOMs, DLA/J-3, and other DoD logistics support activities, as required.

1.2.5.26. Ensures the automated data system for the program within the scope of approved AF/A4 programs supporting a common operating picture.

1.2.5.27. Monitors and directs AFMC policy for cataloging and records maintenance.

1.2.5.28. Approves DAF-generated project code and nickname requests. Note: Management of the Project Code Program, and approval of DAF-generated project code and nickname requests is delegated to AFMC/A4RX.

1.2.5.29. Act as the AF OPR for Uniform Materiel Movement and Issue Priority System (UMMIPS) establishing AF-unique, supplemental priority releasing sequencing policies.

1.2.5.30. Approves programmatic assignment of Required Delivery Date (RDD) "777" for AF-generated project codes.

1.2.5.31. Serves as the Technical Content Manager for this manual having overall instruction and delegates management of the Standard Reporting Designator (SRD) program to T.O. 00-20-2. General policy oversight questions should be directed to AFMC/A4FI.

1.2.5.32. Provides guidance and serves to adjudicate SRD cross-MAJCOMs matters.

1.2.5.33. Serves as functional authority for ILS-S and will ensure materiel management systems comply with Defense Logistics Management Standards, Office of Secretary of

Defense (OSD) and audit requirements. Accountable for ILS-S data and approves all system changes to ensure supply chain operability, security, and policy compliance.

1.2.5.34. Develops and implements property and equipment management policy to include Component Property Lead (CPL), Accountable Property Officer (APO), and Custodial stewardship roles and responsibilities.

1.2.5.35. Establishes policy governing operation and maintenance of the DAF Equipment IT System, currently ELMS.

1.2.5.36. Approves and publishes data services processing instructions required for the AF Equipment IT System, currently ELMS.

1.2.5.37. Develop and produce metrics measuring DAF equipment management programs, as appropriate.

1.2.5.38. Following the end of each fiscal year, collects enterprise inventory accuracy trend analysis from AFMC/A4R and from the Air Force Supply Chain Policy Working Group/Equipment Policy Working Group. Briefs the AF/A4L on inventory adjustment data for the previous fiscal year along with any recommendations to improve inventory accuracy.

1.2.5.39. Deputy Chief of Staff for Logistics, Engineering and Force Protection (AF/A4), delegates responsibility for developing procedural guidance, for the tasks and programs listed below to the Air Force Materiel Command (AFMC).

1.2.6. Deputy Chief of Staff, Air Force Futures (AF/A5/7). AF/A5/7 planning, and execution responsibilities include:

1.2.6.1. AF/A4LR/P&I is the OPR for publishing HAF Deployment Planning and Execution guidance in support of this publication.

1.2.6.2. Analyzing warfighter needs, refining joint requirements, and drafting capability development plans to highlight systems, platforms, and processes.

1.2.6.3. Constructing the tenets and characteristics of future force design, conducting analysis and wargames to refine design characteristics, and collaborating with AF/A8 to inform budgetary decisions and actions.

1.2.6.4. Strategic Plans & Requirements Directorate, Weapons Division (AF/A5/7RW).

1.2.6.4.1. Chairs the Munitions Working Group.

1.2.6.4.2. Visits applicable combat theaters, MAJCOMs, and combatant commands to conduct Theater Working Group (TWG) meetings.

1.2.6.4.3. Provides NCAA TRAP requirements developed in concert with the Munitions Requirements Process (MRP) and distributes the requirements to the 635 SCOW/GMO.

1.2.7. Deputy Chief of Staff, Plans and Programs (AF/A8). AF/A8 planning, and execution responsibilities include:

1.2.7.1. Developing and providing direction on Air Force Program Objective Memorandum (POM). Integrating, evaluating, and analyzing the Air Force Program across

the Future Years Defense Plan (FYDP). Programming all Air Force appropriations and assigned funds.

1.2.7.2. Developing and managing the process for institutionalized resource allocation. The planning process culminates in an Air Force Resource Allocation Plan projecting 30 years into the future, which is used to develop Plan to Program Guidance for the next POM cycle as well as the Air Force Strategic Planning Guidance for the following planning cycle.

1.2.8. Directorate of Planning (AF/A8X). Determines criticality/priority (Level A to C) to the AF mission for each system in WSSP.

1.2.9. Deputy Chief of Staff, Logistics, Engineering, and Force Protection (AF/A4). AF/A4 planning, and execution responsibilities include:

1.2.9.1. Organizing, training, and equipping personnel for all facets of logistics, engineering and force protection needed to support operational plans and annexes.

1.2.9.2. Supporting and assisting the HAF with organizing, training, and equipping personnel for all facets of logistics, engineering, and force protection. Ensuring combat support, sustainment, and readiness through the planning, programming, budgeting process and develops written policy and guidance.

1.2.9.3. Obtaining the materiel necessary to equip, operate, maintain, and support military activities (i.e., administrative or combat purposes), and nonexpendable equipment needed to outfit an individual or organization.

1.2.10. Force Providers (FPs). All MAJCOMs, forward operating agencies (FOAs), direct reporting units (DRUs) which have forces that could become available for allocation are considered force providers. Force providers will:

1.2.10.1. Designate an OPR for Global Force Management (GFM) and AFFORGEN matters (to include MAJCOM Office of FAM Oversight (OFAMO) duties), in writing, to AF/A3O. These offices will ensure the appointed FAMs are capable of efficiently and effectively fulfilling their responsibilities.

1.2.10.2. Ensure forces are trained, equipped to support the AFFORGEN model.

1.2.10.3. Report readiness status of forces utilizing mandated systems of record.

1.2.10.4. Ensure forces tasked to deploy are ready for deployment and communicate availability via applicable systems of record.

1.2.10.5. Ensure capabilities within their organization are appropriately aligned in UTA. Request major changes (e.g., wing re-alignment, designation of excepted, employed-in-place, demand force teams) through AF/A3OD.

1.2.10.6. Assist FAMs in determining available forces and in-place requirements for all units and ensure they are documented in DAF contingency and manpower resource management systems.

1.2.10.7. Through Manpower Servicing Activity, analyze gaps and identify manpower mismatches between the Unit Manning Document (UMD) and the applicable deployment requirements reports to provide data-driven recommendations to decision makers.

1.2.11. Base Level.

1.2.11.1. Unit Commander. Conducts force management activities to support emergent and rotational force equities at the unit level.

1.2.11.2. Budgets annual funding for UTC training and equipment purchases.

1.2.11.3. Ensures UTCs are aligned within the AFFORGEN model. Identifies personnel to fill UTCs and completes UTC planning evaluations via DCAPES within the first 10 calendar days of every month.

1.2.11.4. Ensures assigned personnel meet mission training requirements and prepare forces for deployment IAW AFI 10-405, Ready Airman Training.

1.2.11.5. Advises the wing/installation commander or equivalent of resource changes which impact the unit's capabilities. Completes unit readiness assessments in the DRRS per AFI 10-201, Force Readiness Reporting.

1.3. Major Command (MAJCOM).

1.3.1. MAJCOMs will:

1.3.1.1. Manage materiel according to established logistics policies and procedures in an effective manner. Note: Any reference to MAJCOM will include Air National Guard (ANG).

1.3.1.2. Evaluate retail level stockage analysis and must provide the responses to AF/A4LR and AFMC/AFSC/635 SCOW. These evaluations include an analysis of items that could come down from wholesale, a review of Economic Order Quantity (EOQ) modeling techniques and an assessment of stratification practices for on-hand and on-order inventory.

1.3.1.3. Determine materiel requirements to support their mission needs and for specialized purposes.

1.3.1.4. The MAJCOM appoints a MAJCOM Program Manager to manage the MMHS/SAS program and assigns a MAJCOM Focal Point to each funded requirement within that command. The MAJCOM Program Manager is responsible for assembling and prioritizing MMHS/SAS requirements and submitting this list, with Concept Papers for each requirement, annually to AFMC for funding. The MAJCOM Program Manager also advises AFMC of Military Construction (MILCON) projects (e.g., new warehouses and air freight terminals) that may require MMHS/SAS. MAJCOMs will ensure property is accounted for throughout warehousing and re-warehousing projects, in accordance with DoDM 4140.70, DoD Supply Chain Materiel Management Procedures for Storage and Material Handling.

1.3.1.5. Oversee and ensure subordinate materiel management activities validate, reconcile, and maintain accountable property within approved APSRs.

1.3.1.6. Review support equipment authorizations IAW **Chapter 11** of this publication.

1.3.1.7. Act as the liaison to AF/A4LR to resolve requests for all waivers to policy.

1.3.1.8. Coordinate transfer of accountability between the FAM, AFMC/440 SCOS or MAJCOM Centralized Equipment Manager, gaining location, and losing location, IAW Chapter 11 of this publication.

1.3.1.9. Ensure Chief Financial Officer (CFO) responsibilities are accomplished IAW **Chapter 11**.

1.3.1.10. MAJCOM Base Closures Responsibilities.

1.3.1.10.1. When determination is made of base closure, the major command must determine the status of all satellite supply accounts and local agreement(s) (Memorandum of Understanding/Memorandum of Agreement (MOU/MOAs, etc.), and prepare a phasedown plan for all accounts.

1.3.1.10.2. Notify AFMC/A4RX by email of the base closure 180 days before established closure date of the account(s) along with the stock record account number(s) (SRAN)/DoD Activity Address Codes (DODAAC).

1.3.1.10.3. In coordination with AFMC/AFSC/635 SCOW, verify all accountable supply details and records are cleared prior to closure of the account, to include direct redistribution or disposition of equipment assets IAW **Chapter 11** of this publication.

1.3.1.10.4. Submit request to change or delete the DODAAC/SRAN at **https://dodaac.cce.af.mil/** IAW AFMAN 23-230, Maintaining Air Force DOD Activity Address Codes (DODAAC). Request will be routed to applicable MAJCOM monitors, applicable SMEs with final approval authority at the 437 SCOS/GWR to AFMC/A4RX as the DoDAAC office. All other requests should be submitted to the DoDAAC Web Management System (WMS), **https://dodaac.cce.af.mil/**. Note: 437th SCOS is the DoDAAC system Central Service Point and coord/approve requests that do not go to HAF.

1.3.1.10.5. In coordination with AFMC/AFSC/635 SCOW, ensure the base closure flag is loaded to the closing base.

1.3.1.11. MAJCOM Weapon System Transfer Responsibilities.

1.3.1.11.1. Conduct a thorough Site Activation Task Force (SATAF) with all key players and Subject Matter Experts (SMEs) present. Ground rules must be established for acceptance inspections and functional delineation of responsibilities (e.g., Maintenance, Fuels, Civil Engineering (CE), Budget, Supply, etc.).

1.3.1.11.2. Deliver programming plans/Program Action Directive (PAD) to both the gaining and losing activities well in advance of the scheduled transfer of weapons systems.

1.3.1.11.3. Prior to transferring requirements to the gaining activity, MAJCOM/A4 and MAJCOM/FM offices for both gaining and losing activities must coordinate to ensure appropriate funds are transferred from the losing activity, to support the transfer of obligated requirements.

1.3.1.12. MAJCOM Consolidated Repair Facility (CRF) Responsibilities, as applicable:

1.3.1.12.1. Notify AFMC/AFSC/635 SCOW and affected installations a minimum of 120 days prior to establishment of CRF.

1.3.1.12.2. Direct host CRF LRS to establish an autonomous satellite account for the CRF.

1.3.1.12.3. Provide necessary data needed to transition supply data from CRF supported bases to the CRF. These actions will generate appropriate levels for line replacement units (LRUs), shop-replaceable units (SRUs) and consumable repair parts at the supported and CRF base.

1.3.1.12.4. Ensure effective CRF command and control by closely monitoring CRF operations and providing supply chain and funding guidance to CRFs and supported units. Resolve logistics and resource conflicts within and between commands.

1.3.1.13. Engage with AFMC/AFSC/635 SCOW for internal support throughout the CRF process.

1.3.1.14. Ensure the assigned installations have implemented effective inventory control measures IAW DoDI 4140.73, Asset Physical Accountability Policy.

1.3.1.15. MAJCOMs will monitor overdue Date of Last Inventory (DOLI)s for their bases and will follow up monthly when overdue inventories exceed $500,000 in MAC value. MAJCOMs will work with the base to determine: 1. Reason for overdue DOLIs. 2. Course of action to reconcile overdue DOLIs. 3. Preventive measures to prevent future overdue DOLIs. MAJCOMs will report this information to HAF/A4LR upon request.

1.3.1.16. Appoint a MAJCOM PMRP manager and ensure an effective management program exists within their command.

1.3.1.17. Ensure that the implementation and use of materiel systems are IAW DoDM 4140.01, Vol 7, DoD Supply Chain Materiel Management Procedures: Supporting Technologies, DAFMAN 17-1203, Information Technology (IT) Asset Management (ITAM) and other applicable guidance. MAJCOMs shall review and coordinate requests for new or additional systems to AF/A4LR.

1.3.1.18. Reports Base 86 related catalog problems to the AFMC/437 SCOS and FLIS catalog problems to AFMC/A4RM workflow.

1.3.1.19. Prepares and submits requests for Cataloging Data/Action (AF 86, Request for Cataloging Data/Action), as needed/required to Federal Logistics Agency Logistics Information Services (FLIS).

1.3.1.20. Evaluates responsiveness of military clothing to warfighter needs/command requirements and the adequacy of patronage controls. MAJCOM/A1S Services Staff assistance teams will visit the AAFES/IOB (Industries of the Blind) Logistics Operations locations during their evaluation of base services functions.

1.3.1.21. Recommends policy or procedure changes to improve military clothing operations. DAFI 34-110(I), Army and Air Force Exchange Service Operations, contains additional guidance concerning MAJCOM responsibilities for exchange service operations.

1.3.1.22. If applicable, MAJCOMs with Rapid Engineer Deployable Heavy Operational Repair (RED HORSE) Squadrons reviews AFI 10-209, Red Horse Program for specific roles and responsibilities.

1.3.1.23. HPMSK authorizations will be deleted upon notification from AF/A4LR.

1.3.2. Lead MAJCOMs. Refer to Lead Command/Lead Agent Designation and Responsibilities for United States Air Force Weapon Systems, Non-Weapon Systems and Activities for all commands designated as a Lead Command.

1.3.2.1. Lead MAJCOM and Weapon System Program Manager (PM) will request funding through Spares Requirements Review Board process to ensure funding is included in their baseline. They coordinate on all Improved Item Replacement Program (IIRP) packages and provide AFMC/AFLCMC with information to track and measure implementation results.

1.3.2.2. Lead MAJCOM WRM Responsibilities.

1.3.2.2.1. Research, establish, and validate WRM requirements.

1.3.2.2.2. Determine items and quantities needed IAW the Defense Planning and Programming Guidance, the WRM Global Strategy, and annual Theater Working Group (TWG).

1.3.2.2.3. Continuously monitor requirements that support AF war plans and ensure the validity of all WRM requirements.

1.3.2.2.4. Transmit requirements to the Item Manager (IM).

1.3.2.3. Lead MAJCOM RSP and Kits Responsibilities.

1.3.2.3.1. Import and edit 7SC data, flying hours and Quantity Per Aircraft data for RSPs.

1.3.2.3.2. Accomplish roll-up actions for the next fiscal year's RSPs and follow RSP cycle milestones provided from Weapon System Support Program Manager (WSS PM).

1.3.2.3.3. In coordination with WSS PM, review Spares Requirements Review Board templates for each Mission Design Series (MDS) in conjunction with the other using MAJCOMs to ensure maximum oversight.

1.3.2.3.4. Review Designed Operational Capability statements.

1.3.2.3.5. Ensure MAJCOM RSP managers attend PM-managed RSP reviews every year.

1.3.2.3.6. Complete Reliability Execution Availability Logistics Module (REALM) PC file maintenance for the next fiscal year's RSPs in REALM.

1.3.2.3.7. Submit Contingency High Priority Mission Support Kit (CHPMSK) requests (received from MAJCOMs or generated at LEAD Command) to AFMC/AFSC/635 SCOW for review and approval.

1.3.2.3.8. Ensure Kit Serial Number (KSNs) are valid.

1.3.3. Command Logistics Readiness Division (A4R).

1.3.3.1. Provides accurate and timely logistical planning data from appropriate sources (e.g., scenario data, including flying hours, Aircraft Availability goals, SRAN, MDS information, etc.) to AFMC/AFSC/635 SCOW.

1.3.3.2. Appoints a shelf-life POC and provides appointment letter to AF/A4LR.

1.3.3.3. Collects Supply Discrepancy Report (SDR) data from their respective units on a semi-annual basis.

1.3.3.3.1. Evaluates the quality of SDR programs based on collected SDR data.

1.3.3.3.2. Ensure units collect the minimum information shown in **Table 5.7** from all sources of shipment or supply (e.g., AFMC Air Logistics Complexes, General Services Administration (GSA), DLA (including Defense Distribution Depots), other bases, and any other major source of supply.

1.3.3.4. Validates installation Individual Protective Equipment (IPE) authorizations.

1.3.3.5. Coordinates the establishment of new "mobility sites" within the approved mobility IT system with AFMC/A4RX, as required.

1.3.3.6. Coordinates with AFMC/435 SCOS for disposal actions of all IPE and Chemical Warfare Defense Equipment.

1.3.3.7. To support enterprise trend analysis, provides a consolidated summary to AFMC/A4RX with justification for equipment inventory adjustments with combined value of $5,000 or greater, for OM&S Base Possessed inventory adjustments that exceed $500,000, and all inventory adjustments for classified or sensitive materials see **table 5.9**, regardless of cost. Sends a courtesy copy of the same report to AF/A4LR.

1.3.3.8. Requests updated Training Purpose Only (TPO) IPE requirements from managed installations annually. Provides IPE guidance with the documented requirement increases or decreases.

1.3.3.9. Coordinates with AFMC/A4RX on TPO IPE shortfalls.

1.3.3.10. Provides redistribution plan guidance to respective IPE Elements.

1.3.3.11. Coordinates with AFMC/A4RX prior to disposing of excess IPE assets or authorizing out of cycle redistributions.

1.3.3.12. Ensures physical inventory frequency, currency, and accuracy for subordinate activities.

1.3.3.13. AFMC is lead Command for Common Aviation Support Equipment IAW DAFPD 10-9, Lead Command/Lead Agent Designation and Responsibilities for United States Air Force Weapon Systems, Non-Weapon Systems and Activities. 440th Supply Chain Operations Squadron (SCOS) Aviation Support Equipment Management Flight (ASEMF) will provide MAJCOM and base level assistance for Common Aviation Support Equipment decisions.

1.3.4. MAJCOM Stock Readiness PM

1.3.4.1. Appoint a MAJCOM Stock Readiness Program Manager (SRPM) to work with base Chief Inspectors to ensure materiel in storage is maintained in ready-for-issue condition or to prevent deterioration of unserviceable materiel. MAJCOM SRPMs ensure the care of supplies, including the inspection and reporting of condition and serviceability of materiel, and the Care of Supplies in Storage (COSIS) IAW DoDM 4140.01 Volume 5 and the JSR 4145.04.

1.3.4.1.1. MAJCOM Stock Readiness Program Manager roles and responsibilities.

1.3.4.1.1.1. Follows stock readiness and Care of Supplies in Storage (COSIS) policies and procedures IAW JSR 4145.04 (AFMAN 23-125) (IP), Stock Readiness, Department of Defense (DoD) Stock Readiness Program, AFJMAN 23-210, Joint Service Regulation for Storage and Materials Handling, DoD Instruction 4140.01, DoD Supply Chain Materiel Management Policy, the various DoDM 4140.01 DoD Supply Chain Materiel Management Procedures publications, as well as other applicable Materiel Management packaging, preservation, and storage publications.

1.3.4.1.1.2. Coordinates with base LRS Materiel Management Flight's Chief Inspectors for all issues related to the COSIS program. For AFMC AF ICP locations, coordinate with local DLA activity performing AF ICP COSIS functions IAW AF-DLA agreements.

1.3.4.1.1.3. Ensures the performance of scheduled inspection actions on material in storage and tracks identified discrepancies through resolution. Assures all applicable elements are informed of any unsatisfactory conditions found to exist in stocks; the reasons why; corrective actions required and taken; any pertinent data which can be used to improve the item and its care; and the packaging and/or storage environment considered to be best suited for its continued storage.

1.3.4.1.1.4. Assists in the determination of adequacy of storage environment, preservation, packing, and marking, as well as the proper identification of items.

1.3.4.1.1.5. Ensures accurate determination of item condition and posting of this condition to record.

1.3.4.1.1.6. Ensures required exercises are conducted as required.

1.3.4.1.1.7. Assists with the prevention of all forms of deterioration that will adversely affect the end use of required items, as well as the restoration of required items to a serviceable condition for issue.

1.3.4.1.1.8. Ensures COSIS programs for subordinate organizations include the inspection of shelf-life items and assignment of condition codes in accordance with DODI 4140.27, Identification, Control, and Utilization of Shelf-Life Items.

1.3.4.1.1.9. Makes recommendations for changes in serviceability standards.

1.4. Air Force Materiel Command (AFMC).

1.4.1. Delegation of Authority. As delegated by AF/A4, AFMC has supplemented 23-series policy (AFMCI 16-101, Security Cooperation (SC), Security Assistance (SA) Management and Foreign Military Sales (FMS), Management, AFMCI 20-105, Diminishing Manufacturing Sources and Material Shortages (DMSMS), AFMCI 23-105, Planning for Defense Logistics Agency (DLA)-Managed Consumables (PDMC), AFMCI 23-109, Applications, Programs, and Indentures (D200F), AFMCI 23-111, Reclamation of Air Force Property, AFMCMAN 20-106, Provisioning, AFMCMAN 23-102, Computation of Requirements for Equipment Items, AFMCMAN23-501, V1, D035A, D035B, RAMP, and WHSL Module Data Subsystems, AFMCMAN 23-501, V2, Readiness Based Leveling (RBL) User's Manual (D035E)) will be referenced throughout this manual. Responsibilities include:

1.4.1.1. Provisioning.

1.4.1.2. Wholesale receipt processing.

1.4.1.3. Item Management (IM).

1.4.1.4. Diminishing Manufacturing Sources and Material Shortages (DMSMS).

1.4.1.5. Enterprise Management of Select Class II items.

1.4.1.6. Stock Positioning.

1.4.1.7. Materiel Disposition.

1.4.1.8. Special Tooling and Special Test Equipment (ST/STE).

1.4.1.9. Serves as a co-chair with AF/A1PA on the Uniform Enterprise Working Group.

1.4.1.10. Participates in OSD, DLA and Joint Service meetings involving clothing and textile sustainment policy matters and approves policy updates to AF Instructions.

1.4.1.11. Advises the Air Force Virtual Uniform Board (AFVUB) of:

1.4.1.11.1. The effect of proposed item changes on uniform inventories using current DLA Troop Support inventories and ensures the impact of proposed uniform changes, including funding sources required for residual inventories is factored into uniform fielding and sustainment planning.

1.4.1.11.2. DLA Troop Support development, procurement capabilities and inventories.

1.4.1.11.3. Serve as the OPR for the MOU between DAF and the Army and Air Force Exchange Service (AAFES) regarding operation of the DAF Military Clothing Sales Store (AFMCSS).

1.4.1.11.4. Serve as a non-voting member on the AFVUB and make presentations as required.

1.4.1.11.5. When notified by AF/A1PA of the approval of new uniform clothing items, coordinate with DLA IAW **Ch 9**.

1.4.1.11.6. Participate in and/or represent DAF at OSD, DLA or Joint Service meetings involving clothing and textile sustainment policy matters.

1.4.1.11.7. Serve as the DAF OPR for programmed funding for the DAF cost share for AAFES clothing stockage and revolving replenishment funding for DAF mandatory clothing.

1.4.1.12. Cataloging and Records Maintenance. Monitors and directs AFMC policy for cataloging and records maintenance.

1.4.2. Develop procedural guidance for supply chain operations activities to implement enterprise level support as required.

1.4.3. Provide feedback to the Air Force Supply Chain Policy Working Group/Equipment Policy Working Group on enterprise trends and issues.

1.4.4. Provide a report to AF/A4LR regarding enterprise inventory accuracy trend analysis, before the end of the first quarter of the new fiscal year.

1.4.5. AFMC/AFSC/635 SCOW will develop and institute a 24/7 supply chain activity to provide uninterrupted supply chain support.

1.4.5.1. The 635 SCOW, under Air Force Sustainment Center (AFSC), will manage retail supply chain operations.

1.4.5.2. The 635 SCOW Stock Control Flights will utilize Base Operating Stock (BOS) Management, for Retail Stock Control procedures utilizing a dashboard concept across all retail supply enterprise SRANs. BOS Management dashboard does not display all Stock Control duties and therefore additional ancillary management products will continue to be utilized until future ILS-S releases incorporate these processes.

1.4.6. Implement and enforce AF stockage policies/procedures, to include Stock Readiness procedures, Shelf-Life Extension System (SLES) management system and customer feedback resolution. Designate a SLES working POC to AF/A4LR for DLA SLES Board coordination.

1.4.7. AFMC ICPs are delegated responsibility to develop and implement wholesale stockage policies and procedures in coordination with AF/A4L and AFMC/A4/10. See 2.2. Stockage Policy & Procedure.

1.4.8. Ensure proper wholesale requirements computation which includes establishing and maintaining Readiness Based Sparing (RBS) models and periodically reviewing and maintaining RBS data and associated factors.

1.4.9. Activities performing wholesale supply chain requirements computations, AFSC, AFLCMC and USSF Program Office Contractor Inventory Control Points (C-ICPs) will ensure proper wholesale requirements computation for their respective items assigned under their control. AF program offices (AFLCMC/AFNWC/USSF) will ensure their Contractor Supported Weapon Systems C-ICP include proper wholesale requirements. Note: This does not apply to Class VIII items.

1.4.9.1. Centers responsible for the wholesale management of secondary items will:

1.4.9.1.1. Work collaboratively with customers to ensure a common understanding of secondary item requirements that considers and controls acquisition and sustainment life-cycle costs and minimizes total costs.

1.4.9.1.2. Optimize the use of DoD supply chain resources to satisfy secondary item requirements and collaborate between supply support providers and their customers.

1.4.9.1.3. Apply modern business practices, processes and technologies, such as enterprise resource planning, automated planning system, and materiel requirements planning.

1.4.9.1.4. Use economic and essentiality criteria to determine methodology for requirements computations.

1.4.9.1.5. Optimize support across the enterprise and their inventory to achieve weapon system performance objectives.

1.4.9.1.6. Use readiness-based, demand-based, and non-demand-based methodologies as specified in DoDM 4140.01, DoD Supply Chain Materiel Management Policy, Volumes 2 and 11.

1.4.9.1.7. Ensure estimated rates/factors and file maintenance actions are current, accurately computed, supported, reviewed by a second individual/authority and information is correctly maintained in the supply chain planning system of record.

1.4.9.1.8. Ensure secondary item requirements are accurately computed taking into consideration weapon system/commodity phase-in and phase-out timelines.

1.4.9.1.9. Consistently apply and control contract repair days used to compute buy and repair requirements.

1.4.9.1.10. Justify all external decisions/manual acts of changing, deleting, or adding to elements of data on the established supply chain planning system of record. Retain documentation for a minimum of two years.

1.4.9.2. The Cryptologic and Cyber Systems Division AFLCMC/HNC will perform requirements computation for all secondary COMSEC/CCI items assigned budget code "K" utilizing the Asset Computation Module (ACM).

1.4.9.2.1. AFLCMC/HNC will use the ILS-SACM in conjunction with the Item Manager Wholesale Requisition Process (D035A) to facilitate stock, store, and issue of wholesale Item Manager accountable materiel physically located at the AFLCMC/HNC storage site.

1.4.9.3. The U-2 C-ICP will perform requirements computation for all items they manage via the Automated Logistics Management Support System (ALMSS) or other AF approved/designated system.

1.4.10. Review SSIR or equivalent and narratives. The SSIR contains principal and secondary inventory data as of 30 September of each year. The narrative describes significant trends, changes from previous reporting periods, and modification to systems, procedures, or operations impacting on the reported value of the materiel. Prepare the SSIR IAW DoDM 4140.01, Volume 10, DoD Supply Chain Materiel Management Policy: Supply Chain Inventory Reporting and Metrics. Report significant findings to AF/A4LR by 30 October of each year.

1.4.10.1. AFSC/A3/4 will prepare and provide the annual SSIR and semiannual secondary item asset stratifications to include items managed by AFLCMC/HNC, IAW DoDM 4140.01, Vol 10, DoD Supply Chain Materiel Management Procedures: Metrics and Inventory Stratification Reporting and Deputy Assistant Secretary of Defense for Supply Chain Integration (DASD (SCI))/HAF reporting instructions to AFMC/A4R NLT 7 Feb of each year. Note: AFSC/A3/4 prepares SSIR or Air Force Academy, Contractor Supported Weapon Systems, Cryptologic and AFLCMC/HNC, ALMSS (U-2), Medical/Dental, General Support Division, Missiles, and Ammunition.

1.4.11. AFSC/A3/4 will consolidate inputs and prepare the Inventory Management Review (IMR) briefing IAW the DASD (SCI) template and provide to AFMC/A4R NLT three weeks prior to the Air Force's scheduled brief to OSD.

1.4.12. AFLCMC/HNC and U-2 Program Office is responsible for submitting the SSIR, using data from the ACM/ALMSS or other applicable AF approved/designated system, to AFSC/A3/4 for consolidation.

1.4.13. Computes the value of requisitions anticipated for the remainder of the fiscal year.

1.4.14. AFMC/AFSC will manage Condition Based Maintenance (CBM+) for the enterprise.

1.4.15. The 448 Supply Chain Management Wing (SCMW)) is responsible for providing additive requirements for consumable items to DLA IAW AFMCI 23-105, Planning for Defense Logistics Agency (DLA)-Managed Consumables (PDMC).

1.4.15.1. 635 SCOW submits Demand History Adjustments (DHAs) to DLA when required.

1.4.16. Manage wholesale level inventory according to established DoD logistics policies and procedures in an effective manner.

1.4.17. ICPs that maintain wholesale level inventories are responsible for managing wholesale level inventory according to established logistics policies and procedures in an effective manner.

1.4.18. Use historical information and data submitted by materiel management organizations and contractors to determine management actions needed to support procurement requirements.

1.4.19. Wholesale Item Managers will keep a record of significant acquisition process events for their items using an Item Contracting History Record. Mandatory item contracting history records will be retained utilizing the AFMC Form 318, Item Contracting History (paper or electronic). Documentation will be maintained in a location readily available for audits/inspections.

1.4.20. Make management decisions about terminating contracts and disposing of potential reutilization and disposal inventory methods.

1.4.21. Maintain models to compute wholesale materiel requirements for AF centrally procured items, including items subject to coordinated procurement by other agencies and military departments.

1.4.22. C-ICPs will keep a record of significant acquisition process events for their items using an Item Contracting History Record. Mandatory item contracting history records will be retained utilizing the AFMC Form 318, Item Contracting History (paper or electronic). Documentation will be maintained in a location readily available for audits/inspections.

1.4.23. ICPs that maintain wholesale level inventories will implement methods and maintain models to accomplish wholesale inventory stratification for each item under its management control. AFLCMC/HNC and U-2 C-ICP will forward their stratification data to AFSC/LZR workflow (**AFSC.LZR.Workflow@us.af.mil**), for consolidation prior to submitting to OSD.

1.4.24. 448 SCMW, AFLCMC/HNC, and AFLCMC/WI will make appropriate refinements as necessary from the time of the initial computation through all echelons of review. The rationale applied in the refinements will be documented and validated by the computing and reviewing activities.

1.4.25. Conduct periodic reviews at the wholesale level. These reviews will include detailed analysis of individual item computation worksheets, procurement histories, repair schedules, and other documentation used to support management actions.

1.4.26. ICPs that maintain wholesale level inventories will perform periodic item reviews and stratifications on their wholesale inventory IAW DoDM 4140.01, V10. They will forward results to AFMC/A4RM for submission to AF/A4L and OSD. ICPs will include, as part of their reviews, detailed analysis of individual item computation worksheets, procurement histories, repair schedules, and other documentation used to support management actions. ICPs will retain these products IAW the Air Force Records Disposition Schedule.

1.4.27. Manage the requisition override program.

1.4.28. Continually evaluate and verify data and factors used in determining stock requirements.

1.4.28.1. ICPs that maintain wholesale level inventories will continually evaluate and verify data and factors used in determining stock requirements. When possible, an automated capability will be used to compute requirements and a "what-if" capability to evaluate changes in demand, lead times, order and shipping times, repair requirements, cycle times, and other factors and a capability to rapidly re-compute levels as changes occur.

1.4.28.2. Organic ICPs will ensure management emphasis on prompt reduction or cancellation of purchase requests and consideration of terminating unnecessary items on contract.

1.4.29. 448 SCMW and AFLCMC/HNC will ensure management emphasis on prompt reduction or cancellation of purchase requests and consideration of terminating unnecessary items on contract.

1.4.29.1. ICPs responsible for the wholesale management of secondary items will reduce, cancel, or retain on-order excess assets based on the dollar value of the excess on-order assets and establish reasonable dollar value thresholds that ensure the application of graduated levels of authority and effort in making decisions regarding on-order excess assets and in verifying and approving those decisions. The result should be an appropriate level of management attention for the dollar value of the excess on-order assets. The process will also ensure that such decisions are subject to review and approval by a pre-established management level of authority.

1.4.29.2. AFSC will ensure that where feasible, termination costs will be obtained in a timely manner to establish the cost-effectiveness of termination and will also develop and document a termination cost model to be used to estimate termination costs if they cannot be obtained in a timely manner. Exception: AFLCMC/HNC located at Joint Base San Antonio will accomplish the same actions using the ACM.

1.4.29.3. AFSC will ensure decisions and implementation of those reduction decisions are accomplished after determining that termination is cost-effective and in the best interest of the government.

1.4.29.4. 448 SCMW will determine cost-effectiveness by comparing holding costs to the cost to terminate plus future procurements costs, if known.

1.4.29.5. 448 SCMW and AFLCMC/HNC will ensure terminations of contracts occur only after determining that termination is cost-effective and in the best interest of the government.

1.4.30. Evaluate retail level stockage analysis from subordinate units. Analysis includes wholesale supportability of retail requirements, the effectiveness of stockage modeling techniques for on-hand and on-order inventory.

1.4.31. For Suspect Materiel, AFMC/AFSC/435 SCOS coordinates stock screening action requests received from the Air Force Discrepant Materiel Reporting Program (AFDMRP) DLA, GSA, AFMC Materiel Managers, Air Staff, etc. Note: 435 SCOS will resolve supply stock screening action requests received from the AFDMRP, DLA, GSA, AFMC Materiel Managers. In addition, 435 SCOS will maintain stock screening documentation, notification, and results. LRS/Supply activities retain responsibility for physically screening and maintaining documentation on suspect items loaded at their location.

1.4.32. AFMC/AFSC/435 SCOS will suspense supported LRS/Materiel Management Activities to perform stock screening actions and will maintain all stock screening notifications and screening results received from the bases until suspect flags for exception control data is removed.

1.4.33. Conduct periodic materiel management reviews within their respective subordinate units.

1.4.34. AFMC/448 SCMW manages the Adjusted Stock Level (ASL) program and approves ASL requests for depot Budget Code “8” and AFMC-managed items. 448 SCMW manages CSAG-S Budget Code 8 items. IAW AFMCMAN 23-501 V2, only certain ASLs that require ASL approval requests.

1.4.34.1. Approval of Contractor Supported Weapon System or Contractor Inventory Control Point ASL Requests. The System Program Office (SPO) in conjunction with the MAJCOM System Manager will act as the approval/disapproval authority for all Contractor Supported Weapon System/Contractor Inventory Control Point managed items unless otherwise stipulated in contractual terms.

1.4.35. AFMC/AFSC manages the command’s CSAG-S and GSD budget, funding and execution programs.

1.4.35.1. AFMC/FMR will use 435 SCOS/GSD Budget Estimate Submission (BES) input in the AFMC BES sent to Secretary of the Air Force (SAF)/Financial Management (FM). Establish procedures to carry out AF policies established for the CSAG-S and GSD divisions of the AFWCF.

1.4.35.2. AFMC/FMR provides supplemental instructions for development of CSAG-S/GSD operating programs.

1.4.35.3. AFMC/FM, in conjunction with AFSC/FM, prepares MAJCOM level Budget Exhibits and supplemental documentation for the BES and President’s Budget (PB) for CSAG-S and GSD. Consolidate CSAG-S and CSAG-M budget exhibits. Reviews CSAG and GSD budget content for compliance with OUSD(C), SAF/FMBOR, and AF/A4PY direction and submits this input to SAF/FMBF.

1.4.35.4. AFMC/FM, in conjunction with AFSC/FM, review, approve, and disseminate CSAG-S and GSD operating, initial spares and the Capital Investment Program (CIP) authority to command activities as part of funds control activity. Funds/targets distributed are based on the Annual Operating Budget (AOB) issued by SAF/FMBOR and the financial authority delegated through that process.

1.4.35.5. AFMC/FM, in conjunction with AFSC/FM, will issue GSD unit cost goals to subordinate activities.

1.4.35.6. AFMC/FM, in conjunction with AFSC/FM, will control and/or re-program funds based upon cash availability and strategies recommended by SAF/FMBOR, AF/A4PY and functional offices in AFMC.

1.4.35.7. AFMC/FM, in conjunction with AFSC/FM, will analyze execution data for CSAG-S and GSD programs.

1.4.35.8. AFMC/FM, in conjunction with AFSC/FM, will provide selected management data to AFMC leadership, AF and SAF/FM offices for review and decision support.

1.4.35.9. AFMC/FM, in conjunction with AFSC/FM, will be the focal point for CSAG-S end item sales price development and all price change requests.

1.4.35.10. AFMC/FM, in conjunction with AFSC/FM, will develop the Business Overhead Cost Recovery (BOCR) factors and Condemnation Material Expense Recovery (CMER) factors (BOCR and CMER factors are applied as a flat percentage to the Latest Acquisition Cost [LAC] or the Latest Repair Cost [LRC]) to develop annual price changes and resulting end item sales prices.

1.4.35.11. AFMC/FM, in conjunction with AFSC/FM, will manage command level requirements and billings.

1.4.35.12. AFMC/FM, in conjunction with AFSC/FM, will execute CSAG-S and GSD buy and/or repair funds related to items managed or items acquired at its various subordinate activities to acquire parts and inventories as well as the overhead needed to run the enterprise supporting the Working Capital Fund (WCF) mission.

1.4.35.13. AFMC/FM, in conjunction with AFSC/FM, will manage the CSAG-S and GSD business operations.

1.4.35.14. AFMC/FM, in conjunction with AFSC/FM, will generate and validate CSAG-S prices that do not have organic repair performed on them. For organically repaired or dual repair sourced items, generate acquisition cost, contract repair cost and required item level detail data elements that feed into the AFMC Iterative Pricing Tool and associated processes.

1.4.35.15. AFMC/FM, in conjunction with AFSC/FM, will develop, validate, and track the execution of the CSAG-S functional requirement.

1.4.35.16. AFMC/FM, in conjunction with AFSC/FM, will be the focal point for asset free issue, credit overrides, and loans.

1.4.35.17. AFMC/448 SCMW maintain management responsibility of item managers. AFSC/LZR workflow (**AFSC.LZR.Workflow@us.af.mil**), will establish guidance for

specific CSAG-S item LAC and LRC price adjustments and requirements for providing appropriate justification.

1.4.35.18. AFMC/FM, in conjunction with AFSC/FM, will perform functions for MAJCOMs for whom they provide centralized FM support.

1.4.35.19. AFMC/FM, in conjunction with AFSC/FM, will submit budget inputs, other funding requests, and execution reports explaining current position and variance analyses.

1.4.35.20. AFMC/FM, in conjunction with AFSC/FM, will manage and annually adjust the GSD surcharge calculation for base retail level and provide to Air Force Life Cycle Management Center (AFLCMC) for inclusion in the end of year conversion steps.

1.4.36. Be the AF Executive Agent for IIRP and final approval authority for all packages, and will:

1.4.36.1. Initiate/coordinate IIRP packages with LEAD commands and fund holders and submit finalized packages to AF/A4.

1.4.36.2. Request CSAG-S Cost to Contract Cost Authority in the BES to match the MAJCOM O&M POM submitted to the Spares Requirement Review Board.

1.4.36.3. In coordination with the fund's holders, track and measure the benefits of the actual implementation of the improved item against the original forecasted sustainment posture.

1.4.36.4. Develop separate procedural guidance required to implement.

1.4.37. Support RSP and Kits and will:

1.4.37.1. Conduct staff visits to subordinate activities when requested, review reports, review the AF approved aircraft authorizations contained in the RSP Authorization Document for logistics supportability and be the functional OPR for RSP-related data systems.

1.4.37.2. Implement methods and maintain models for computing wholesale requirements to support the Combatant Commander's war plans. They will implement methods, maintain models, and conduct analysis in support of requests for requirements such as CHPMSKs, HPMSKs, and consumable items.

1.4.37.3. Execute RSP management responsibility for specific weapon systems and end items of equipment.

1.4.37.4. Provide guidance to bases for loading RSP authorizations; distribute RSP allocations/authorizations to field units in support of existing war plans according to assigned priorities (RSP Reconciliation); collaborate in execution of the RSP deployment plan; and evaluate the effectiveness of deployed Mobility Readiness Spare Packages (MRSP)/HPMSKs and established CHPMSKs and forward results to MAJCOMs.

1.4.37.5. Provide estimated buy and repair budget deficit impacts for proposed new HPMSK to the requesting MAJCOM.

1.4.37.6. Release assets IAW the Spares Priority Release Sequence and RSP contingency flags.

1.4.37.7. Approve/disapprove requests to field RSPs out of cycle.

1.4.38. Execute centralized Class II management processes at the direction of AF/A4LR. See **paragraph 9.6** for further policy.

1.4.39. AFMC WSSP support includes:

1.4.39.1. Implement the AF component of WSSP.

1.4.39.2. AFMC Centers/USSF Equipment Specialists (ESs)/Program Support Managers (PSMs) will be primary Weapon System Designator Code (WSDC) Focal Points for determining and reviewing the validation requirements and Weapon System Essentiality Codes (WSEC) for each DLA Inventory Controlled Point (ICP)-managed WSDC records or DLA-managed National Stock Number (NSNs), maintained in WSSP for their respective weapon systems. This applies to ES personnel assigned to all Program Office (PO)/system sustainment activities and supply chain management organizations. Commodity ES personnel will take the lead assisting DAF WSSP WSDC Focal Points in reviewing and assigning the WSECs as required when systems they manage are considered "common" and used on multiple weapon systems. Commodity ES supervisors are authorized to grant access to the personnel to submit WS1 transactions via the WSSP-Reconciliation Tool (WRT) as WSDC Focal Points for weapon systems they support."

1.4.39.3. Develop and distribute procedures regarding DAF use of WSSP.

1.4.39.4. Serve as Functional OPR for the DAF WSSP Reconciliation Tool (or AFMC approved tool).

1.4.39.5. Serve as the submission activity on all new Weapon System Designator Code (WSDC) load/change/delete requests. Requests will be staffed for coordination through AF/A4LR, if required.

1.4.39.6. Ensure an AF WSSP monitor and WSDC Focal Points are assigned to coordinate WSSP/WSDC efforts. Note: WSSP focal points will be responsible for maintaining WSSP records assigned to their WSDCs. This includes ensuring NSN adds/changes/deletes are processed through the AF WSSP Workbench

1.4.39.7. Ensure all DLA-managed NSNs which support AF WSDCs are correctly registered (e.g., valid ECs and all other required data) in DLA WSSP and any change data is maintained as current or updated regularly. All DLA ICP-managed NSNs are called WSDC Records. These WSDC Records are the bill of material applicable to the WSDC and will be furnished after establishment of a WSDC to DLA or AFMC/A4R WSSP FOPR.

1.4.39.8. Establish a WSSP Working Group (WG), chaired by AFMC/A4R and will convene working group meetings monthly. WSSP WG members will consist of WSSP representatives from AFMC Centers/USSF, including DLA.

1.4.39.9. AFMC Centers Product Support Manager (PSM) will appoint primary and alternate AF WSSP WSDC Focal points for WSDCs assigned to weapon systems they support. WSSP WSDC Focal points will be responsible for maintaining WSSP records assigned to their WSDCs. This includes ensuring NSN adds/changes/deletes (WS1 transactions) are processed through the AF WRT tool.

1.4.39.9.1. AFMC Centers/USSF Equipment Specialists, including the AFLCMC PSM personnel, will notify the AFMC/A4R WSSP FOPR when systems are deactivated so WSDCs can be removed from WSSP. Note: PSMs will track all Standard Reporting Designator (SRD), end item Equipment Designators (ED) and WSDCs, cradle to grave" – SRDs are linked to WSDCs.

1.4.39.9.2. Essentiality code "1" will be assigned to all DLA ICP-managed parts for a Line Replaceable Unit (LRU), when lack of that LRU will render the aircraft/weapon system it supports inoperable or grounded. If the aircraft/weapon system is not rendered inoperable or grounded, then assigning essentiality code "1" is not appropriate. Nominate weapon systems to the AFMC/A4R Functional OPR to be included in the WSSP program in accordance with the following time frames:

1.4.39.9.3. ESs will ensure a complete and accurate list of all Part Number/Cage subcomponents and indenture structure of their managed Weapon Systems is maintained, IAW AFMCI 23-109, Applications, Programs, and Indentures (D200F).

1.4.39.9.4. Weapon Systems Support Program (WSSP). The PMs will understand their weapon system Essentiality Assignment and Weapon System Group Coding in the WSSP, IAW processes outlined in DoD Manual 4140.01, Volume 2, DLAI 4140.38, and this publication. Each program office will ensure all eligible components being managed by DLA are correctly assigned under the appropriate Weapons System Designator Code (WSDC). The PMs will work with AFMC/A4R (DAF lead for WSDC management) for any WSDC actions.

1.4.40. Nominate weapon systems to the AFMC/A4R Functional OPR to be included in the WSSP program in accordance with the following time frames:

1.4.40.1. For systems to be provisioned IAW DAFI 20-101_63-101, Integrated Life Cycle Management and AFMCMAN 20-106, Provisioning no later than 4 months prior to the start of the provisioning process.

1.4.40.2. For systems in the active inventory no-later-than 2 months before a system will require DLA ICP-managed NSNs support.

1.4.41. AFSC, AFLCMC, and AFNWC Program Offices will manage the AFSPBP and will:

1.4.41.1. Develop annual fiscal year screening thresholds in compliance with Defense Federal Acquisition Regulations Supplement and Procedures, Guidance, and Information (DFARS/PGI 217.7506), Spare Parts Breakout Program.

1.4.41.2. Determine the complete data needs, including re-procurement data for inclusion in contracts.

1.4.41.3. Give written notification, with rationale, to affected organizations when contracts do not include data requirements.

1.4.41.4. Conduct data calls and in-process reviews to ensure that correct and complete data requirements, including re-procurement data, appear in the Engineering, Manufacturing and Development or production contract.

1.4.41.5. Identify, select, and develop data item descriptions for inclusion in the Engineering, Manufacturing and Development or production contract.

1.4.41.6. Make sure that contracts properly define data requirements and manage the acquisition according to DAFI 21-103, Equipment Inventory, Status and Utilization Reporting.

1.4.41.7. Schedule periodic engineering and procurement data reviews to ensure that the contractor is complying with contractual data requirements in supporting the AFSPBP. These reviews should coincide with existing engineering or data reviews.

1.4.41.8. Give the offices of the Competition Advocate and Small and Disadvantaged Business adequate notice of the opportunity to take part in an advisory capacity in Contractor Technical Information Codes (CTIC) verification meetings.

1.4.41.9. Determine the need for CTIC, initiate contract data requirements and fund for CTIC and associated procurement data.

1.4.41.10. Program and budget for acquiring CTIC, re-procurement data, and reverse engineering for initial and replenishment spare parts to support equipment and end items.

1.4.41.11. AFMC/A4-EN will screen for items that the AF has engineering responsibility and are not assigned an Acquisition Method Code. They assign Acquisition Method Codes and Acquisition Method Suffix Codes to parts for which AFMC has engineering responsibility.

1.4.41.12. Approve and accept DD Form 250, Materiel Inspection and Receiving Report, certifying the technical accuracy of engineering data to support the replenishment spare parts procurements.

1.4.41.13. Periodically review the screening threshold and recommend changes when necessary.

1.4.41.14. Identify the tasks within the Product Support Analysis required to supplement the AFSPBP for the system being acquired.

1.4.41.15. Identify those peculiar parts that require engineering evaluation support.

1.4.41.16. Request necessary help from responsible non-AFMC engineering activities to do technical screening and subsequent AMC and Acquisition Method Suffix Code (AMSC) assignment.

1.4.41.17. Ensure that the technical engineering information to support initial and replenishment spare parts procurements is adequate for engineering review. (Use DFARS/PGI 217.7506 to make this determination).

1.4.42. AFMC Centers (Applicable to AFMC and USSF) will:

1.4.42.1. Account for the indenture level of items being spared and levels of maintenance for the items and their higher assemblies per DoDM 4140.01, Volume 2, DoD Supply Chain Materiel Management Policy: Demand and Supply Planning.

1.4.42.2. Establish a secondary item application or configuration file for each of its weapon systems. The file will show the indenture structure and essentiality of all reparable items that are part of the weapon system.

1.4.42.3. Every 18 months, validate indenture data to ensure they are current and accurately maintained in an approved system of record.

1.4.42.4. Link each item to its next-higher-assembly (NHA) in the weapon system application by modeling the impact of a lower-level assembly (an item whose Next Higher Assembly (NHA) is another item or subassembly) on the availability of its next higher-level assembly or assemblies.

1.4.42.5. Use an item indenture structure to tradeoff between items at the first level of indenture (e.g., items whose NHA is the weapon system) and items at lower levels of indenture needed to repair those items. In that way, the impact of each item on each level of indenture, and ultimately on the weapon system itself, is portrayed; and the requirement for the highest-level assembly will not be based on assuming 100 percent of its lower-level assemblies are available.

1.4.43. Manage AFMC TRAP Activities conducted by 635 SCOW/PIO, 416 SCMS/GUMB Tank Management Office, AFLCMC/EBW Fighter Bomb Racks Program Office and will:

1.4.43.1. Maintain data for TRAP allocated to each theater for WRM.

1.4.43.2. Champion funding for NCAA TRAP requirements and shortfalls. Coordinate with applicable AFMC aircraft PM for funds to procure any existing or projected TRAP.

1.4.43.3. Assist PM with funding projected TRAP shortfalls if the applicable PM is unable to secure funds.

1.4.43.4. Schedule annual meetings with Air Staff, MAJCOM, and AFMC support personnel to resolve problems in TRAP management and to discuss budget execution objectives.

1.4.43.5. Participate in aircraft Weapons Product Improvement Working Group meetings in the interest of effective and efficient worldwide TRAP management.

1.4.43.6. Fabricate, coordinate, and prioritize worldwide distribution plans for newly procured TRAP.

1.4.43.7. Conduct trend analysis and provide recommendations to HAF, MAJCOMs, applicable TRAP depots, and senior AF leaders on effective and efficient management of TRAP.

1.4.43.8. Maintain oversight and posture of TRAP items assigned to the TRAP Activity.

1.4.43.9. Forecast annual Second Destination Transportation requirements for bulk Continental United States (CONUS), Outside Continental United States (OCONUS) distribution/retrograde of TRAP. Prioritize and execute annual TRAP Second Destination Transportation movement plan based on funds received.

1.4.43.10. Act as sourcing authority to combatant theaters and combat MAJCOMs for TRAP.

1.4.43.11. Determine and recommend TRAP items for disposition based on existing on-hand inventories and projected NCAA and POS requirements.

1.4.44. 635 SCOW Support Awaiting Parts (AWP) process and responsibilities include:

1.4.44.1. Monitor Base Retail AWP backorders ensuring the system reflects the current shipment status and delivery date.

1.4.44.2. Perform lateral support or follow-up transactions.

1.4.44.3. 635 SCOW acts as the final decision authority for global evacuation decisions. These decisions will be based on enterprise support, e.g., health of the end-item, centralizing reparables for cannibalization possibilities, and support of assets required for repair. 635 SCOW will coordinate these decisions with MAJCOM, Depot and/or Base personnel. The Contractor Inventory Control Point is the final decision authority for Contractor Inventory Control Point managed assets.

1.4.45. Support CRF capabilities and responsibilities include:

1.4.45.1. AFLCMC/GBS will provide the necessary requirements and leveling data changes to SPM/ESCAPE and Readiness Base leveling (via the ILS-S) to reflect Repair Network Integration (RNI) demand and pipeline changes.

1.4.45.2. 635 SCOW will provide metrics identified in DAFI 20-117, Repair Network Management.

1.4.45.3. 635 SCOW will monitor asset availability for all CRF NSNs. Direct shipments of AFWCF NSNs from the CRF and coordinate lateral support shipments from other sources to satisfy Mission Impaired Capability Awaiting Parts (MICAP)/AWP/MRSP requirements. OCONUS units supporting homeland security and contingency operations will receive priority.

1.4.45.4. IAW DAFI 20-117, 635 SCOW will ensure fill rates for components are included in enterprise focused constrain resolutions and stock fill considerations. Ensure sufficient SRU and consumable bits and pieces are available to support the CRF program (oversight only).

1.4.45.5. 635 SCOW will review all CRF-supported NSNs (including related Interchangeable and Substitute Group NSNs) to ensure applicable records are loaded properly at all bases sending assets to the CRF. Review will be accomplished quarterly or upon introduction of new CRF NSNs.

1.4.45.6. 635 SCOW will monitor the retrograde of reparables to CRFs and shipment of repaired assets back to required locations using the ILS-S and transportation systems Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC). AMC supply chain managers must ensure units follow prescribed repair echelon and channel transportation routing and make every effort to resolve bottlenecks in the organic transportation pipeline as necessary.

1.4.46. 437 SCOS/RNM will:

1.4.46.1. Prioritize and direct CRF distribution of AFWCF commodities within the enterprise.

1.4.46.2. Coordinate, direct, and track retrograde and sustainment assets between supported units and CRFs.

1.4.46.3. Determine enterprise health of all CRF commodities and alert LEAD commands of negative trends.

1.4.47. Responsible for implementing and managing the DLA-managed Support Equipment Accountable Property System of Record (APSR). Specific responsibilities include:

1.4.47.1. Maintaining an automated system to disseminate changes to FSM Platforms and authorizations and PA catalog data.

1.4.47.2. Technically advising and assisting MAJCOM equipment management functions in matters affecting the equipment management system.

1.4.47.3. Implement HAF policy and procedural changes through supporting published guidance, data system designs, and operations and maintenance techniques.

1.4.47.4. Responsible for developing buy/budget projections and initiating procurement actions for centrally managed and centrally procured Procurement Source Code 5 (PSC 5) NSNs to support current and forecasted (future) requirements. AFMC manages centrally procured government equipment.

1.4.48. AFSC will request and ensure physical inventories are conducted IAW terms of the contract for Air Force-owned items in the possession of contractors at contract depot maintenance (CDM) and performance-based logistics (PBL) maintenance facilities. AFSC will develop policy or process guidance to facilitate monthly inventories at the CDM/PBL facilities, collect and consolidate inventory results provided by contractors, and report inventory results to AFMC/A4RX (**HQAFMCA4.A4RX.AFMCA4RXWorkflow@us.af.mil**).

1.4.49. Conduct a pre-inventory survey at their depot storage activities prior to the inventory deadline date to ascertain that housekeeping and other operating factors impacting the inventory are in order. The time selected for this survey will be far enough in advance of the inventory deadline date to allow ample time to correct any deficiencies noted during the survey.

1.4.50. Identify/select Special Purpose Recoverables Authorized Maintenance (SPRAM) items during the provisioning process.

1.4.51. Provide MAJCOMs SPRAM requirements identified during initial provisioning.

1.4.52. Consider SPRAM requirements in buy computations. Note: SPRAM is excluded from applicable AF approved Requirements Computation data systems. PM end article item manager (EAIM) approval is required for SPRAM authorizations.

1.4.53. Stock Positioning responsibilities include:

1.4.53.1. Direct the reallocation and redistribution of Working Capital Funded AF-owned material to ensure that the right inventory is at the right locations to meet customer requirements by making best value decisions on where to position stocks. Note: AF/A5/7RW, in coordination with AF/A4LW, MAJCOMs, and the Global Ammunition Control Point, direct the reallocation and redistribution of AF-owned Class V material IAW DAFMAN 21-201.

1.4.53.2. AFSC, in coordination with DLA (if applicable), determines where stock listed assets are stored unless contingency operations dictate otherwise.

1.4.53.3. When determining the number and location of stock points the following factors will be considered:

1.4.53.3.1. Wartime plans, surge and mobilization requirements, and desirability of stock dispersal.

1.4.53.3.2. The nature of the items themselves:

1.4.53.3.2.1. Specialized requirements, such as depot level maintenance programs and maintenance unique test and inspection, repair, package, storage, and transportation, to include Second Destination Transportation (SDT) costs from ICPs to customers.

1.4.53.3.2.2. Frequency of demand and forecasting reliability.

1.4.53.3.2.3. Dollar value, weight, and cube.

1.4.53.4. Availability of storage space, type of storage space required, and the need for specific storage aids and/or mechanized Materials Handling Equipment (MHE).

1.4.53.5. Inventory carrying costs (i.e. added costs to receive and store at a greater number of locations) plus costs of multi-destination versus single-destination shipments, and First Destination Transportation (FDT) costs to multiple locations versus any savings in responsiveness and SDT costs.

1.4.53.6. Maintain oversight of Industrial Plant Equipment required for support of AF military organizations per DAFI 20-101_63-101.

1.4.53.7. Position assets close to users resulting in improved responsiveness, better support of peace and wartime requirements and reduced distribution costs. This guidance is applicable to all wholesale secondary items stocked by the AF, except war reserves and stocks designated for specific projects. The impact on inventory levels and the associated costs are an important part of the determination process.

1.4.53.8. Restrict single point stockage of items to those that are supported by cost and benefit analysis.

1.4.53.9. Arrange and coordinate intra-AF or interservice support for affected activities.

1.4.53.10. In collaboration with DLA, provide final authority on all proposed agreements involving AF assets/storage sites.

1.4.53.11. Reallocation and redistribution of non-AFWCF AF-owned materials are directed by the managing Program Activity.

1.4.54. Materiel Returns responsibilities include:

1.4.54.1. Update the Reparable Item Movement Control System (RIMCS) data master file to include reparable NSNs under Depot Maintenance Interservice Support agreements.

1.4.54.2. Direct return of retail assets only if there are insufficient wholesale assets to support the weapon system or end item throughout its remaining life, instead disposal instructions will be provided. Note: AFMC PICA IM/Supply Planner activities will determine excess and provide disposition instructions for the items under their management.

1.4.54.3. Control workload volume input to repair contractors to prevent accumulation of excess reparables at the contractor facility.

1.4.55. Will be the AF focal point to coordinate on all matters pertaining to the PMRP and assign appropriate Precious Metals Indicator Codes as defined by DoDM 4100.39, Federal Logistics Information System (FLIS) Procedures Manual.

1.4.56. Through the AF Mechanized Materials Handling Engineering Office, monitors planning and programming processes for all MMHS/SAS projects. AFLCMC/EZPAE is the centralized AF program manager for all MMHS/SAS and the OPR for guidance pertaining to MMHS/SAS.

1.4.57. AFLCMC/GB System Owner's responsibilities include:

1.4.57.1. Be the AF OPR for acquisition of AF enterprise-level materiel management systems and have the primary responsibility for ensuring data integrity for AF materiel management systems.

1.4.57.2. Be responsible for the operability of materiel management systems at the AF enterprise level and ensuring capabilities meet procedures outlined in DoDM 4140.01.

1.4.57.3. Ensure security mechanisms are in place to provide secure and uncompromised exchange of information.

1.4.57.4. Be responsible for providing role-based security access to materiel management systems.

1.4.57.5. Develop and implement common operating environment IAW DoDM 4140.01.

1.4.57.6. Ensure the materiel management IT systems properly supports and implements AF policies and procedures at the retail level.

1.4.58. Readiness Driver Program responsibilities include:

1.4.58.1. Be the lead functional OPR for data system support to the AFRDP and provide program management oversight to the AFRDP.

1.4.58.2. Develop and oversee the necessary processes and execution to provide an effective AFRDP.

1.4.58.3. Identify changes needed to AFRDP policy/process issues and pursue them accordingly.

1.4.59. AFMC Cataloging Activity responsibilities are shared between AFMC/A4, AFLCMC and AFSC/LZ. AFMC/A4R will develop wholesale and retail policy and procedures for AFMC Cataloging Activity and perform duties of Voting Member to the FCC. The AFSC will implement and execute the day-to-day operations of the wholesale AFMC Cataloging Activity/448 SCMW. The AFMC/437 SCOS Records Maintenance will execute the retail AFMC Cataloging Activity responsibilities. AFMC/AFLCMC/AFSC will:

1.4.59.1. Develop and maintain data automation and telecommunication support for AF participation in, interface with, and supplementation of the Federal Catalog Program and standardization programs.

1.4.59.2. Provide the oversight for contractors performing cataloging responsibilities to ensure the Federal Catalog Program actions are accomplished and the contractor complies with DoDM 4100.39 and DoDM 4120.24, Defense Standardization Program (DSP) Procedures.

1.4.59.3. Serve as the AF liaison for issues and problems between the FLIS Cataloging Center and AF activities.

1.4.59.4. Serve as AF contact point for the FLIS Problem Reporting and System Change requests (SCR).

1.4.59.5. AFMC/A4R will develop guidance for Contractor Inventory Control Points. This guidance will outline the performance of cataloging support services functions for specific items, Federal Supply Classification, subsystems, equipment, assemblies, and components as contracted.

1.4.59.6. AFMC/635 SCOW manages the AF Interchangeability & Substitutability (I&S) Grouping Program.

1.4.59.7. Disseminate Catalog Management Data Change. Changes to AF Catalog Management Data, such as Expendability, Recoverability, and Reparability Category (ERRC), unit of issue, etc., for all stock listed items will be published in the appropriate AF and DoD systems.

1.4.60. Appoint an Air Force Stock Readiness Coordinator (SRC) to work with the SCMSs responsible AF ICP activities to ensure materiel in storage is maintained in ready-for-issue condition or to prevent deterioration of unserviceable materiel. SRCs ensure the care of supplies, including the inspection and reporting of condition and serviceability of materiel, and the Care of Supplies in Storage (COSIS) IAW DoDM 4140.01 Volume 5 and the JSR 4145.04.

1.4.60.1. The AFMC Stock Readiness Coordinator's roles and responsibilities include:

1.4.60.1.1. Follows stock readiness and Care of Supplies in Storage (COSIS) policies and procedures IAW JSR 4145.04 (AFMAN 23-125) (IP), Department of Defense (DoD) Stock Readiness Program, AFJMAN 23-210, Joint Service Regulation for Storage and Materials Handling, DoD Instruction 4140.01, DoD Supply Chain Materiel Management Policy, the various DoDM 4140.01 DoD Supply Chain Materiel Management Procedures publications, as well as other applicable Materiel Management packaging, preservation, and storage publications.

1.4.60.1.2. Participates in the Defense Stock Readiness Group on behalf of the enterprise.

1.4.60.1.3. Makes recommendations to HAF and DoD for changes in policy and MIL-Std serviceability standards.

1.4.60.1.4. Ensures the performance of scheduled inspection actions on material in storage and tracks identified discrepancies through resolution. Assures all applicable elements are informed of any unsatisfactory conditions found to exist in stocks; the reasons why it occurred; corrective actions required and taken; any pertinent data which can be used to improve the item and its care; and the packaging and/or storage environment considered to be best suited for its continued storage.

1.4.60.1.5. Assists in the determination of adequacy of storage environment, preservation, packing, and marking, as well as the proper identification of items.

1.4.60.1.6. Ensures the accurate determination of item condition and posting of this condition to record.

1.4.60.1.7. Ensure required exercises are conducted as required.

1.4.60.1.8. Assists with the prevention of all forms of deterioration that will adversely affect the end use of required items, as well as the restoration of required items to a serviceable condition for issue.

1.4.60.1.9. Ensures COSIS programs for subordinate organizations include the inspection of shelf-life items and assignment of condition codes in accordance with DODI 4140.27, Identification, Control, and Utilization of Shelf-Life Items.

1.4.60.1.10. Assists AFMC/A4R with budgeting projections for AFMC COSIS programs.

1.4.61. Clothing and Textile. See **paragraph 9.6** for further policy.

1.4.61.1. AFMC/FM is responsible for establishing Element of Expense/Investment Codes (EEICs) for enterprise use when purchasing Organizational Clothing and Individual Equipment (OCIE using the government purchase card, in coordination with SAF/FMB.

1.4.61.2. AFMC/A4/10 will develop oversight procedures of unit procured OCIE items.

1.4.62. Price Challenge and Verification responsibilities:

1.4.62.1. Be the AF POC for the validation of AF-managed price challenge submissions.

1.4.62.2. Coordinate price verification for AF-managed items through DLA Logistics Information Service on the validity of the over-pricing challenge.

1.4.62.3. Ensure the appropriate functions update cataloging data in the appropriate materiel management IT system(s) as applicable.

1.4.62.4. Notify the requestor of the outcome.

1.4.63. Serves as the Enterprise Manager for select Class II materiel and will coordinate with AF/A4LR to establish processes approved by AF/A4LR for centralized management of selected items. Enterprise Management of select Class II materiel includes but is not limited to personal use clothing & textile items, consisting of DAF uniforms and OCIE. OCIE is clothing and equipment developed for military personnel use in the field during combat or training. These items are normally worn or carried by an individual to support mission performance, and do not include items that are part of a larger or separate system. These items are issued to personnel on a loan basis and remain the property of the purchasing organization. See **paragraph 9.6** for further policy.

1.4.64. Supports the wing's deployment commitment and Chemical, Biological, Radiological, Nuclear Threat Area Designation IAW DAFI 10-2503, Chemical, Biological, Radiological, Nuclear (CBRN) Defense Program, with IPE authorizations.

1.4.65. Develops and approves the global storage and sustainment strategy and releveling/redistribution plans to meet enterprise IPE requirements. Redistribution actions that place a unit below authorized stock levels are coordinated with the owning MAJCOM IPE manager. See **paragraph 9.6** for further policy.

1.4.66. Establishes strategic reserve locations and Expeditionary Theater Distribution Centers for prepositioned IPE assets to support operational requirements. Strategic reserves and Expeditionary Theater Distribution Centers will be coordinated with key stakeholders, (e.g., COCOM, MAJCOMs) and AF/A4LR. See **paragraph 9.6** for further policy.

1.4.67. Manage Enterprise Mobility Equipment Facility (EMEF).

1.4.67.1. Centrally stores and manages IPE stock per DoDM 4140.27, Vol 2, AFJMAN 23-210, Joint Service Manual (JSM) For Storage and Materials Handling, and applicable TOs and manuals.

1.4.67.2. Excess assets (inventory above 100% of the enterprise baseline requirement) may be stored at the EMEF with prior Enterprise Management coordination/approval.

1.4.67.3. Evaluates and approves request for new "site" establishment within the Enterprise and determine appropriate administration within the approved mobility IT system.

1.4.68. Manages enterprise TPO IPE to include authorization, forecasts, budgeting, procurement, redistribution, and disposal. Note: To preclude Defense Accountability, Reutilization and Disposal activity refusal, disposal requests must be made for the NSN physically marked on the item. See **paragraph 9.6** for further policy.

1.4.69. AFMC/A4RX is delegated management of DAF-generated project codes (category codes A and B). Program management responsibilities include:

1.4.69.1. Processing DAF-enterprise requests to add or terminate codes.

1.4.69.2. Maintaining a master list of active and inactive codes.

1.4.69.3. Certifying project codes to ensure termination dates are not exceeded.

1.4.69.4. Cancelling or modifying outstanding requisitions upon notification that a project code has been terminated

1.4.69.5. Provide project codes nicknames for AF generated requests. Post project code assignments and terminations (category codes A and B) monthly on the Project Code SharePoint.

1.4.69.5.1. Project Codes C and D requests will be routed through HAF/A4LR for review and coordination to Joint Staff/J4.

1.4.69.5.1.1. The CJCS Project Code Request form must be used for project code C and D requests. This form outlines all required information for appropriate routing as defined in CJCSI 4110.01F, para 2 of Enclosure D.

1.4.69.6. Submit approved project code requests to 635 SCOW/LG Workflow and send copy to AF/A4LR.

1.4.70. Codify enterprise stock positioning procedures IAW DAFI 90-160, Publications and Forms Management. Note: Publications must be coordinated with the AFMC/A4/10 Publications Manager in AFMC/A4RX.

1.4.71. AFMC Product Support Management Division (A4F).

1.4.71.1. Is designated as Technical Content Manager for TO 00-20-2, Maintenance Data Documentation.

1.4.71.2. Serves as the SRD management focal point for overall use of SRDs within the Maintenance Data Documentation (MDD) arena.

1.4.71.3. Determines and serves as the cognizant authority for message group addresses to be used by the AFMC Centers, Agencies and Squadrons for notifications to SRD users.

1.4.71.4. Develop or recommend additional SRD management procedures, and SRD data products, etc.

1.4.72. Air Force Sustainment Center (AFSC).

1.4.72.1. Applies UMMIPS release sequence for non-AF customer requisitions.

1.4.72.2. Applies UMMIPS, Execution & Prioritization of Repair Support System or Spares Priority Release Sequence (SPRS) for AF customer requisitions.

1.4.72.3. Refer to the ILS-S User's Manual and AFMCMAN23-501V1 for additional guidance.

1.4.72.4. Be responsible for the Management Functional Area for the implementation and operation of the Execution and Prioritization of Repair Support System (EXPRESS) under the Depot Repair Enhancement Process within AFMC, and the Management of Items Subject to Repair (MISTR).

1.4.72.5. Provide guidance and direction to Inventory Management Specialists/Materiel Management Personnel/Production Management Specialists/Supply Planners on EXPRESS and MISTR processes and procedures via the publishing of AFSC policy.

1.4.72.5.1. Guidance will include the use of EXPRESS by supply and maintenance personnel assigned to AFSC. In addition, provide a description of the modules included in EXPRESS, and a detailed explanation of the functions underlying the supportability process within EXPRESS.

1.4.72.6. Support Quality Assurance by providing status on delinquent updates of all Dates of Last Inventory in the system.

1.4.73. 635 SCOG/Support Degraded Operations will:

1.4.73.1. Manage the entire degraded operations process at their level.

1.4.73.2. Notify supported bases of system problems and estimated duration of system outage.

1.4.73.3. Assist supported bases (as needed) in degraded operations and coordinate manual accounting recovery with materiel management activities.

1.4.73.3.1. Participate in base level assessments of degraded operations and adjust support as needed to maintain an agreeable level of support.

1.4.73.3.2. Monitor system availability and direct effected bases when to process manual accounting recovery transactions.

1.4.73.3.3. Provide a periodic "window of opportunity" for supported bases to schedule and conduct local exercises at least twice a year. Coordinate with bases/MAJCOMs on any scheduling conflicts.

1.4.73.4. Provide functional guidance during degraded operations and recovery.

1.4.73.5. Support degraded operations at the Source of Supply (SOS) as required.

1.4.74. 635 SCOW activities support Base Closures and will:

1.4.74.1. Redistribute serviceable assets and report excess assets to the source of supply.

1.4.74.2. Notify the ILS-S Program Management Office 45 days prior before established closure date.

1.4.74.3. Run final ILS-S reports for account closure.

1.4.74.4. Coordinate with Defense Finance and Accounting System (DFAS) on SRAN deletion.

1.4.75. Support Weapon Systems Transfers and will:

1.4.75.1. Process the Mission Change to update both the gaining and losing spares/consumption data in the ILS-S for both SRANs.

1.4.75.2. Coordinate with the losing base where to transfer its assets.

1.4.76. Ensure order fulfillment from the time a customer puts a requirement into the system until it is satisfied by directing distribution actions as needed.

1.4.77. AFLCMC/GB and 435 SCOS will jointly support Force Record Alterations and will:

1.4.77.1. Complete Forced Record Alteration Change processing for supported bases including ANG/AFR satellites of supported host accounts.

1.4.77.2. Retain original Forced Record Alteration Change request documentation. ILS-S records Forced Record Alteration Change results with the E-FIX control number in audit trail.

1.4.77.3. Ensure a copy of Forced Record Alteration Change request documentation is available.

1.4.78. The 635 SCOW/WM will:

1.4.78.1. Work with DLA to ensure DLA-managed items with Contingency Retention Stock quantities are reviewed annually.

1.4.78.2. Accomplish formal UTC assessments IAW AFI 10-401.

1.4.78.3. Provide all WRM units 60 days' notice prior to each formal authorization review.

1.4.78.4. Review all NSNs in UTCs and validate Master NSN with input from MAJCOMs, Functional Area Managers (FAMs), Pilot Units, LRS Equipment Accountability Element (EAE), and equipment custodians.

1.4.78.5. Six (6) months prior to any operational plan change(s), schedule Authorization reviews in partnership with AFMC, AFSC, MAJCOMs, FAMs, and Pilot Units, AFLCMC/WNZ (PMO), MAJCOMs, and the 635 SCOW/WM will use the review to plan and budget for support equipment required to support the change.

1.4.78.6. Make applicable updates/changes to UTCs and equipment detail Authorization Identifications (Auth Ids) in the AF equipment IT system and other appropriate systems as recommended.

1.4.78.7. Oversees and directs all aspects of the WRM program management and employment of capability. This includes prioritizing WRM funding and requirements,

consolidating unit readiness into an enterprise assessment, and collaborating on WRM strategic planning efforts to include war plans. Specific responsibilities and support provided by the 635 SCOW/WM are spelled out in AFI 25-101, War Reserve Materiel (WRM).

1.4.78.8. Serves as the focal point for tactical evaluation of system performance, promotion of collaboration and advocacy for best practices within the Joint, Service, and Industry domains, development/delivery of training and overall system standardization for Basic Expeditionary Airfield Resources (BEAR) and Fuels Support Equipment (FSE) systems. Specific responsibilities and support provided by the 635 MMG are in AFI 25-101.

1.4.79. Support Special Logistics arrangements and will:

1.4.79.1. Be responsible for the movement and control of forward support spares (both serviceable and unserviceable) between AMC Primary Supply Points (PSPs), Forward Supply Locations (FSLs), Forward Supply Points (FSPs) and supporting SOSs.

1.4.79.2. Manage the AMC FSL Asset and Requisition Report to resolve conditions negatively affecting AMC FSS.

1.4.79.3. Manage the AMC Contingency Program.

1.4.79.4. Justify leveling of AMC FSL items.

1.4.79.5. Support HAF and command-directed requirements for RED HORSE materiel to include procurement, assembly, and shipment of necessary items.

1.4.79.6. Appoint a POC for RED HORSE project(s) support.

1.4.79.7. Fund all initial requirements for RED HORSE units.

1.4.79.8. RED HORSE Expense items will be procured by the stock fund through the normal stock fund process.

1.4.79.9. Support RED HORSE Expense items, which will be reimbursed from the operations operating budget upon issue from the stock fund.

1.4.80. Maintain Base Operating Stock Specialist (BOSS) codes in ILS-S. No other activity will be able to add, change or delete BOSS codes.

1.4.81. Manages and provides spares support, enterprise distribution, logistics combat support, enterprise vehicle fleet management and sustainment processes and repair prioritization to best meet the Total Force mission needs of warfighters across the globe. Specific support includes: 4 hours response times for critical spare requirements, immediate enroute supply support solutions for MAJCOM’s operational needs, systems requirements for reports, security, access, and any other retail supply functional areas where the customer's operational need requires immediate resolution. Note: The JPO will manage this for the F-35 program.

1.4.82. The 635 SCOW/Nuclear Weapons Related Materiel (NWRM) Transaction Control Cell (NTCC), is responsible for retail level supply chain management and for wholesale storage of NWRM. Utilizing the concept of positive inventory control (PIC) and freeze code management, the Wing serves as the control point for the processing of NWRM within all

retail and wholesale supply accounts. The Wing's NWRM storage facility serves as the wholesale storage focal point for all spare NWRM assets. Specific responsibilities include shipping, storing, and receiving all NWRM and retail item management.

1.4.83. Air Force Installations and Mission Support Center (AFIMSC). Through Air Force Civil Engineer Center (AFCEC)/CXX Expeditionary Engineering Branch and in coordination with AFMC will provide:

1.4.83.1. RED HORSE initial formation and initial requirements computations.

1.4.83.2. Justification of RED HORSE requirements for subsequent AFMC funding of initial supplies and equipment.

1.4.83.3. Necessary requirements information for AFMC to accomplish funding of initial RED HORSE requirements.

1.4.83.4. Pursue establishment of an “FG” DODAAC satellite account at the overseas host IT system support base to which the RED HORSE unit is being deployed.

1.4.84. AFLCMC/GB through the ILS-S Program Office will:

1.4.84.1. Provide technical guidance during degraded operations and recovery (real world and exercises, as needed).

1.4.84.2. ILS-S Program Office will notify materiel management activities of real-world system outages and estimated duration.

1.4.84.3. Coordinate scheduled outages with MAJCOMs.

1.4.85. Item Managers will:

1.4.85.1. Initiate reclamation actions for AF-managed stock numbers and part numbers.

1.4.85.2. Reclamation.

1.4.85.2.1. Use reclamation in place of procurement or repair to obtain components whenever it will result in measurable savings. It will also be used whenever it provides the fastest means of satisfying a critical requirement or when there is no other known SOS, regardless of savings.

1.4.85.2.2. Will determine requirements for parts when end items or assemblies become available for reclamation.

1.4.85.2.3. Initiate reclamation requests for items capable of being reclaimed economically or not available from other sources.

1.4.85.3. Perform validation of Usage, Factors and Application Data.

1.4.85.3.1. Item Managers manage the validation of item indicative data, to include:

1.4.85.3.1.1. Item Application

1.4.85.3.1.2. Shelf-Life.

1.4.85.3.1.3. Time Compliance Technical Order (TCTO).

1.4.85.3.1.4. Backorders.

1.4.85.3.1.5. Stock Levels.

1.4.85.3.1.6. War Requirements.

1.4.85.3.1.7. Modifications.

1.4.85.3.1.8. Authorize changes/additions/deletions to save lists.

1.4.85.4. Review and evaluate existing disposal freezes once a year before the annual retention computation.

1.4.85.5. Justify in writing retention additive requirements to a subgroup master stock number in the requirements data system and review retention additives to ensure they are deleted once they serve their legitimate purpose.

1.4.86. AFMC/A4RX provides Enterprise Management recommendations and solutions approved by AF/A4LR of select Class II. Note: See **paragraph 9.6** for further policy.

1.4.87. Materiel Disposition responsibilities include:

1.4.87.1. Provide guidance for AF reclamation processes.

1.4.87.2. Provide guidance for removal of parts at AFMC Maintenance and Regeneration Activity (AMARG), including those to support retail-level MICAP requisitions and urgent depot support requirement, along with the associated mini-save list(s) development.

1.4.87.3. Direct IM responsibilities as identified in this section. Note: Refer to AFMCI 23-111, Reclamation of Air Force Property, for additional guidance.

1.4.87.4. Monitor formal disposal freeze notices, revisions, or cancellations within AFMC materiel management operations.

1.5. Air Force Research Lab (AFRL).

1.5.1. AFRL/DSO is the AFMC/CD designated AFRL/DSO as APO for all equipment used in support of Research, Development, Test and Evaluation (RDT&E) development functions in the AFRL Center IAW AFRLI 61-101, Equipment and Other Laboratory Asset Management. Exception: Rome Lab and Maui Island. AFRL/DSO may delegate site level APOs at their operating location. AFRL property will be managed in the AFRL Site ID DF-RDTE.

1.5.2. AFRL will follow equipment management policy and procedures in AFRLI 61-101. This OI will be coordinated through AF/A4LR and AFMC/A4R during each publication cycle.

1.5.3. AFRL Logistics Materiel Control Activities (LMCA) will control property cataloging actions, retention, redistribution, and disposition decisions and perform required EAE and applicable SCOS equipment management functions in support of AFRL APOs within the RDT&E Site Id, DF-RDTE.

1.6. AMC Logistics Readiness Division.

1.6.1. Designates AMC Primary Supply Points (PSPs), Forward Supply Locations (FSLs) and Forward Supply Points (FSPs).

1.6.2. Coordinates with owning MAJCOM and 635 SCOW before establishing AMC PSPs on non-AMC bases.

1.6.3. Develops and publishes AMC supplemental procedures for non-merged FSLs.

1.6.4. In coordination with 635 SCOW, prioritizes the FSLs to define the priority of release for requisitions generated by the FSLs.

1.6.5. Informs owning MAJCOMs and 635 SCOW of FSL-specific data changes.

1.6.6. At a minimum, conducts an annual review of organizational codes used by the FSLs.

1.6.7. Performs a monthly MICAP analysis for each weapon system by location.

1.6.8. Conducts a FSL category code review annually.

1.6.9. Develops, maintains, and runs software to establish/update FSS levels.

1.7. Logistics Readiness Squadron (LRS)/CC.

1.7.1. LRS/Materiel Management General Responsibilities. To maintain standardization, the standard LRS/Materiel Management activity will focus on 1) maintaining war readiness and supporting the wartime mission of the wing/base; 2) maintaining an overall customer support focus; 3) expeditionary logistics support; 4) supply chain materiel management; and 5) care and security of NWRM. Most Efficient Organizations or units with contract operations will be organized in a manner that complies with this guidance.

1.7.2. IAW AFI 38-101, Manpower and Organization, the LRS is made up of the Commander, Commander's Support Staff and functional flights composed of logistics, fuels, materiel management, ground transportation, and vehicle management. The Commander's Support Staff is made up of Operations Officer, Logistics Manager, Squadron Readiness, Operations Compliance, Squadron Superintendent (optional), and the First Sergeant.

1.7.3. LRS/Materiel Management Activity will:

1.7.3.1. Submit request to establish, change, or delete DODAACs IAW AFMAN 23-230, Maintaining Air Force DoD Activity Address Codes (DODAAC).

1.7.3.2. All materiel management activity for Class VII accounts will use an APSR IAW DoDI 5000.64, Accountability and Management of DoD Equipment and Other Accountable Property.

1.7.3.3. Special Accounts. Requests for "FX" type accounts require AF/A4LR approval. Justification should include why other accounts (e.g., "FB", "FE") are not available or suitable.

1.7.3.4. Utilize the 404 SCMS Equipment Requirements List (ERL), (**https://usaf.dps.mil/teams/AFMC-A4R/SitePages/Support-Equipment.aspx**) to determine and identify property overages and shortages and to ensure requests do not exceed authorization and on-hand equipment levels.

1.7.3.4.1. Shortages. Equipment custodians will verify unit requirements and order or decrease authorizations.

1.7.3.4.2. Overages: Equipment custodians will verify unit requirements and current allocations and either turn in or submit an AF Form 601.

1.7.3.5. Ensure ELMS warehouse managed property remains physically segregated and clearly distinguishable from ILS-S managed property.

1.7.4. Support Financial Management and will:

1.7.4.1. Assist with annual or revised budget submission requirements as determined by AFMC.

1.7.4.2. Coordinate GSD Stock Fund operating programs with the appropriate base or tenant financial management OPRs for customer requirements.

1.7.4.3. Manage free issue and force credit returns for GSD and CSAG-S.

1.7.4.4. Approve GSD free issue/force credit return requests and provides justification to AFMC/AFSC/435 SCOS.

1.7.4.5. Forward requests for CSAG-S free issue/force credit return approval to AFMC.

1.7.4.6. Review and coordinate corrective action on suspect GSD and CSAG-S transaction errors.

1.7.4.7. Review GSD stock fund on-order, in-transit inventories, and liabilities.

1.7.4.8. Monitor funds provided to base-level activities to purchase investment equipment identified Budget Code (BC) “Z”.

1.7.4.9. Monitor obligated backorders.

1.7.4.10. Identify and validate billing actions that have not been received within prescribed time limits for local purchase requirements.

1.7.4.11. Work with the Financial Services Office to ensure adequate funds are loaded to maintain day-to-day mission support requirements.

1.7.5. Support RSP and Kits and will:

1.7.5.1. Act as the base focal point to see that all base responsibilities for RSPs are properly carried out. Determine, monitor, and ensure adequate and timely corrective action by the responsible agency on all deficiencies hampering the capability of the base to carry out its responsibilities for RSP. When RSP/HPMSK/CHPMSK are transferred to the local stock record account number (SRAN) from another base, the host SRAN will provide assistance and direction to deployed package personnel in the prompt establishment of supportable shortage backorders, inventory requirements, document control procedures, shelf-life management, etc.

1.7.5.2. Perform the necessary supply planning to support the wartime mission with RSP using the planning guidelines in AFI 10-401.

1.7.5.3. Maintain accurate RSP authorizations and process RSP reconciliation program, annually.

1.7.5.4. Maintain an accurate inventory of RSP assets through inspection and inventory as required.

1.7.5.5. Review annual Aircraft EOQ authorization requirements provided by the MAJCOM and ensure items in the RSPs serviceable.

1.7.5.6. All classified RSP assets will be inventoried, stored, and maintained.

1.7.5.7. Ensure HPMSK assets are ready for deployment when authorized.

1.7.5.8. Perform an RSP pre-deployment computation prior to deployment. Note: Refer to **Chapter 2** for ASM assessment request.

1.7.6. Support Base Closures and will:

1.7.6.1. Request assistance from the MAJCOM/A4R when specific phasedown instructions are not provided. The phasedown plan must meet the following objective: To achieve a smooth orderly closeout and minimize mission impact risks, while taking in consideration the reduction of supplies. The rate of supply reduction is determined by resources and the closeout date. Phasedown actions require careful attention and will be taken by the appointed personnel.

1.7.6.2. Resolve all late inbound shipment discrepancies prior to base closure date. Failure to do so will delay closure of the account in the ILS-S.

1.7.6.3. Reduce all item and detail balances to zero prior to closure.

1.7.6.4. Notify the Wing Resource Advisor of an account deactivation as soon as the deactivation date is known.

1.7.6.5. Support weapon system transfers and will coordinate with the gaining bases to review the due-outs to determine which details should be transferred. Only due-outs that are required to bring transferred weapons systems/end items and associated support equipment to a serviceable condition will be transferred using this process.

1.7.7. Support materiel returns and will:

1.7.7.1. Process all retail level return requests through the Flight Service Center (FSC).

1.7.7.2. Coordinate with maintenance to identify base level repair capability for components and update repair cycle records.

1.7.7.3. Recover consumable useable material defined by DoDM 4160.21, Volume 1, Defense Materiel Disposition: Disposal Guidance and Procedures.

1.7.7.4. Establish on-base and off-base pick-up points for return of consumable materiel.

1.7.7.5. Establish agreements with the servicing DLA Disposition Services (DLADS) that ensure cooperation, support, and assistance.

1.7.8. Support supply chain materiel management systems and will:

1.7.8.1. Support core logistics readiness systems while maintaining IT compliancy IAW DoDM 4140.01.

1.7.8.2. Ensure the use of materiel systems are IAW DoDM 4140.01.

1.7.8.3. Through systematic management procedures, provide effective, standard, and controlled automated data processing support for base-level LRS/Materiel Management Activity operations.

1.7.8.4. Provide standard data processing system fundamentals, work processes, and methodology, for the training, development, and maintenance of functional automated data processing for LRS/Materiel Management Activity personnel.

1.7.8.5. Submit system specific requirements to execute a computer replacement plan.

1.7.8.6. Maintain integrity of local item records.

1.7.8.7. Manage CRF Host or CRF Supported LRS Units as applicable.

1.7.9. CRF Host LRS Commander/Accountable Property Officer will:

1.7.9.1. Provide interface between Maintenance, Materiel Management, and Transportation.

1.7.9.2. Provide adequate supply capability to receive, store, and distribute required items.

1.7.9.3. Provide storage for reparable assets until delivered to the CRF.

1.7.9.4. Provide storage IAW proper warehousing procedures for serviceable assets awaiting disposition.

1.7.9.5. Ensure Maintenance personnel have access to the appropriate materiel management IT system for reports (e.g., Repair Cycle Asset Management Listing [D23]) needed for day-to-day management of the CRF.

1.7.10. Support Individual Protective Equipment and will:

1.7.10.1. Use the approved mobility IT system to manage and account for select IPE Class II materiel. All transactions will be processed real-time. Note: Degraded operations procedures are authorized during degraded operations exercises or system outages.

1.7.10.2. Retail Level Materiel management experts attached/imbedded in Tactical Air Control Party, Combat Control Team, Pararescuemen, Battlefield Weather/Combat Weather, Special Operations Weather, Explosive Ordnance Disposal, Office of Special Investigations, and Survival Evasion Resistance and Escape units will execute asset management requirements IAW DAFPD 10-35, Air Force Special Warfare for service common assets. Note: Individual Body Armor (IBA) accountability for Special Tactics Operation Forces belonging to USSOCOM will be managed and maintained in the Special Operations Forces Sustainment Asset Visibility Information Exchange (SSAVIE) System. Battlefield Rapid Refresh and Replenishment System (BARRS) and SSAVIE will NOT be managed by LRS/Materiel Management Activities unless specifically identified within a Host Tenant Support Agreement or Memorandum of Agreement.

1.7.11. LRS Commander (LRS/CC). In addition to unit commander responsibilities IAW DAFI 51-509, Appointment to and Assumption of Command, AFI 38-101, Manpower and Organization, and organizational commander responsibilities in Section 1.8., the LRS/CC has the following materiel management related responsibilities. Note: In the Air National Guard, the United States Property and Fiscal Officers (USPFO) are the primary accountable officers in accordance with Title 32 U.S.C. 708. The LRS/CC will:

1.7.11.1. Act as the APO and NWRM Accountable Officer for squadron assets and supply system stock record accounts B and E, and within the ELMS IAW DoDI 5000.64 DAFI 23-111, Accountability and Management of DoD Equipment and other Accountable Property, and DAFMAN 20-110, Nuclear Weapons Related Materiel Management. Note: In the Air National Guard, the United States Property and Fiscal Officers (USPFO) are the primary accountable officers in accordance with Title 32 U.S.C. 708.

1.7.11.1.1. LRS/CCs will support deploying Air Force Reserve members assigned to their installation by issuing operational individual protective equipment requirements.

This does not include training gear for exercise support. Note: Approved gear will be issued for operational use by producing a copy of deployment orders or a memorandum in lieu of orders from the Unit Deployment Manager. The member is expected to return the gear to the issuing LRS upon the completion of the deployment.

1.7.11.2. APO Signature Delegation. In the event the APO will be absent for more than 30 days, the APO will appoint in writing APO signature authority for documentation requiring accountable officer approval to the Logistics Manager or Operations Officer.

1.7.11.3. Delegation of APO Signature authority must be in writing and approved by the Mission Support Group Commander (Mission Support Group/CC) or equivalent.

1.7.11.4. During an APO absence lasting longer than 30 days, non-APO review and signature authority is given to the Materiel Manager Flight commander or Flight superintendent.

1.7.12. Stock Fund Management. The LRS/CC or equivalent will appoint a primary and alternate General Support Division (GSD) Liaison with at least three years of Materiel Management and ILS-S experience. However, the alternate GSD liaison will be a Resource Adviser. GSD liaisons will work with their designated AFMC/AFSC/435 SCOS Stock Fund Manager and comply with direction of AFMC, MAJCOM, and LRS/CC or equivalent. Appointment letters will be reviewed bi-annually, and updated appointment letters are required upon change in personnel. Primary GSD liaison will be assigned to LRS Customer Support Section or equivalent office.

1.7.13. Review metrics related to Materiel Management effectiveness.

1.7.14. Wartime Responsibilities. The LRS/CC will develop, in coordination with AFMC/AFSC/635 SCOW, degraded operation plans to maintain materiel management support during times of materiel management systems interruption, in peace and war.

1.7.15. Budget and fund Joint Service Mask Leakage Tester long term preventive maintenance checks.

1.7.16. The LRS APO is responsible for the safekeeping and management of materiel management inventories and will ensure implementation and compliance with Physical Inventory Control Program (PICP) guidance for materiel under their control or supervision.

1.7.16.1. The LRS APO validates inventory adjustments by signing the M10, and ELMS Increase/Decrease Action Report, once they are satisfied that research and analysis have resolved any issues that would otherwise continue to negatively affect inventory accuracy and/or accountability.

1.7.16.2. The LRS APO submits a report to their respective MAJCOM/A4R for inventory adjustments of all classified and sensitive items regardless of cost, for equipment inventory adjustments greater than $5,000, and for OM&S Base Possessed inventory adjustments greater than $500,000 IAW **paragraph 5.50.4** of this instruction.

1.7.17. LRS APO are responsible for Base Retail Materiel Management operations. AFMC/ALC location Commanders are collectively responsible for depot wholesale materiel management operations. For degraded operations, the applicable commanders will.

1.7.18. Ensure degraded operations exercises are conducted at least twice a year.

1.7.19. Support the AWP program.

1.7.19.1. Ensure primary and alternate AWP monitors are appointed in writing to manage wing/base AWP program.

1.7.19.2. Conduct a semiannual surveillance of the wing AWP program.

1.7.20. Support Bench Stock management.

1.7.20.1. Create and maintain organizational bench stock records and bin labels for organizational bench stocks.

1.7.20.2. Ensure bench stock management products are available for use by organizations.

1.7.20.3. Support organizational routine and urgent bench stock replenishment requests.

1.7.20.4. Create and maintain bench stock records to document requested and approved customer bench stock authorization requests.

1.7.20.5. Review bench stock requirements.

1.7.21. Provide overall management of the base equipment.

1.7.21.1. LRS APO or a designated representative will conduct face-to-face responsibility briefings utilizing AF/A4LR's standardized training for all incoming Responsible Officers (squadron commanders), to include tenant organizations within 90 days of incoming commanders' arrival. The LRS APO or a designated representative may perform this briefing via telecom for geographically separated units. Completion of training will be documented via memorandum signed by the LRS APO & Responsible Officer (squadron commander) and uploaded to MICT.

1.7.21.2. Establish a base level equipment review and authorization activity that will ensure only those equipment items necessary to support the mission are in-use or on order and are matched to LOGMOD/UTC equipment requirements.

1.7.21.3. Establish and maintain accurate accountable records for all units supported by the accountable officer.

1.7.22. Support Document Control management.

1.7.22.1. Ensure document control support for satellite and other accounts directly assigned to the LRS/Materiel Management Activity and for satellite accounts in categories III and IIIA not assigned to the LRS/Materiel Management Activity.

1.7.22.2. Authorize use of signature stamps or written signature.

1.7.22.3. Select an option for retention of non-fileable documents IAW **Chapter 5** as applicable.

1.7.22.4. Sign Forced Record Alteration Change or equivalent request documentation.

1.7.22.5. When an automated asset tracking IT system is utilized, select an option for maintaining the Classified and NWRM Authorization Receipt Listing. Note: Receipt authorizations for Classified and NWRM will be maintained on separate listings.

1.7.22.6. Provide a letter of receipt authorization to activities authorized to process classified and NWRM property IAW DAFMAN 20-110 and DoDM 5200.01.

1.7.23. Appoint in writing an individual as Chief Inspector to oversee the Care of Supplies in Storage (COSIS) Program IAW AFMAN 23-125(IP).

1.7.24. Operations Officer (LGR). The Operations Officer, or equivalent, is the next senior officer and oversees day-to-day operations within the squadron. The Operations Officer also acts for the commander IAW DAFI 51-509 in the absence of squadron commander. The LGR:

1.7.24.1. Provides direct support to the LRS/CC and directly supervises the LRS Unit Deployment Manager (UDM) and Squadron Readiness function.

1.7.24.2. Recommends, in coordination with the UDM and squadron leadership, assignment of squadron personnel to deployment positions for commander approval and coordinates on all taskings.

1.7.24.3. Carries out all Logistics Manager duties when no Logistics Manager is assigned.

1.7.24.4. Maintains Squadron Readiness functions and ensure LRS Unit Control Center (UCC) processes. The UCC may be staffed by permanent personnel with augmentation during contingencies and surge operations. Maintain squadron recall rosters.

1.7.24.5. Serve as the squadron level WRM Manager for the WRM program. See AFI 25-101 and **Chapter 2** of this manual for additional information on WRM responsibilities.

1.7.24.6. Serve as the unit Resource Readiness monitor in accordance with AFI 10-201, Force Readiness Reporting.

1.7.25. Not Used.

1.7.26. Unit Deployment Manager (UDM). The UDM reports directly to the Operations Officer (except in ANG where the UDM is in Operations Compliance). Refer to AFI 10-401 and AFI 10-403, Deployment Planning and Execution, for specific UDM duties.

1.7.27. Logistics Manager (LGL). The Logistics Manager is responsible for oversight of programs and processes associated with squadron processes to include resource management (facilities, funds management, stock control and infrastructure), squadron metrics analyses, strategic planning, compliance, squadron training, accountability, and systems management. When the LRS does not have a Logistics Manager, the Operations Officer assumes responsibilities which include:

1.7.27.1. Functions as the director of Operations Compliance (OC).

1.7.27.2. Develops civilian employees with critical operational career-enhancing experience that will prepare them for more senior management positions.

1.7.27.3. Assigned as the Functional Director for all contracts to maintain oversight of those programs.

1.7.27.4. Carry out all Operations Officer duties when no Operations Officer is assigned.

1.7.27.5. Appoint in writing a primary and alternate security manager for Materiel Management information systems IAW DoDM5200.01V1_AFMAN 16-1404V1, Information Security Program: Overview, Classification and Declassification.

1.7.27.6. Manages Squadron Operations and is the commander’s single point of contact for “health of the squadron” issues. Provides oversight of squadron compliance, annual

inspection, self–inspection program, training resources (to include squadron closure for updated training as needed), accountability, and analysis.

1.7.28. Quality Assurance (QA). Performs duties as specified in DAFI 20-112, Logistics Readiness Quality Assurance Program.

1.7.29. Squadron Training Section. Responsible for overall training management IAW DAFMAN 36-2689, Training Program. Note: Squadrons, except for the ANG, which do not have a 3S2XX Unit Education and Training Manager assigned are highly encouraged to convert a billet to this Air Force Specialty Code. However, duties can be augmented by any LRS career field.

1.7.30. Resource Management Section. Serves as Unit Resource Advisor complying with AFI 65-601, Volume 2, Budget Management for Operations.

1.7.31. Contractor Support. Contractor supported supply operations will comply with AF Materiel Management directives as specified within each applicable Statement of Work (SOW)/Performance Work Statement (PWS). The contractor shall provide all resources and services necessary to perform their functional responsibilities as defined in the applicable SOW/PWS. The SOW will also include those specified actions the contractor will be obligated to perform such as Government-Furnished Property (GFP) stewardship and reporting, and implementation of Automatic Identification Technology (AIT) initiatives. Contractors are typically obligated per the contract solicitation and award documents, to use standard AF logistics systems when performing their functional responsibilities.

1.7.32. Materiel Management Flight (LGRM). Responsible for all retail materiel management functions for a base/location, such as storing, inspecting, inventorying, issuing, returning, repair cycle and customer support. This flight is the primary liaison between customers and AFMC/A4RX. Materiel Management Flight leadership will:

1.7.32.1. Maintain updated diagrams of the supply storage areas showing the layout of each warehouse, storeroom, bay, and pallet storage area.

1.7.32.2. Ensure that all items are stored and handled according to DoD policy and DAF TOs, manuals, and directives.

1.7.32.3. Oversee and manage the flight's self-inspection program, review of metrics and flight training programs.

1.7.32.4. Be responsible to the LRS CC/APO for the processing, handling, COSIS and material handling equipment.

1.7.32.5. Ensure flight personnel adhere to and apply proper inspection, issue, storage, warehousing, and materiel handling techniques.

1.7.32.6. Provide materiel management technical guidance support and coordinate with MAJCOM/A4R when unable to resolve.

1.7.32.7. Bring evidence of fraud, waste, and abuse to the attention of the APO and participate in inquiries or investigations regarding the loss, damage, destruction, or theft of Government property.

1.7.32.8. Provide Resources Readiness related information to unit Defense Readiness Reporting System administrator IAW AFI 10-201.

1.7.32.9. Review and coordinate requests for base initiated ASL.

1.7.32.10. Review and approve all Forced Record Override transactions (currently referred to as a E-FIX) and requests through AFMC/AFSC/435 SCOS. Note: May be delegated to QA OIC/Superintendent.

1.7.32.11. Oversee Document Control and Reject Management.

1.7.32.12. Lead, analyze and evaluate squadron degraded operations program.

1.7.32.13. Review shipment loss analysis.

1.7.32.14. Review inventory analysis/research to identify root causes, trends of inventory discrepancies/adjustments and recommend corrective actions to mitigate further out-of-balance conditions.

1.7.32.15. Designate a materiel management representative to attend the Deputy Maintenance Group Commander (MXG/CD) daily production/scheduling meeting per DAFI 21-101, Aircraft and Equipment Maintenance Management.

1.7.32.16. Ensure Unfunded Financial Requests (UFRs) are provided to the Unit Resource Manager as needed.

1.7.33. Asset Management Section (LGRMS). This section consists of the following elements: Central Storage, Aircraft Parts Store (APS), Hazardous Materials (HAZMAT) Tracking Activity, Individual Equipment Element (IEE), and Individual Protective Equipment (IPE). Responsible for stocking, storing, issuing, inventory and inspection management of DoD supplies and equipment and will:

1.7.33.1. Provide oversight and guidance to storage elements to ensure compliance with DoD and AF guidance. Maintain central locator functions and ensure storage facilities adhere to general warehousing requirements IAW DoDM 4140.70 and AFJMAN 23-210, Joint Service Manual (JSM) For Storage and Materials Handling.

1.7.33.2. Ensure the proper storage and authorized handling of controlled materiel.

1.7.33.3. Manage the LRS in-warehouse equipment Unit Identification Code on behalf of the APO. Materiel Management Activities will assign responsibilities similar to asset management functions within the organization.

1.7.34. Aircraft Parts Store Element (LGRMSA). Key duties include storing, inventorying and issuing select weapon system spares and in-warehouse supply assets, selecting items to be shipped or transferred, conducting warehouse validations, maintaining central locator functions, performing warehouse inspection functions (e.g., shelf-life, functional checks), managing RSPs, and managing the staging area for delivery of items. Accomplish general warehousing requirements identified above IAW DoDM 4140.70 and AFJMAN 23-210.

1.7.35. Central Storage Element (LGRMSS). Key duties include storing, inspecting, and inventorying supply and equipment items, to include classified and sensitive items and War Consumables Distribution Objective (WCDO) items and NWRM IAW DAFMAN 20-110 and AFI 25-101. Other key duties include performing warehouse inspection functions (e.g., shelf-life, functional checks), selecting items to be issued, shipped, or transferred; conducting warehouse validations; and maintaining central locator functions, managing the ELMS in-

warehouse equipment custodial number on behalf of the APO. Accomplish general warehousing requirements identified above IAW DoDM 4140.70 and AFJMAN 23-210.

1.7.36. Hazardous Materials (HAZMAT) Element (LGRMSH). Serves as the installation HAZMAT Tracking Activity and manages the authorizations, issue, inventory, storage, inspection, and receipt of HAZMAT. Ensure the accuracy of the appropriate materiel management IT system records under their control. The HAZMAT Element will utilize Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS) to support reporting requirements and to manage material IAW AFMAN 32-7002, Environmental Compliance and Pollution Prevention.

1.7.37. Individual Equipment Element (LGRMSI). Responsible for the issue of select Class II items, unless contracted out, and operates centralized on-base issue, storage, and return intake point for Class II items.

1.7.38. IPE Element (LGRMSP). Responsible for the storage, inventory, inspection and issue of mobility bags, base mobility small arms/light weapons (SA/LW), Chemical, Biological, Radiological, Nuclear (CBRNE) IPE and IBA. Ensure the accuracy of the appropriate materiel management IT system records under their control. Provides support as specified in DAFI 10-2501, Emergency Management Program.

1.7.39. Customer Support Section (LGRMC). This section consists of two elements: Equipment Accountability and Customer Support Liaison. Provide equipment management support and guidance to APOs and custodians in the control and accountability of equipment assets within the AF equipment APSR.

1.7.39.1. Equipment Accountability Element (EAE) or (LGRMCE). EAE serves as the base equipment review and authorization activity and manages all base level equipment items within the LRS APO's purview, except for vehicles. EAE is responsible for updating base level data in the applicable APSR. Assist installation equipment custodians with processing equipment transactions. Note: AFMC's Vehicle Support Chain Operations Squadron manages vehicle transactions and updates base level vehicle data in the vehicle management IT system.

1.7.39.1.1. Responsible for updating data for WRM equipment records. BEAR and FSE record data updates will be directed or approved by the 635 SCOW/WM.

1.7.39.1.2. Low Speed Vehicles (LSVs) are centrally procured and cannot be purchased by field units. All requests to add LSVs to unit equipment account will be denied and the host LRS Vehicle Management Flight will be contacted.

1.7.40. Be responsible for SPRAM processes and will:

1.7.40.1. Report SPRAM authorizations and balances in the appropriate APSR. This data is reported as changes occur to SPRAM asset levels or when other changes occur to the applicable NSN.

1.7.40.2. Maintain a copy of each letter requesting changes to SPRAM authorizations in the master jacket folder along with the current SPRAM listing and the custodian appointment letter. Previous R25 listing on file may be destroyed when a new SPRAM listing signed by the SPRAM custodian is received.

1.7.40.3. Review all SPRAM authorizations annually and certify them as valid. Certification occurs during the annual SPRAM inventory and may be noted on the approved SPRAM listing.

1.7.40.4. Maintain SPRAM Custodian Files.

1.7.40.5. Review justification for SPRAM authorizations concurrent with the annual inventory.

1.7.40.5.1. Specifically determine whether the original justifications are still valid and validate annually.

1.7.40.5.2. Delete invalid SPRAM authorizations, return (turn-in) excesses and cancel unneeded requisitions.

1.7.40.5.3. Maintain justification documentation for all SPRAM authorizations until the authorization is deleted.

1.7.40.6. Customer Support Liaison Element (LGRMCC). Responds to customer logistics concerns and proactively anticipates problems that could stand in the way of wing units fulfilling mission requirements and will:

1.7.40.6.1. Be responsible for interfacing with AFMC and provides guidance to work center supervisors on utilization of supply management products. Note: 635 SCOW is the interfacing organization within AFMC that provides guidance to work center supervisors on utilization of supply management products.

1.7.40.6.2. Include monitoring the overall maintenance and materiel interface, perform document control, customer support, research and base level records maintenance, base level stock control functions, bench stock management. Focal point for customer feedback. Submit Price Challenge and Verification Program submissions.

1.7.40.6.3. Be responsible for conducting quarterly visits to applicable organizational work centers; providing guidance and training for processing issue requests; cannibalization actions; validating customer backorders, management of Due-In-From-Maintenance (DIFM), bench stock, shelf-life, shop and operating stocks, work order residue, Site Number Bin (ICBM only) and Tail Number Bin (TNB); and assisting users in resolving any materiel management related problem. For Geographically Separated Units (GSUs), conduct quarterly telecoms in lieu of physical visits. Exception: ANG/AFR activities will conduct semi-annual visits.

1.7.40.6.3.1. Manage Base-Level Supply Customer Training requirements as it pertains to General Supply Indoctrination (Block I) Course, Bench Stock Management (Block IIA) Course. Coordinate Materiel Management related training needs for Decentralized Materiel Support personnel.

1.7.40.6.4. Conduct an annual supply procedural surveillance visit to organizational work centers. Brief work center supervisors on results, follow-ups on corrective actions and provide a copy of the report to affected Unit Commander or Designated Representative. The annual supply procedural surveillance visit may be conducted in lieu of one quarterly organizational work center visit. For GSUs, conduct annual telecoms to address issues and physically visit the units at least once every three years. Note: MAJCOMs must request a waiver in writing to AF/A4LR for any deviations

from the GSU visit guidance. The waiver request will include justification along with an estimated date for visits to start. Note: For ANG/AFR activities the annual supply visit may be conducted in lieu of one semi-annual maintenance work center visit.

1.7.40.6.5. Coordinate with customers to obtain mission impact statements to substantiate supply assistance requests. Review and forward supply assistance requests for supply difficulties to AFMC/AFSC/635 SCOW for review.

1.7.40.6.6. Perform semi-annual Supply Discrepancy Report (SDR) analysis and forward to Operations Compliance (LGLO) for distribution to respective MAJCOMs IAW Defense Logistics Manual (DLM) 4000.25 Volume 2, Supply Standards and Procedures.

1.7.41. Maintenance Support Section (LGRMM). This section is responsible for two elements: Flight Service Center and Decentralized Materiel Support (DMS).

1.7.41.1. Flight Service Center (LGRMMF). This element serves as the primary point of contact with units regarding repair cycle management. Key duties include managing supply points, time-change, TCTOs, DIFM, Found on Base (FOB), AWP, turn-around, local manufacture, and Quality Deficiency Report (QDR) programs. Flight Services Center will:

1.7.41.1.1. Process returns and serve as the single return processing point for materiel in stock record accounts B and E.

1.7.41.1.2. Act as a turnaround processing point supporting organizations not supported by the IMDS/FMxC2.

1.7.41.1.3. Review and update repair cycle data semi-annually, using the Q04 Repair Cycle Data listing.

1.7.41.1.4. Manage Base-Level Supply Customer Training requirements as it pertains Repair Cycle Management (Block IIB) Course. Coordinate Materiel Management related training needs for Decentralized Materiel Support personnel.

1.7.41.1.5. Coordinate disposition of unserviceable condition code “F” items (that divert to an R920 detail) through AFMC/ 437 SCOS/RNM, if help is required.

1.7.41.1.6. FSC will be aware of DIFM status code "CBM", which is Condition Based Maintenance.

1.7.41.1.7. Responsible for Semi-annual Direct NRTS validation.

1.7.42. Manage TCTOs and the kit monitor will:

1.7.42.1. Ensure compliance with roles and responsibilities IAW DAFI 21-101 and this manual.

1.7.42.1.1. Ensure Storage and Control of TCTO Kits to prevent loss or unauthorized use of kits and their components.

1.7.42.1.2. Requisition all TCTO kits using normal Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP) procedures. Will ensure establishment of a TCTO Kit Item Record and Monitors will maintain a listing of all current TCTO requisitions and ensure accurate status monthly.

1.7.42.1.3. Screen supply stock for TCTO applicability, update materiel management IT system, tag affected materiel, maintain copies of active TCTOs, and notify maintenance of stock screening results.

1.7.42.1.4. Establish and maintain a file for all documents pertaining to the TCTO upon notification from Plans Scheduling and Documentation (PS&D).

1.7.43. Decentralized Materiel Support (DMS) (LGRMMA, LGRMMB, LGRMMC, etc. except LGRMMF). DMS personnel coordinate maintenance and materiel management actions, manage supply transactions for their assigned maintenance activity, monitor and track assets in the repair cycle, resolve support problems and report aircraft parts status to maintenance supervision. DMS personnel also support maintenance in processing issue requests, researching sources of supply, researching NSN demilitarization and disposal requirements, entering manual requisitions (part number only), updating exception code lists, and resolving other peculiar maintenance supply problems to include DAFI 21-101, Chapter 9, Maintenance Materiel Support. DMS personnel will:

1.7.43.1. Advise maintenance leadership of supply support problems regarding the maintenance efforts and recommends corrective actions.

1.7.43.2. Identify supply related training needs to maintenance work center supervisors.

1.7.43.3. Coordinate with maintenance work centers to identify components for which there is no base level repair or diagnostic capability and develop a NRTS list.

1.7.43.4. Coordinate with FSC to ensure the repair work center is loaded on the repair cycle record for components with base repair capability.

1.7.43.5. Solicit and consolidate inputs from maintenance sections to initiate a Quick Reference List as needed. Distribute the Quick Reference List to appropriate work centers including the APS.

1.7.43.6. Monitor status of backorder requisitions and initiate supply assistance requests for supply difficulties when necessary. Send to Customer Support Liaison Element for review.

1.7.43.7. Assist AF Government Purchase Card (GPC) holders in administering and coordinating with weapon system purchases. The PM must approve the local purchase of all weapon system parts. Refer to DAFI 64-117, Government Purchase Card (GPC) Program, for additional guidance.

1.7.43.8. Request approval from the weapon system program office for local purchase of aircraft parts.

1.7.43.9. Monitor all repair cycle assets through the repair flights based on priority assigned.

1.7.43.10. Process DIFM assets to ensure appropriate DIFM status codes are used.

1.7.43.11. Move reparable assets from work center to work center in an expedient manner.

1.7.43.12. Ensure the proper documentation and reusable container accompany reparable assets to meet the required evacuation time frames.

1.7.43.13. Parts ordering. All parts ordering will be initiated from the LRS/materiel management activity through the appropriate Maintenance Information System (MIS) when an interface with ILS-S exists. Request supply assistance from LRS/Materiel Management Activity if status is unacceptable.

1.7.43.14. Process issue request using data received from maintenance. Ensure maintenance provides all required data.

1.7.43.15. Process the Mission Impaired Capability Awaiting Parts (MICAP) start through the appropriate materiel management APSR/ILS-S interface and coordinate with the LRS/Materiel Management Activity to upgrade, downgrade or cancel MICAP requirements.

1.7.43.16. Order transient aircraft parts per **paragraph 2.3.3.26**.

1.7.43.17. Ensure proper use of Urgency Justification Code and Force Activity Designators (FAD) codes. In accordance with DoDM 4140.01, Volume 8, and CJCSI 4110.01F, the Chief of Staff of the Air Force (CSAF) is delegated authority to assign FADs II through V to assigned units, activities, projects, and programs. The Air Force delegates this authority to the Deputy Chief of Staff, Operations, Plans and Requirements (AF/A3). FAD I recommendations will be submitted by the Deputy Chief of Staff, Engineering and Force Protection (AF/A4).

1.7.43.18. Ensure validity and completeness of requisition forms and verify Urgency Justification Code and SRD codes.

1.7.43.19. Order parts and use the applicable supply/management products. Initiate follow-up action when necessary.

1.7.43.20. Establish a reusable container program and manage per DAFI 24-602, V 2, Cargo Movement and TO 00-20-3.

1.7.43.21. Establish a storage area for reusable containers. Consolidation with other work centers is authorized.

1.7.43.22. Controls and manages aircraft TNBs if stored within the Maintenance Support Section, IAW AFI 21-101. (T-3) Note: When Facilitate Other Maintenance (FOM) assets are collocated with TNB, the items must be similarly controlled and managed. (T-3)

1.7.43.23. Manage Precious Metals Recovery Program.

1.7.43.24. Turn in excess materiel to LRS/materiel management activity.

1.7.43.25. Process maintenance turnarounds (TRN) to record usage of an item and ensure demand levels and percent of base repair are updated.

1.7.43.26. MICAP Management. MICAP customer backorders are one of the highest forms of expedited backorders established in customer retail supply systems. MICAP conditions require intense scrutiny and verification to ensure item shortages are satisfied locally by all means possible prior to backorder establishment.

1.7.44. Inspection Section (LGRMI). Responsible for conducting limited inspector training to all personnel assigned materiel manager limited inspector duties.

1.7.44.1. The Chief Inspector is responsible to oversee the COSIS for all warehouse operations IAW AFJMAN 23-210 and AFMAN 23-125, Department of Defense (DoD) Stock Readiness Program.

1.7.44.2. Establish and maintain the identification of items received, stored, issued, shipped, and transferred. Validate and process all identity changes for materiel for which the LRS/CC is responsible.

1.7.44.3. Maintain a file of all active TCTOs for items in warehouse stockrooms.

1.7.44.4. Accept or reject items delivered under contracts that require acceptance at the destination. NWRM assets received under contract will not be rejected.

1.7.44.5. Coordinate with maintenance to determine if items suspected as damaged should be repaired or disposed.

1.7.44.6. Store incomplete items and notify LRS TCTO Monitor to initiate issue requests for items that are needed to bring incomplete assemblies to a serviceable condition.

1.7.45. Physical Inventory Control Section (LGRMP). This section is responsible for centralized execution of inventory functions for the LRS/CC IAW inventory policy contained in DLM 4000.25, Volume 2, and this manual. This section will:

1.7.45.1. Prepare and publish annual inventory schedule. See **Table 5.9**. NOTE: The annual inventory schedule must be reviewed and signed by the Inventory Section Chief or the Materiel Management Flight Superintendent (or equivalent). Changes to a published inventory schedule must be approved by the Inventory Section Chief or the Materiel Management Flight Superintendent (or equivalent).

1.7.45.2. Conduct physical inventories of equipment and supplies as specified in this policy.

1.7.45.3. Perform causative research inventory discrepancies.

1.7.45.4. Manage and control all rejects resulting from item records being frozen for inventory to include lifting the freeze code.

1.7.45.5. Obtain LRS/CC, or equivalent, signature for Consolidated Inventory Adjustment Document Register.

1.7.45.6. Ground Transportation Documented Cargo Operations will pick up DIFM items from on-base issue/drop off points and deliver to FSC.

1.7.46. NWRM transfer accountability.

1.7.46.1. Complete a 100% inventory of NWRM for FB accounts with NWRM, prior to transfer of accountability.

1.7.46.2. The installation/wing commander or equivalent with approving official input will determine if conditions exist which would preclude relief from accountability or require board/survey action against the officer before the present APO is relieved from accountability. If applicable, refer to DoD Financial Management Regulation (DoD FMR) 7000.14-R, Financial Liability for Government Property, Lost, Damaged, Destroyed, or Stolen.

1.7.46.3. Process the consolidated inventory adjustment document register, M10/NGV836 as the record of activity for FB account transfers. Note: Materiel Management IT system queries will not be used as the official tool to perform this function.

1.7.46.4. The Materiel Management Flight will initiate a certificate of transfer for the account. See **Figure 1.1** for FB accounts and **Figure 1.2** for transfers of FB account with NWRM.

1.7.46.5. For other than "FB" account transfers refer to **Figure 1.3**. If other guidance outlines transfer of accountability actions, it may be used in lieu of **Figure 1.3** (e.g., "FK" or “FV” munitions account transfers will refer to DAFMAN 21-201, Munitions Management for appropriate guidance.) Note: Contractor managed accounts must have a government APO appointed. The government APO can either be the functional area chief, quality assurance evaluator, or other appointed government individual who is qualified in the appropriate Air Force Specialty Code (AFSC). These procedures apply to the transition of these APOs as well.

1.7.46.6. When the projected successor officer contests the information presented in the transfer documentation, resolution should be sought with the projected relieved officer. When resolution is not achieved, the approving official with installation/wing commander concurrence shall determine the necessary action to achieve resolution.

1.7.46.7. One copy of the certificate of transfer will be retained by the officer being relieved of accountability and one copy will be filed with the accountable records (IAW with the Air Force Records Disposition Schedule.)

Figure 1.1. Template for Certificate of Transfer of Account (for DODAAC "FB" Accounts).

___(DATE)

I certify that the balance shown on the records of activity/DODAAC _____, as of the above date, the last document number _____ and last transaction number _____ as indicated on the attached control record data print-out, is true and correct to the best of my knowledge and belief and that the property has been this date turned over to _____ pursuant to [G-Series Order# (or equivalent designation of accountability), date].

SIGNED: (Outgoing Accountable Property Officer)

APPROVED: (Commander at the next level of command)

I certify that I have received this date from _____ my predecessor, all property pertaining to the above designated activity/DODAAC for which my said predecessor was accountable, plus all proper charges against and less all authorized credits to my predecessor's activity/DODAAC, last document number_____ and last transaction number _____ and that I have assumed this date accountability for the property pertaining to this activity/DODAAC pursuant to [G-Series Order# (or equivalent designation of accountability), date].

SIGNED: (Incoming Accountable Property Officer)

APPROVED: (Commander at next level of Command)

Figure 1.2. Template for Certificate of Transfer of Account (for DODAAC "FB" Accounts with NWRM).

(DATE)

I certify that the balance shown on the records of activity/DODAAC _____, as of the above date, the last document number _____ and last transaction number _____ as indicated on the attached control record data print-out, is true and correct to the best of my knowledge and belief, having satisfactory accounted for_____ NWRM line items and that the property has been this date turned over to _____ pursuant to [G-Series Order # (or equivalent designation of accountability), date].

SIGNED: (Outgoing Accountable Property Officer).

APPROVED: (Commander at the next level of command)

I certify that I have received this date from _____ my predecessor, all property pertaining to the above designated activity/DODAAC for which my said predecessor was accountable; plus all proper charges against and less all authorized credits to my predecessor's activity/DODAAC; and have satisfactorily accounted for _____ NWRM line items assigned to this DODAAC as of this date of transfer indicated by last document number _____ and last transaction number _____ and that I have assumed this date accountability for the property pertaining to this activity/DODAAC pursuant to [G-Series Order # (or equivalent designation of accountability), date].

SIGNED: (Incoming Accountable Property Officer)

APPROVED: (Commander at the next level of command)

Figure 1.3. Template for Certificate of Transfer of Account (For DODAAC Account Types Other Than FB).

(DATE)

I certify that the balance shown on the records of activity/DODAAC_____as of the above date and the last document number (or equivalent)_____dated 20_____is true and correct to the best of my knowledge and belief and that the property has been turned over this date to_____pursuant to *G- Series Order # (or equivalent designation of accountability), date*.

SIGNED: (Outgoing Accountable Property Officer)
APPROVED: (Commander at the next level of command)

I certify that I have received this date from_____my predecessor, all property pertaining to the above designated activity/DODAAC for which my said predecessor was accountable, plus all proper charges against and less all authorized credits to my predecessor's activity/DODAAC to the last document number_____
_____ (Date) and that I have assumed this date accountability for the property pertaining to this activity/ DODAAC pursuant to [*G-Series Order # (or equivalent designation of accountability), date*].

SIGNED: (Incoming Accountable Property Officer)
APPROVED: (Commander at the next level of command)

1.8. AFSC Program Manager (PM).

1.8.1. RSP and Kit Management. PMs will:

1.8.1.1. Direct RSP managers to provide use instructions for aggregation accounts, act as the RSP focal point, control assignment of RSP serial numbers, develop RSPs IAW the RSP Authorization Document and conduct RSP reviews to ensure conformation with authorization documents.

1.8.1.2. Monitor and ensure that RSP worksheets or control lists are reviewed, updated, and signed in a timely manner, manage the data flow to and from appropriate data systems and monitor their operation, provide MAJCOM EOQ spares and spare parts requirements to their OPR in a timely fashion, correctly execute the work units necessary for overlay of EOQ RSP requirements to the appropriate IT system.

1.8.1.3. Review existing authorized HPMSK during the scheduled RSP review. They will assist the MAJCOMs requesting a new HPMSK to build and compute a test kit in the appropriate IT system.

1.8.2. TRAP Acquisition Aircraft PMs will:

1.8.2.1. Consider the standard delivery configuration of each aircraft MDS use code as described in the applicable aircraft -21 technical manual and the projected fleet size when determining Alternate Mission Equipment (AME)/Normally Installed Equipment (NIE) TRAP requirements.

1.8.2.2. Procure a standard complement of AME/NIE for new aircraft in the initial aircraft procurement with major end item funds. Original aircraft buys normally include 10% over the initial AME/NIE requirement levels. This action supports the routine inspection and repair cycles and initial TRAP item condemnations, if any.

1.8.2.3. Fund TRAP requirements when an AME/NIE requirement develops after aircraft production is complete. If, after a thorough search by the PM, TRAP item procurement funds may be used to procure newly identified TRAP items when BP1000 funds are not available.

1.8.2.4. PMs will ensure that all Weapon System (WS)/program acquisitions account for initial buys through sustainment and disposal IAW DoDI 5000.85_DAFI 63-151, Major Capability Acquisition.

1.9. Department of the Air Force Organization Responsibilities.

1.9.1. It is the responsibility of all DAF levels of management to ensure proper Materiel Management in accordance with DoDM 4140.01, DoD Supply Chain Materiel Management Policy.

1.9.2. Responsible for physical materiel handling, receipt, storage, and processing of WRM shipment requests. Bases act as the local liaison with organizations regarding the management of WRM. LRS is responsible for updating the appropriate system of record for all WRM and mobility equipment. Only WRM 463L system pallets, nets, and associated tie-down equipment will be managed in equipment IT system. Operational 463L pallets and nets will not be managed in equipment IT system. Refer to AFI 25-101, War Reserve Materiel.

1.9.3. Establish and maintain WCDO details. WCDO detail records are Controlled Unclassified Information (CUI).

1.9.4. Base level units that are pilot units will:

1.9.4.1. The Manpower & Equipment Force Packaging Responsible Agency will manage UTCs IAW DAFMAN 10-406, Unit Type Code Management.

1.9.4.2. Submit UTCs to the MAJCOM Manpower and Equipment Force Packaging OPR for approval, cancellation, or change.

1.9.5. Maintenance activities will:

1.9.5.1. Maintenance activities are responsible for removed DIFM items. The Maintenance Commander or equivalent will ensure removed items are physically returned to the LRS/Materiel Management Activity.

1.9.5.2. Appoint a primary and alternate AWP monitor for each maintenance activity to manage their own individual AWP program and liaison with the LRS/Materiel Management Activity.

1.9.6. Maintenance activities at base level are responsible for implementing the TCTO program at the base level: TCTO publication distribution; coordination of TCTO matters; identification and submission of TCTO kit requirements; installing kits; and advising LRS/Materiel Management Activity of impending transfers of aircraft or end items. Maintenance advises the LRS FSC of any kit excesses or changes required.

1.9.6.1. These individuals are required to complete Course Number MLMW1155 Repair Cycle Management (Block IIB) via MyLearning annually and provide training certificate to LRS/Flight Service Center. This certification will be documented in training records.

1.9.6.2. Ensure Monitors closely manage the AWP program to ensure assets are returned to serviceable condition as soon as possible and determine if cross-cannibalization of serviceable bits and pieces is feasible.

1.9.6.3. When cross-cannibalization is possible, maintenance activities are responsible for providing the LRS/Materiel Management Activity with the end-item DIFM document number(s) and the bits and pieces involved.

1.9.7. Group Commanders (MXG). Group Commander or equivalent within the scope of specified responsibilities and authority:

1.9.7.1. Review and certify as the approval authority, all requests for SPRAM authorizations submitted by SPRAM custodians.

1.9.7.2. Ensure all SPRAM assets are properly maintained and safeguarded. Note: These actions may be delegated by the Group/CC to the Squadron Commander/Designated Representative. Delegation below that level is not authorized.

1.9.8. Unit Commanders (Organizational) are appointed as Responsible Officers and responsible for the inventory and accounting of materiel and equipment assigned to their unit. Unit Commanders will:

1.9.8.1. Ensure airmen scheduled for PCS, PCA, and/or separation/retirement from DAF, ANG/AFRC duty are out-processed in accordance with DAFI 36-3211, Military Separations and DAFI 36-3012, Military Entitlements.

1.9.8.2. Ensure proper support of equipment management IAW **Chapter 11**.

1.9.9. SPRAM Management. Unit Commanders will support SPRAM management and will:

1.9.9.1. Ensure all mission-essential SPRAM assets are on-hand or on-order to support the assigned or programmed functions and unit mission. Annually, certifies by signing the SPRAM listing that all authorizations are current and necessary for mission support. This will be done in conjunction with the annual inventory or upon assumption of the account.

1.9.9.1.1. The using unit commander or designated representative will appoint capable individuals as primary and alternate SPRAM custodians. Responsibilities include establish, change, or deletion of SPRAM accounts. Custodians may be commissioned officers, noncommissioned officers, civilians, or contractors (as specified in contract), and must be mutually agreed upon by the unit commander. This applies to all applicable

personnel as prescribed in the introduction to this manual. Foreign nationals or local wage rate employees (foreign nationals in host countries) may be appointed as primary or alternate SPRAM custodians only when they may be held pecuniarily liable under the laws of the host country. A new primary custodian or alternate is appointed when both the primary and alternate custodian will be absent simultaneously for 45 or more calendar days, or when either custodian is reassigned or separated.

1.9.9.1.1.1. Ensure primary and alternate SPRAM custodians attend block training courses provided by the LRS APO.

1.9.9.1.1.2. Ensure primary and alternate SPRAM custodians receive refresher block training courses within every 2 years provided by the LRS APO. Annual COMSEC and NWRM training is required if applicable.

1.9.9.1.1.3. Ensure qualified individuals are preselected as SPRAM custodians on all unit deployments. Individuals identified to the host LRS APO receive training regarding management of SPRAM assets during deployment.

1.9.9.1.1.4. Ensure personnel are aware of policies and guidelines established in DAFMAN 20-110.

1.9.10. SPRAM Custodians. Primary and Alternate SPRAM custodians will:

1.9.10.1. Upon assignment, and every two years thereafter as a custodian, attend training on responsibilities, current policies, and procedures with LRS EAE.

1.9.10.2. Perform initial, annual, and periodic inventories of SPRAM assets.

1.9.10.2.1. Periodic inventories occur when there is a change of primary custodian, change of alternate custodian they signed the current inventory, when requested by the Unit Commander/designated representative or higher authority, or when directed by MAJCOM.

1.9.10.3. Ensure that all items are on-hand and serviceable.

1.9.10.4. Validate SPRAM authorizations and backorders. Turn-in excess and request cancellation of unneeded back orders and requisitions.

1.9.10.5. Concurrent with annual inventory, specifically determine whether the original justification is still valid and annotate the annual validation provided to LRS EAE. If a change in mission or number of end items supported has occurred since the last validation, custodians must provide justification to LRS EAE.

1.9.10.6. Provide SPRAM listing to unit commander/designated representative for their certification and signature that authorizations are current and necessary for mission support.

1.9.10.7. Maintain justification documentation for all SPRAM authorizations until the authorization is deleted and a new signed SPRAM listing is on file.

1.9.10.8. Report any incorrect authorizations and excess on-hand assets to the LRS EAE.

1.9.10.9. Verifies the SPRAM listing received from the LRS EAE to ensure data are complete and accurate. Signs and returns the SPRAM listing to EAE within 15 workdays from the date on the SPRAM listing (off-base organizations are allowed 30 workdays).

1.9.10.10. Furnishes all information and documentation required to change SPRAM records to be relieved from accountability or responsibility for items lost or destroyed.

1.9.10.11. Make sure the custody account has been properly transferred to the new custodian when responsibility ends, and the custodian is cleared by LRS EAE.

1.9.10.12. Provides justification to LRS EAE citing supporting documentation when requesting new or increased SPRAM authorizations. Supporting documentation includes TO references, maintenance directives, correspondence, etc. PM and/or end article item manager (EAIM) approval is required for SPRAM authorizations. Also, the EAIM may challenge requests for suspect excess quantities. The methodology for computing the SPRAM quantity will be included in the justification. For example, a maintenance directive states a quantity of two SPRAM assets are required per aircraft and 24 aircraft are assigned to the organization. The SPRAM quantity authorized under this justification would be 48 each.

1.9.10.13. Performs a due-out validation with the LRS EAE.

1.9.10.14. Establishes an accounting method or system that allows immediate identification of SPRAM assets stored or used outside the custodian's work-center. This may be done by using hand receipts (DAF Form 1297, Temporary Issue Receipt), logs, letters, charts, etc. and is normally documented in a local MOI.

1.9.10.15. Provide LRS EAE with a listing of all SPRAM assets to be transferred or deployed indicating the duration, location, and any special actions required. The custodian determines if any requirements on order at the time of transfer action will remain on order or be cancelled.

1.9.10.16. Support authorized receipt of special controlled materiel. This may be performed by the Officer-In-Charge (OIC) or Designated Representative, and will:

1.9.10.17. Submit a letter certified by their unit security manager to the LRS APO which identifies individuals authorized to receive classified and NWRM.

1.9.10.17.1. For classified equipment, the unit will submit all requests to appoint or change a custodian directly to the LRS EAE.

1.9.10.17.2. Every June and December, the organization reviews the Authorization Receipt Listing provided by the LRS APO, annotates required changes, signs, and dates the listing, and returns it to the APO.

1.9.10.17.3. Retain the classified and NWRM authorization receipt listing (from Document Control/Customer Service) until an updated listing is received.

1.9.11. Organizations purchasing OCIE will use the ELMS Warehouse Management Module as the OCIE APSR.

1.9.11.1. Unit commanders are responsible for the oversight of the procurement and management of OCIE purchased via unit funds for their Airmen.

Section 1C—Supply Chain Goals, Metrics, Boards and Working Groups

1.10. Goals. Supply chain management (SCM) goals are promoted to:

1.10.1. Achieve ample planning and resourcing of the logistics infrastructure to ensure weapon system readiness that meets warfighter needs.

1.10.2. Champion policy, programs, and processes to field, modify and sustain weapon systems.

1.10.3. Advocate for robust depot level maintenance/repair capability through continuous improvement and innovation to include SCM innovation and responsiveness.

1.10.4. Advocate for an integrated supply chain through new or improved business initiatives and appropriate resources.

1.10.5. AF Enterprise goals will mirror OSD policy. Upon AF/A4LR request, MAJCOM/A4Rs will notify AF/A4LR with analyzed documentation of any AF Enterprise goals not met.

1.11. Metrics.

1.11.1. Metrics will be used at all levels of command to drive improved performance and adhere to well-established guidelines. (T-1) While recognizing the utility of legacy metrics, the emphasis of AF metrics shall highlight leading versus lagging indicators. Metrics used will include, at a minimum:

1.11.1.1. Delinquent Documents. Computed by using the ILS-S R59 report.

1.11.1.2. Overdue Inventories. Computed using the ILS-S M32 report and the Enterprise Metrics Dashboard.

1.11.1.3. Inventory Adjustments (Classified, COMSEC, Equipment, NWRM, Sensitive, SA/LW). Computed using the ILS-S M10 report and ELMS Increase/Decrease Action Report.

1.11.1.4. Inventory Accuracy. Computed using the M23, along with the M10, ILS-S reports.

1.11.1.5. Overdue Inbound Shipments. Computed using the ILS-S Search bar for All “Overdue Due-Ins”.

1.11.1.6. Overdue Outbound Shipments and Delinquent Outbound Shipments. Computed using the ILS-S Search bar for “Problem Shipment Deliveries” and the R40.

1.11.1.7. No Warehouse Location-Serviceable Balance. Computed in the ILS-S Warehouse “Locations/Validations” tool.

1.11.1.8. No Warehouse Location-Unserviceable Balance. Computed using searches for all R920 detail records with no warehouse location for more than 4 duty days.

1.11.1.9. Overdue Equipment Organizational Visits. Computed by Equipment Accountability Element.

1.11.1.10. Overdue supply Discrepancy Reports. The DAF standard is to resolve all Supply Discrepancy Reports (SDRs) within 91 calendar days and Product Quality

Deficiency Reports (PQDRs) within 45 calendar days. SDR are processed and followed up IAW DLM 4000.25 and PQDR's IAW TO 00-35D-54, USAF Deficiency Reporting, Investigation, and Resolution.

1.11.1.11. Overdue Due-In-From-Maintenance (DIFM). Computed using the ILS-S D23 listing or equivalent.

1.11.2. Development. AF/A4L serves as the approving authority for metrics. AFMC/A4R (EM) and MAJCOM/A4Rs will clearly define metrics.

1.11.3. Metrics Data Call.

1.11.3.1. A4LR requests metrics as required, to include:

1.11.3.1.1. President's budget, Congressional data calls and BES.

1.11.3.1.2. HAF and Office of Secretary of Defense (OSD) quarterly execution reviews.

1.11.3.1.3. OSD SCM Group monthly metrics.

1.11.3.2. Data Call Responses. MAJCOMs will provide responses to AF/A4L metric data calls as requested. (T-1)

1.11.4. MAJCOMs may develop metrics to support enterprise level metrics, and ensure their units have the capability to gather and track required information.

1.11.5. AFSC tracks, analyzes, and reports AF SCM metrics. Additionally, AFMC interfaces with DLA to obtain AF data and metrics.

1.11.6. Supervision at all levels will use metrics to evaluate the overall health of the unit and ability to meet mission requirements. (T-1) Leaders, supervisors, and technicians must have accurate and reliable information to make decisions. To do this, the metrics will be:

1.11.6.1. Accurate and useful for decision-making.

1.11.6.2. Consistent and clearly linked to goals/standards.

1.11.6.3. Clearly understood and communicated.

1.11.6.4. Based on a measurable, well-defined process.

1.12. Boards and Working Groups.

1.12.1. The AF supply chain community has established several boards and working groups to work important issues. One of these various working groups is the Logistics Working Group (LWG). The LWG is part of the AF Enterprise Logistics Governance structure. The LWG reports to the AF Logistics Board. The LWG is chaired by the AF/A4L with the following members: Deputies from Logistics and Product Support (SAF/AQD), AF/A4L, Directorate of Resource Integration (AF/A4P) and MAJCOM/A4s. The working groups identified in this section are sanctioned by the AF Logistics Board. The purposes and membership composition of these boards and working groups are explained in the following paragraphs. In all cases, the ultimate objective is to apply the principles of quality management to all facets of the AF supply chain.

1.12.2. Air Force Materiel Management Chiefs Advisory Board (AFMMCAB).

1.12.2.1. The AFMMCAB will:

1.12.2.1.1. Review and comment on all proposed changes in the materiel management career field. The board will accept inputs on any materiel management issues and promote changes for improving the overall organization, equipping, and training of all assigned materiel management.

1.12.2.1.2. Review issues from an AF perspective and provide its assessments to the appropriate AF policy working group. The board will be directly responsible to the Logistics Readiness Division (AF/A4LR) Materiel Management Air Force Career Field Manager (AFCFM) when in session. In turn, the AFMMCAB will provide any input to the AF Logistics Board through the AF Logistics Readiness Chiefs Advisory Group.

1.12.2.2. Membership. The AFMMCAB members include the Materiel Management AFCFM, the Materiel Management MAJCOM Functional Manager and the MAJCOM Materiel Management Chiefs. The Materiel Management AFCFM is the chairperson. Topics, comments, and recommendations are solicited from all MAJCOMs. The AFCFM should direct additional membership changes as necessary to maintain a balanced mix of materiel management backgrounds from the MAJCOMs, Numbered Air Forces, FOA, DRU, LRSs and other base level organizations as appropriate. Members should attend all board meetings.

1.12.2.3. Advisors. AFMMCAB advisors include materiel management senior enlisted leaders from the Air Force Personnel Center overseeing materiel management enlisted assignments (Air Force Personnel Center/DPA) and deployment scheduling functions (Air Force Personnel Center/DPW); HAF Functional Manager and Global Force Manager with oversight of materiel management war plans and tasking functions; and the USAFCENT staff CMSgt. Representatives should attend all meetings unless otherwise directed by the chairperson. Base level materiel management Chief Master Sergeants in the local area may attend open sessions with prior coordination with the AFCFM.

1.12.2.4. Meeting Frequency. The board will meet at least annually. The chairperson may call special meetings as appropriate.

1.12.2.5. Minutes. The board publishes and distributes meeting minutes to all MAJCOMs, all supply chief master sergeants, and all supply organizations through their MAJCOM Chief or Senior Enlisted Manager.

1.12.3. Air Force Supply Chain Policy Working Group (AFSCPWG).

1.12.3.1. Purpose.

1.12.3.1.1. Focuses on supply and inventory control policies and related logistics functions that affect or influence AF stockage requirements/inventory control policies and their corresponding interface with DoD inventory control point requirements and distribution systems.

1.12.3.1.2. Provides a forum for fostering a cooperative approach to supply warfighting issues to include communications and other non-airborne supply policy issues.

1.12.3.2. Membership. The Chair is the AF/A4LR Division Chief, or his/her designated representative. The AFSCPWG is an executive-level group consisting of military or civilian logistics leaders from the MAJCOMs and other key logistics agencies. Each voting member has an equal voice on issues.

1.12.3.3. Advisors. Non-Voting membership will be determined by the AFSCPWG voting membership.

1.12.3.4. Secretariat. AFMC/AFSC/635 SCOW will serve as the Secretariat or appoint another organization to accomplish these activities. The Secretariat will work with the Chair to develop a conference agenda for AFSCPWG meetings. After agenda approval, the Secretariat will:

1.12.3.4.1. Identify who will make presentations at the conference and the proposed length of the presentation.

1.12.3.4.2. Secure any briefings or other documents for AFSCPWG discussion prior to the conference. Provide all documents via a designated website for access by all AFSPCWG members.

1.12.3.4.3. Take conference minutes and provide them to the Chair for review and approval.

1.12.3.4.4. Manage all AFSCPWG Action Items to define what is to be done, who is to do it, and when is the estimated completion date. Prior to each AFSCPWG conference, the Secretariat will contact the designated Action Item OPRs to ensure either Action Item resolution or a status report will be available to the AFSCPWG members.

1.12.3.5. AF/A4LR will schedule AFSCPWG meetings on a semiannual basis or as needed to work critical time sensitive issues.

1.12.3.6. Minutes. The board through the Secretariat publishes and distributes meeting minutes to all AFSCPWG members.

1.12.4. Equipment Policy Working Group (EPWG).

1.12.4.1. Purpose:

1.12.4.1.1. Address equipment matters, to include authorizations, review process, computation, allocation, reporting, supporting IT, use, and accountability.

1.12.4.1.2. Seek input and provide clear and effective equipment policy and guidance.

1.12.4.2. Membership. The Chair of the EPWG is the Air Force Logistics Readiness Division (AF/A4LR) Chief, or his/her designated representative. Voting membership in the EPWG consists of a single representative from each MAJCOM. The EPWG Chair retains veto authority.

1.12.4.3. Advisors. Non-Voting membership will be determined by the EPWG voting membership.

1.12.4.4. Secretariat. AF/A4LR will either serve as the Secretariat or appoint another organization to accomplish these activities. The Secretariat will work with the EPWG membership to develop a conference agenda. After agenda approval, the Secretariat will:

1.12.4.4.1. Identify who will make presentations at the conference and the proposed length of the presentation.

1.12.4.4.2. Secure any briefings or other documents for EPWG discussion prior to the conference. Provide all documents via a designated website for access by all EPWG members.

1.12.4.4.3. Take conference minutes and provide them to the EPWG Chair for review and approval.

1.12.4.4.4. Manage all EPWG action items to define what is to be done, who is to do it, and when is the estimated completion date. Prior to each EPWG conference, the Secretariat will contact the designated action item OPRs to ensure either Action Item resolution or a status report will be available to the EPWG members.

1.12.4.5. Meeting frequency. The EPWG will meet at a minimum once per year.

1.12.4.6. Minutes. The board through the Secretariat publishes and distributes meeting minutes to all EPWG members.

1.12.5. The Contractor Supported Weapon Systems Working Group (CSWSWG).

1.12.5.1. Focus on materiel management stockage and inventory control policies and related logistics functions that affect or influence AF contractor supported weapons systems policies and their corresponding DoD requirements. The types of contracts include, but are not limited to: Performance Based Logistics, Contractor Logistics Support (CLS), Interim Contractor Support (ICS), etc.

1.12.5.1.1. Establish a partnership between Government and industry for the most effective and efficient means of managing the AF's premier weapon systems.

1.12.5.1.2. Provide a forum to address AF contractor supported weapons systems issues.

1.12.5.1.3. Seek input and provide clear and effective AF contractor supported weapons systems policy and guidance. Note: CSWS programs are not exempt from existing DOD and AF policy and must execute requirements as outlined in the applicable documents. Instances where the CSWS working group would provide direction and guidance is where policy specifically states Organic ICP.

1.12.5.2. Membership. The Chair is the AF/A4LR Chief or his/her designee. Membership in the CSWSWG includes the materiel management representatives from the MAJCOMs and other key logistics agencies. The CSWSWG Chair retains the authority to guide the agenda of the working group.

1.12.5.3. Secretariat. AF/A4LR will either serve as the Secretariat or appoint another organization to accomplish these activities. The Secretariat will work with the Chair to develop a conference agenda for CSWSWG meetings.

1.12.5.4. Meeting Frequency. The CSWSWG will meet twice a year.

1.12.5.5. Minutes. The board through the Secretariat publishes and distributes meeting minutes to all CSWSWG members.

1.12.6. Joint Physical Inventory Working Group (JPIWG).

1.12.6.1. Purpose

1.12.6.1.1. The DoD is chartered to develop, maintain, and improve the program of physical inventory control for DoD supply system materiel.

1.12.6.1.2. Resolve inter-service problems through direct coordination among JPIWG members.

1.12.6.1.3. Find solutions to problems presented to the JPIWG.

1.12.6.1.4. Recommend changes to DoD supply system to the Deputy Assistant Secretary of Defense for Logistics (DASD(L)) as necessary.

1.12.6.2. Membership. The DoD PICP Administrator, DLA Logistics Management Standards Office, chairs the JPIWG. Membership in the JPIWG includes each Military Department and Defense Agency with an interest in physical inventory matters. Also, the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense (USD(C)/CFO) provides one representative to the JPIWG.

1.12.7. Supply Warfighting Policy Working Group (SWPWG).

1.12.7.1. Purpose

1.12.7.1.1. Provides a forum and organizational structure to foster a cooperative approach to address supply warfighting issues across the entire Department of the Air Force. The SWPWG is the working level component of a deliberate, integrated and focused process for planning, executing and governing a supply warfighting logistics analytic agenda.

1.12.7.1.2. Will support the supply community with clear and effective policy recommendations and guidance. Dealing predominantly with contingency spares related matters, to include such issues as authorizations, review process, computation techniques, assumptions and planning factors, allocation, reporting information technologies, use, accountability, prepositioning, assessment, and command and control (C2).

1.12.7.2. Membership.

1.12.7.2.1. The Executive Agent of the SWPWG is AF/A4L.

1.12.7.2.2. AF/A4LR Materiel Management and Fuels Policy Branch Chief will serve as the Project Manager and working group Chair.

1.12.7.2.3. Voting Membership. SWPWG consists of a single representative from each institutional enterprise which consists of HAF and each MAJCOM.

1.12.7.2.4. Associate Membership. Non-voting membership consists of representatives from the entire Air Force logistics and sustainment enterprise, including AF/A4LX, SAF/SA, SAF/AQD, 448th Supply Chain Management Wing, 635th Supply Chain Operations Wing, Air Logistics Complexes, AFSC/A4R, AFSC/A9A, Program Executive Offices, Defense Logistics Agency, and other relevant agencies as required.

Chapter 2

OPERATIONAL REQUIREMENTS, DEMAND AND SUPPLY PLANNING

2.1. Overview. This area outlines materiel management processes associated with demand and supply planning for base retail and depot wholesale operations. These activities include Stockage Policy & Procedure; Financial Management; War Reserve Materiel (WRM); Degraded Operations; Readiness Spares Packages (RSP) and Kits; Mobility Readiness Spares Package (MRSP) Non-Optimize (NOP) Items; Contingency/Wartime Planning; Life Cycle Product Support Planning; AF Provisioning Policies; Participation in the Weapons System Support Program (WSSP); Spare Parts Breakout Program; Tanks, Racks, Adapters & Pylons (TRAP); Base Closures; Weapon System Transfer; Equipment Transfer; and Weapon System Deactivation Action. See DoDM 4140.01, DoD Supply Chain Materiel Management Procedures, AFI 10-401 and AFI 10-403, Deployment Planning and Execution, for guidance contained in this section.

2.2. Stockage Policy & Procedure.

2.2.1. Stockage policy addresses requirements (stock levels), retention, transfer (to include excess materiel) and reclamation requirements, except fuels.

2.2.2. Determining materiel requirements. AFMC centers are responsible for the wholesale management of secondary items.

2.2.2.1. The consumable and reparable requirement's objective must accomplish the following:

2.2.2.1.1. Purchase needed items at minimal ordering and holding cost.

2.2.2.1.2. Make maximum use of available assets before acquiring additional materiel. This includes, but is not limited to:

2.2.2.1.2.1. Substitute interchangeable parts require engineering approval for OSS&E.

2.2.2.1.2.2. Modify items if considered suitable and economical.

2.2.2.1.2.3. Use assets from the Defense Logistics Agency Disposition Services (DLADS).

2.2.2.1.2.4. Use reconditioned serviceable assets and assets from reclamation, where practical.

2.2.2.1.2.5. Maintain an effective repair program for reparable items.

2.2.2.1.3. Allocate resources (materiel, facilities, personnel, and funds) to achieve an optimum balance in program support consistent with availability and support goals, mission priorities and assigned unit precedence.

2.2.2.1.4. Implement the latest applicable AF planning and programming documents when computing stock requirements, including Readiness Spares Package (RSP) materiel requirements and supplemental program data, such as missile months and projected flying hours.

2.2.2.1.5. Maintain current standard catalog and Consolidated Sustainment Activity Group - Supply Division (CSAG-S) price data.

2.2.2.1.6. Establish flexible supply management procedures capable of providing continuous support during volatile and sometimes adverse conditions.

2.2.2.1.7. Ensure adequate initial stockage of items. Note: Programs must ensure initial stockage combine all initial spares requirement. If RSP is required, the RSP quantities must be added onto the initial spares quantities to account for the full requirement unless policy directs differently.

2.2.2.1.8. Ensure retention of adequate stockage for issuance and MAJCOM coordination for contingency purposes.

2.2.2.1.9. Establish quantitative goals to reduce unneeded inventory.

2.2.2.1.10. Ensure potential reutilization/disposal materiel, as well as inactive and obsolete items, are removed from AF supply system stock in an efficient, timely, and economical manner.

2.2.2.1.11. Ensure timely management action to reduce or cancel purchase requests and terminate contracts when requirements are reduced for items in the procurement cycle.

2.2.2.1.12. Ensure asset data is available for use.

2.2.2.1.13. Ensure there are adequate quality control procedures established to verify and validate the data and critical factors that affect requirements computations.

2.2.2.2. Categories and Characteristics of Consumable Items:

2.2.2.2.1. An item categorized as a consumable is an item of supply (except explosive ordnance and major end items of equipment) that is normally expended or used up beyond recovery in the use for which it is designed or intended.

2.2.2.2.2. Categorize consumables according to the ERRC. Refer to Technical Order (TO) 00-25-195, AF Technical Order System Source, Maintenance, and Recoverability Coding of Air Force Weapons, Systems, and Equipment.

2.2.2.2.2.1. Consumables may be expendable and non-reparable “XB3” or expendable and field reparable “XF3”.

2.2.2.2.2.1.1. “XB3” items may be reconditioned (cleaned, painted, straightened, sharpened, etc.) by users. “XB3” items costing $50 or more may be authorized repair by the competent maintenance authority at organizational and intermediate levels.

2.2.2.2.2.1.2. Do not return unserviceable assets marked “XF3” to the depot. XF3 assets may be repaired at Centralized Repair Facilities (CRF) based on repair cycle data loaded within ILS-S. XF3 items that cannot be repaired at CRFs should be transferred to the servicing DLADS or specialized repair unit. XF3 items that cannot be restored at the retail maintenance level should be transferred to the servicing DLADS.

2.2.2.2.2.2. Economic Order Quantity (EOQ) is the quantity derived from a mathematical technique used to determine the optimum (lowest) total variable costs to order and hold inventory. For consistency, wholesale and retail activities share

computational methodology.

2.2.2.3. Consumable Item Computational Guidance:

2.2.2.3.1. Use the EOQ to:

2.2.2.3.1.1. Minimize the total cost of ordering and holding inventories.

2.2.2.3.1.2. AFMC's ICP's responsible for the wholesale management of EOQ secondary items, will immediately update the cost-to-order and cost-to-hold inventory for EOQ computations when a significant change occurs, as well as perform an annual validation.

2.2.2.3.1.3. Compute peacetime and WRM purchase requirements for consumables.

2.2.2.3.1.4. Develop categories for budgeting and evaluating inventory.

2.2.2.3.2. Consider the importance of each mission in determining which requirements to fill.

2.2.2.4. Consumable Item Computing Requirements:

2.2.2.4.1. Determine EOQ at the wholesale level for a maximum of 24 months demand. To determine the minimum EOQ, use either the Administrative Lead Time (ALT) or 6 months, whichever is less.

2.2.2.4.1.1. The EOQ minimum level may be overridden if a lesser quantity is demonstrably more cost effective.

2.2.2.4.1.2. AFMC/AFSC/635 SCOW may adjust the maximum EOQ downward to ensure they operate within budget. Customer Oriented Leveling Technique (COLT) will be used to determine the maximum EOQ for DLA managed Budget Code 9 items.

2.2.2.4.2. Determine EOQ at the retail level for a maximum of 12 months demand.

2.2.2.4.2.1. Adjust EOQ downward for phased-out end items or declining in demand.

2.2.2.4.2.2. Override the targeted EOQ requirement when more cost-effective quantity is documented.

2.2.2.4.3. Estimate projections for demand-based requirements using past records of recurring demand. Factor in serviceable returns.

2.2.2.4.3.1. Purchase demand-based items when demand for items exceeds goods on-hand and on order.

2.2.2.4.3.2. Determine the reorder point by adding together the Administrative Lead Time (ALT), stock due-out quantity, variable safety level and applicable non-demand-based additive requirements.

2.2.2.4.3.2.1. Determine the variable safety level to augment the operating level of supply. This allows for continuous operations when demand rises steeply or when lead time is extended. Decrease safety levels as fluctuations even out.

2.2.2.4.3.2.2. Determine non-demand-based requirements for goods that have limited or no demand history but qualify for purchase based on other criteria. Two types of non-demand-based requirements are insurance (INS) and calendar time change items.

2.2.2.4.3.2.3. Identify essential items with no demand records or forecast for failure reports and stock them at the wholesale level as INS items. These should not exceed the cost of one minimum replacement unit without documentation and justification of the added cost.

2.2.2.4.3.2.4. Determine additive requirements to identify items not supported by past demand records.

2.2.2.4.3.2.5. Document and validate these requirements for authorization at both the retail and wholesale levels.

2.2.2.4.3.2.6. Request authorization for additive requirements when laying in stock at a base or adding stock to support a net increase in end item population or in base deployments.

2.2.2.4.3.2.7. Use the additive requirement for items such as those with calendar time changes, short shelf life and short program life.

2.2.2.4.3.2.8. Request additive requirement authorization for modified items and applications that cannot adapt for use with the EOQ formula.

2.2.2.5. Consumable Item Reporting Stratification.

2.2.2.5.1. Use stratification reports to develop item purchasing and depot maintenance budgets; determine the readiness status of inventories; and relate assets to the approved acquisition strategy, other authorized retention of stock, and potential for reusing or disposing of materiel. Maintain an audit trail if a method other than stratification for budgeting is utilized.

2.2.2.5.2. Develop wholesale and retail dollar value stratification summaries outlining individual item asset and requirement comparisons. Stratify consumable items at least semiannually to reflect inventory as of September 30 (consulted during inventory reporting and funding reviews) and once to reflect inventory as of March 31 (used for budget preparation).

2.2.2.6. Reparable Item Computation. The AF reparable requirements computation system will be forward-looking using past usage that is converted to a demand rate. (T-1) It will apply this rate to project future usage. (T-1) The reparable item computation will be used to develop inventory stratification tables needed for budget submission and inventory evaluation. (T-1)

2.2.2.6.1. Categories and Characteristics of Reparable Items:

2.2.2.6.1.1. An item categorized as a reparable is an item of supply that (except explosive ordnance (EOD) and major end items of equipment) is subject to repair cycle control.

2.2.2.6.1.2. Removal of a malfunctioning reparable item is normally followed by a request to supply for a replacement item.

2.2.2.6.1.3. When the replacement request either issues or back orders, the removed item will normally be automatically placed under Due-In-From-Maintenance (DIFM) control. (T-1)

2.2.2.6.1.4. Categorize reparables according to the ERRC. Refer to "(TO) 00-25-195, AF Technical Order System Source, Maintenance, and Recoverability Coding of Air Force Weapons, Systems, and Equipment.

2.2.2.6.1.5. Reparable may be either field reparable “XF3” or depot reparable “XD2”.

2.2.2.6.2. Requirements Computation. Requirements for spares support consist of the following elements:

2.2.2.6.2.1. Base Stock Level.

2.2.2.6.2.2. Base Repair Cycle.

2.2.2.6.2.3. Order and Shipping Time (O&ST).

2.2.2.6.2.4. Safety Level.

2.2.2.6.2.5. Negotiated Level.

2.2.2.6.2.6. Depot Stock Levels.

2.2.2.6.2.7. Depot Repair Cycle.

2.2.2.6.2.8. Procurement Lead Time (PLT).

2.2.2.6.2.9. Operating Requirement.

2.2.2.6.2.10. Condemnation Requirement.

2.2.2.6.2.11. Additive Requirement.

2.2.2.7. Non-demand Based Requirements. Items with limited or no-demand history but qualify for stockage based on other criteria. Three types of non-demand-based requirements are for INS, Numeric Stockage Objective, and calendar time change items.

2.2.2.7.1. No Demands. Essential items with no demands or forecast of failure will be identified and stocked, as determined by AFMC and AFLCMC/HN, as INS items and will not exceed one minimum replacement unit unless fully justified and documented. (T-2)

2.2.2.7.2. Low or Sporadic Demands. Essential items with low or sporadic demands or forecast of failure are treated as Numeric Stockage Objective. These items are stocked in minimum quantities.

2.2.2.7.3. Additive Requirements. Additional requirements authorized for initial lay-in of base stocks and to support a net increase in end item population or planned base deployments. May be used for items such as those with calendar time changes, short shelf life and short program life items, or for modifications and other applications that are not computing in the computation.

2.2.2.8. Asset usage data is data necessary for the computation of requirements. Asset usage data is obtained from appropriate IT systems, stock balance consumption reports as well as any other official source. Data includes:

2.2.2.8.1. Worldwide Assets. All serviceable and unserviceable assets, including DIFM and TO compliance at both wholesale and retail level.

2.2.2.8.2. On-Order Assets. On-order assets include firm quantities due-in, obtainable through the Interservice Supply Support Program/Procedures (ISSP); items bailed to contractors; quantities subject to contract termination; Foreign Military Sales (FMS); customer excess; and assets from reclamation.

2.2.2.9. Materiel Programs. Inventory positions or levels of activity are expressed in terms of hours, months, units, overhauls, or recoveries. These include:

2.2.2.9.1. Past Programs. Statements of actual inventory or accomplishments during a specific past period.

2.2.2.9.2. Projected Programs. Estimates of planned inventory and accomplishments during a future period.

2.2.2.9.3. Organizational Intermediate Maintenance Programs.

2.2.2.9.4. Depot Level Maintenance Programs.

2.2.2.10. Consumption Rate Development. These rates are computed from base consumption information and depot reparable generations.

2.2.2.10.1. Base Consumption Rates. Base consumption rates will be determined by taking the number of failures at base level, over a specific period, divided by the operating program for that same period. (T-1)

2.2.2.10.1.1. Total Organizational Intermediate Maintenance Demand Rate.

2.2.2.10.1.2. Base Condemnation Rate.

2.2.2.10.1.3. Base “Not Repairable This Station (NRTS)” Rate.

2.2.2.10.2. Depot Consumption Rates. These rates are computed using the number of failures at depot level divided by the appropriate depot program.

2.2.2.11. New Items.

2.2.2.11.1. Initial Quantity Requirements. Calculated as the total of Expendability, Recoverability, Reparability Category Designator (ERRCD) “XD2” items needed to support a program time span equal to the Procurement Lead Time, plus an operating period of 3 months (lead time plus 3 months), which will be at least 12 months. The operating period allows for the conversion from the initial requirements computation to the recurring replenishment computation.

2.2.2.11.2. Compute quantities for the operating period, base, and depot repair cycle, and if authorized, additive requirements not covered by other segments.

2.2.2.12. Reparable Item Stratification Reports are generated in the applicable IT system from the requirements determination process. They are used to uniformly portray the

materiel requirements and available assets (on-hand and on-order) of individual items at the wholesale and retail levels.

2.2.2.12.1. The wholesale level will develop dollar value stratification summaries depicting individual item assets and requirement comparisons. (T-1)

2.2.2.12.2. Reparable items will be stratified quarterly, unless waived. (T-1) Stratification cutoff dates are 31 December, 31 March, 30 June, and 30 September of each fiscal year.

2.2.3. Retention.

2.2.3.1. Retention rules ensure proper utilization of Government property and prevent unnecessary procurement.

2.2.3.2. Wholesale Stockage Retention. AFMC centers responsible for wholesale item management will:

2.2.3.2.1. Retain stocks IAW DoDM 4140.01, DoD Supply Chain Materiel Management Procedures.

2.2.3.2.2. Retain serviceable assets up to the authorized Foreign Military Sales Order I (FMSO I) stock level to support projected Cooperative Logistics Supply Support Arrangement (CLSSA) program requisitions.

2.2.3.2.3. Retain ample quantities of assets applicable to DoD weapons systems or end items to support modified or phased out items through the modification program or phase-out period.

2.2.3.2.4. Retain serviceable assets peculiar to weapons systems or end items used solely by FMS customers pending completion of a buy-out program. Keep these items no longer than 2 years from the date the AF makes a buy-out offer to FMS customers.

2.2.3.2.5. Consider shelf life, storage space limitations, weapons systems essentiality, population, and projected life when deciding what to keep. Regularly review retention additives and ensure they have been deleted once they have served their legitimate purpose and are no longer justified.

2.2.3.2.6. Asset Stratification. AFSC/LZR workflow (**AFSC.Workflow@us.af.mil**), will stratify principal and secondary items to show assets against materiel requirements IAW DoDM 4140.01, Vol 6, DoD Supply Chain Materiel Management Policy: Materiel Returns, Retention, And Disposition, for:

2.2.3.2.6.1. Approved Acquisition Objective (AAO) stock.

2.2.3.2.6.2. Economic Retention Stock (ERS).

2.2.3.2.6.2.1. ERS is developed by calculating an Economic Retention Limit, which represents the maximum retention level of stock that could be economically justified to meet future peacetime requirements. ERS is the quantity of stock excess to the AAO requirement, but within the Economic Retention Limit.

2.2.3.2.6.2.2. True economic retention criteria include evaluating potential future re-procurement costs, repair costs, depot survival rate, expected returns

from disposal of materiel, costs of storing peacetime demand expectations. To warrant ERS, an item must have a reasonably predictable demand rate. All items with ERS are required to have an annual review completed that focuses on retaining only those stocks that have an approved economic method. Highest priority will be given to ERS with the largest dollar value or largest inventory storage cube requirement.

2.2.3.2.7. Contingency Retention Stock (CRS). AFSC/LZR workflow (**AFSC.Workflow@us.af.mil**), will manage and authorize CRS category W. (T-2) 448 SCMW will manage and authorize CRS categories C, F, H, M & P. (T-2)

2.2.3.2.7.1. WRM Contingency Retention Stock is stock held above the approved acquisition objective to support anticipated contingencies or operations. The contingency retention stock will mainly consist of critical and difficult to obtain assets. Items authorized as WRM CRS authorization 929AAOA is now coded as "H256" in ELMS.

2.2.3.2.7.2. The 635 SCOW/WM will work with DLA to ensure DLA-managed items with CRS quantities are reviewed annually.

2.2.3.2.7.3. Program Offices that require retention or disposal deferral requests for DLA weapon system specific stock numbers will submit request(s) via official memorandum. Requests will be submitted to AFSC/A3/4. The memorandum will include NSN, quantity, unit of issue, demand data, Weapon System Designator Code (WSDC), and Contingency Retention Stock (CRS) code for each stock number. CRS codes will be identified IAW DoDM 4140.01-V6, DoD Supply Chain Materiel Management Procedures: Materiel Returns, Retention, and Disposition. Requirements for depot and operational demands will be taken into consideration. Upon input and recommendation by AFSC/A3/4 the request(s) will be submitted to AFMC/A4RM. AFSC/A3/4 (or designee) will attest in writing to the review and retention decisions of applicable DLA CRS quantities and that the WSSP reflects current weapon system information. Services are required to review retention stock or disposal deferral coded items every three years IAW DoDM 4140.01, Vol 6. (T-2)

2.2.3.2.7.4. AFMC organic Inventory Control Points (G-ICPs) will review and validate the methodologies for stock retention annually with AFMC/A4RM. AFMC G-ICPs will give the highest review priority to CRS items with the largest dollar value or largest inventory storage cube requirement. Note: G-ICPs within a single Center will consolidate review/validation methodology actions prior to meeting with AFMC/A4RM. (T-2)

2.2.3.2.7.5. MAJCOMs are authorized to maintain quantities of WRM and BEAR CRS. WRM CRS requires approval by 635 SCOW/WM Note: All AF-managed items with CRS are required to have a 100% annual review completed that focuses on retaining only those stocks that have documented rationale for retention above economic limits.

2.2.3.2.7.6. CRS-Storing MAJCOMs will request CRS by memorandum to 635 SCOW/WM. AFSC/A3/4 is the approving authority for weapon system exclusions

(CRS code W). Organizations wishing to pursue a weapon system exclusion will submit an official memorandum to AFSC/A3/4 and any additional data required by the AFSC to justify assignment. Approved requests will be maintained on the 635 SCOW/WM SharePoint.

2.2.3.2.7.7. The 635 SCOW/WM, in conjunction with CRS-Storing MAJCOMs, will annually validate approved requests for CRS. Note: For previously approved weapon system exclusions, if the organization who originally requested assignment wishes to retain CRS code W, they must initiate an annual 100% review of the items and provide supporting documentation to AFSC/A3/4.

2.2.3.2.7.8. Centrally managed stock will require disposition from the Item Manager for disapproved or non-validated CRS requests. EXCEPTION: AETC LRS Units are allowed to requisition uniform clothing items through Integrated System-Supply (ILS-S) in support of Undergraduate Pilot and Fly Training (UPT), Deployment, and Organizational Clothing in support of Basic Military Training (BMT).

2.2.3.2.7.9. Replacement of CRS is not authorized.

2.2.3.2.7.9.1. CRS is not authorized if valid shortages exist within the WRM enterprise. Note: For specific guidance on CRS categories, refer to DoDM 4140.01, Vol 6, DoD Supply Chain Materiel Management Policy: Materiel Returns, Retention, And Disposition.

2.2.3.2.7.9.2. Potential Reutilization Stock (PRS). AFMC Centers responsible for the wholesale management of secondary items will use their inventory stratification data to assess the ability of their secondary item inventory to meet the stated requirement and ensure that surplus inventories are kept only if warranted.

2.2.3.2.7.9.3. Retain wholesale assets up to the total allowable AAO, ERS, and CRS levels for the projected life of the weapons systems or end item. Support and provide AF/A4LR with AF wholesale retention data IAW DoDM 4140.01, Vol 6, DoD Supply Chain Materiel Management Policy: Materiel Returns, Retention, And Disposition.

2.2.3.3. Retail Stockage Retention. For serviceable items used to support a weapons system or end item in-use at the retail activity, retain:

2.2.3.3.1. Centrally procured investment ERRCD “XD2” items until the AFMC wholesale Inventory Management Specialist provides disposition instructions.

2.2.3.3.2. Centrally procured serviceable consumable Budget Code “8” and “9” items (ERRCD code XB3, XF3, and NF1) with a Date of Last Demand less than 10 years, assigned Stockage Priority Code (SPC) not equal to “5” or “E”, and the date SPC assigned is less than 9 years.

2.2.3.3.3. Other centrally procured serviceable consumable Budget Code “8” and “9” items (ERRCD code XB3, XF3, and NF1) not used to support a weapons systems or end item in-use at the retail activity, when date of last demand is less than 3 years, SPC assigned is not equal to “5” or “E”, and the date SPC assigned is less than 2 years.

2.2.3.3.4. LP, LM, or non-national stock numbered items for 12 months.

2.2.3.3.5. Inventory Control Point (ICP) unserviceable assets until receiving disposition instructions from the wholesale manager.

2.2.3.3.6. Items on weapons systems or end items that are no longer in-use at the activity, or for which no item record or requirement is found in the Materiel Management IT System, report the items to AFMC and transfer or dispose of the assets as directed.

2.2.3.3.7. Assets may be transferred to disposal or to the wholesale supply point before the required retention period expires if they exceed shelf life or storage space limits. Consult with the LRS CC/ APO or equivalent to deviate from retention policy when storage space is a problem. Coordinate with AFMC before returning assets to the wholesale stock point.

2.2.3.3.8. Retail activities must retain secondary items applicable to weapons systems and end items in-use at the retail activity, up to the total allowable AAO and ERS levels.

2.2.3.4. Review Potential Reutilization Stock (PRS) (Excess) prior to approval for disposal. All PRS (excess) items must be reviewed prior to disposal to ensure that no known or projected requirements exist. This review will include exploring possible needs due to NHA application, possible modification to a usable configuration, uses for other than its intended purpose and reclamation of component parts. This review may result in the retention of computed excess assets. Note: AFMC centers responsible for wholesale item management will review all PRS (Excess) prior to approval for disposal to ensure that no known or projected requirements exist. This review will include exploring possible needs due to NHA application, possible modification to a usable configuration, uses for other than its intended purpose and reclamation of component parts. This review may result in the retention of computed excess assets. For assets managed in D035A, see AFMCMAN 23-501V1, Chapter 5, Wholesale Asset Balance Management for future asset balance details.

2.2.4. Transfer Guidance. AFSC/A3/4 and AFLCMC/GBS ensure that AF Materiel Management IT Systems' capabilities effectively support redistribution policy to effectively manage and execute the transfer of materiel.

2.2.4.1. Transfers within the DoD. It is DoD and AF policy that materiel assets be fully utilized within the DoD as practicable. Assets of one military service shall be transferred to fill requirements of another military service requirement. Transfer excess AF assets to DoD activities using Interservice Supply Support Procedures. Conduct Interservice Supply Support Procedures interrogations for asset availability, offers of excess assets, and transfers. Interservice transfers will be handled IAW AFMC guidance. Note: NWRM assets will not be transferred without written approval from the Wholesale IM IAW DAFMAN 20-110. Class V items will only be transferred IAW DAFMAN 21-201.

2.2.4.2. Transfers to Allied Forces. Transfers to Allied Forces are accomplished according to FMS policy and procedures contained in Defense Security Cooperation Agency (DSCA) Manual 5105.38, Security Assistance Management Manual (SAMM) and DoD FMR 7000.14-R, Vol 15, Security Cooperation Policy.

2.2.4.3. Cooperative Logistics Supply Support Arrangement (CLSSA).

2.2.4.3.1. Assets to support recurring CLSSA secondary item demands shall be stocked and maintained on order from procurement in anticipation of FMS country requisitions.

2.2.4.3.2. When assets are transferred under matured CLSSAs, the sales are made from DoD inventory financed by CLSSA funds, and the materiel cost shall be reimbursable at full stock list price.

2.2.4.3.3. Materiel sold through FMS under matured CLSSAs shall be given equal treatment with AF requisitions (within priority) for on-hand and on-order depot stocks.

2.2.4.3.4. Materiel requests received prior to maturation of the CLSSA are considered non-CLSSA requirements and shall not be provided with the same priority as CLSSA requirements. Materiel may be released, but not normally below the control level to fill non-CLSSA requirements.

2.2.4.3.5. On an exception basis, materiel may be transferred from stocks below the control level to fill non-CLSSA requirements if release of the stocks will not adversely affect the support of U.S. Forces (such issues shall not be below the safety level).

2.2.4.4. Nonstandard Support. Under nonstandard support procedures, the customer's materiel requirements are normally filled from procurement rather than from DoD stocks. Nonstandard support includes hardware or services required to support commercial end items; DoD obsolete end items, including end items that have undergone system support buy outs; and selected non-U.S. origin military equipment. In the event assets are available from DoD inventories, and the transfer out of stock will not adversely impact the support of U.S. Forces, materiel costs shall be reimbursable as follows:

2.2.4.4.1. When assets are within the AAO, materiel costs shall be recouped at full stock list price.

2.2.4.4.2. When assets exceed the AAO and have not been procured in anticipation of military assistance or sales requirements because of CLSSAs, or pursuant to a military assistance or sales order, they are termed Excess Defense Articles and shall be sold in an "as is" condition at excess prices exhibited in DoD FMR 7000.14-R, Vol 15, Security Cooperation Policy.

2.2.4.4.3. FMS requirements for end-item support equipment are not included in the computation product for end-item equipment.

2.2.4.5. Transfers to Federal Civil Agencies.

2.2.4.5.1. Apart from DoD excess materiel, the transfer of assets to agencies outside the DoD shall require reimbursement IAW DoD FMR 7000.14-R, Vol 11a, Reimbursable Operations Policy, and 11b, Reimbursable Operations Policy-Working Capital Funds (WCF).

2.2.4.5.1.1. Transfers of stock fund items shall be priced at the current stock list price.

2.2.4.5.1.2. Transfers of non-stock fund items below the AAO shall be priced at the estimated replacement cost of the item minus an adjustment for age and

condition of the item being sold, if applicable.

2.2.4.5.1.3. Transfers of non-stock fund items above the AAO shall be priced at the current stock list price minus an adjustment for age and condition of the item being sold, if applicable.

2.2.4.5.2. Transfers of DoD excess materiel shall be non-reimbursable and are not normally authorized from DoD stocks. Such transfers are the responsibility of the DLADS IAW DoDM 4160.21, Vol 3, Defense Materiel Disposition: Reutilization, Transfer, and Sale of Property.

2.2.4.5.3. Transfers of DoD non-lethal surplus property may be made to the Department of State for humanitarian relief purposes pursuant to the Federal Used Property for Domestic Use Act of 1990 (reference Title 40, United States Code, Chapter 48 (as amended), Section 203 - Federal Property and Administrative Services Act of 1949). Such transfers are the responsibility of the DLADS IAW DoDM 4160.21, Vol 3, Defense Materiel Disposition: Reutilization, Transfer, and Sale of Property.

2.2.4.6. Transfer of COMSEC Materiel.

2.2.4.6.1. Transfers of non-stock listed COMSEC materiel will be accomplished IAW National Security Agency regulations and in coordination with the DAF COMSEC/CCI Central Authority. (T-2) Note: Contact the DAF COMSEC/CCI Central Authority for inquiries.

2.2.4.6.2. Transfers of stock listed COMSEC materiel shall follow normal AF policy and procedure.

2.2.4.7. Wholesale Level Redistributable Materiel.

2.2.4.7.1. Review PRS (Excess) prior to approval for disposal. All potential reutilization (excess) items must be reviewed prior to disposal to ensure that no known or projected requirements exist.

2.2.4.7.1.1. This review will include exploring possible needs due to NHA application, possible modification to a usable configuration, uses for other than its intended purpose and reclamation of component parts.

2.2.4.7.1.2. This review may result in the retention of computed excess assets.

2.2.4.8. Base level redistributable materiel guidance for AF Serviceable Centrally Procured Items.

2.2.4.8.1. Quantities with ERRC code of "XD2", which exceed the base requisitioning objective, are available for redistribution. This also applies to:

2.2.4.8.1.1. AFMC except for items contained in their storage account.

2.2.4.8.1.2. The quantity of materiel support division stock fund items above the requisitioning objective will be reported provided the extended line-item value is $20 or greater.

2.2.4.9. Base level redistributable materiel guidance for AF Unserviceable (Reparable) Centrally Procured Items.

2.2.4.9.1. Items coded “XD2” beyond base repair capability will be processed as directed by the Reparable Item Movement Control System (RIMCS).

2.2.4.9.2. Normally items coded “XF3” and “XB3”, which are not feasible to repair or recondition at local level, are authorized for processing to DLADS without reporting to the IM. Ensure control codes do not require special actions/processing.

2.2.4.10. Reporting redistributable serviceable AF centrally procured items.

2.2.4.10.1. Items coded with “XD2” are to be reported to AFMC. Redistribution of these items is determined by AFMC.

2.2.4.10.2. Items coded “XF3” and “XB3” will be reported as detected by the AF Materiel Management IT System. (T-1) When items are in a buy position, the item manager will advise the bases to report excess immediately. (T-2)

2.2.4.10.3. Items coded “ND” and “NF” will be managed IAW with **Ch 11**.

2.2.4.11. Reporting requirements for redistributable reparable AF centrally procured items.

2.2.4.11.1. Items coded “XD2”, beyond base repair capability, Not Repairable This Station (NRTS) will be shipped to the nearest specialized repair activity or contractor, when authorized.

2.2.4.11.2. Item coded “XB3” and “XF3”, regardless of extended line-item value, will not be reported to the item manager prior to transfer to DLADS, unless special actions are prescribed.

2.2.4.12. Reporting Requirements for Excess AF centrally procured materiel.

2.2.4.12.1. All AF centrally procured items will be reported when the total line item on-hand quantity is determined to be excess (total excess) to the needs of an activity and is valued at over $20. (T-1) Total quantities valued at $20 or less will be processed for disposal without reporting to AFMC for disposition instructions. (T-1) Note: Excess “ND” and “NF” coded assets are reported via the Excess Program outlined in **Ch 11**.

2.2.4.12.2. When only part of the line item on-hand quantity is determined to be excess (partial excess) to the needs of an activity and is valued at $50 or less, the stock will not be reported to the ICP and will be retained. (T-1) Partial excesses valued at greater than $50 will be reported to AFMC to request disposition instructions. An exception is permitted when AFMC designates an item as critical. (T-1) Such items will be reported according to instructions issued by the wholesale manager.

2.2.4.13. Transportation.

2.2.4.13.1. All transportation costs for movement of AF materiel to centralized repair facilities (CRF) or wholesale materiel management activity will be IAW DAFI 65-601V1, Budget Guidance and Procedures.

2.2.4.13.2. The appropriate accounting classification will be cited on the shipping document issued to move the materiel.

2.2.4.14. Reporting Other Than AF Centrally Managed Items.

2.2.4.14.1. Specific instructions for these items are contained in the following references:

2.2.4.14.2. For DLA items refer to DoDM 4160.21, Vol 1, Defense Materiel Disposition: Disposal Guidance and Procedures and other applicable guidance.

2.2.4.14.3. Other Services have management responsibility for items in Federal Supply Classes, which are used by the AF. Refer to the Service ICPs for disposition instructions within 30 days after the receipt of the excess report.

2.2.4.14.4. GSA items. Base closures or other actions that require exception to normal disposition procedures will be coordinated with GSA, Federal Supply Service, through the MAJCOM before any associated reporting or shipment actions are taken.

2.2.4.14.5. Locally manufactured items and commercial vendor items will not be reported.

2.2.4.15. Special reporting instructions for certain types of excess.

2.2.4.15.1. Save list items are excess at base level and are not reported. The item manager directs distribution of these items through instructions contained in the original save list.

2.2.4.15.2. Items not identified by an NSN are included on an interservice/agency basis.

2.2.4.15.3. Industrial plant equipment identified only by plant equipment code/manufacturer's part number. These items will be identified through DLA Aviation Engineering, the Industrial Plant Equipment website.

2.2.4.15.4. Complete Aircraft and Missiles except Ground Instructional Items. Local excesses will be reported IAW AFI 16-402, Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination. In no instance will complete aircraft be automatically returned.

2.2.4.15.5. Complete Aircraft Engines and Auxiliary Power Units. Base engine managers will issue instructions for local excess serviceable (reparable) engine units IAW AFI 20-116, Propulsion Life Cycle Management for Aerial Vehicles.

2.2.4.15.6. AF Vehicles and Attachments. Vehicular equipment or special purpose vehicle attachments originally received with new vehicles, will be processed IAW DAFI 24-302, Vehicle Management. Tires will be obtained IAW DAFI 24-302.

2.2.4.15.7. COMSEC materiel will not be abandoned, screened by any foreign government or international organization, nor will it be released to a state government or the public. Exceptions to this guidance shall be addressed and coordinated with AF/A4LR.

2.2.4.15.7.1. For unclassified COMSEC Materiel i.e., COMSEC/CCI, the local excess will be reported to the applicable item manager for disposition instructions. No shipment is authorized until disposition instructions are received."

2.2.4.15.7.2. Both serviceable and unserviceable (reparable) local excesses of cryptologic spare parts and equipment with MMACs "CI" and "CS" and Federal

Supply Classes 5810 and 5811 will be reported.

2.2.4.15.8. AF Medical Service Supplies and Equipment will be processed IAW AFMAN 41-209, Medical Logistics Support.

2.2.4.15.9. Subsistence. All local excesses of subsistence items will be processed according to Defense Commissary Agency operating policies.

2.2.4.15.10. Petroleum based chemical items, oils, lubricants, and chemical items will be processed IAW DAFI 23-201, Fuels Management.

2.2.4.15.11. For Chapel and Chaplains Equipment and Supplies refer to DAFI 52-105, Chaplain Corps Resourcing.

2.2.4.15.12. Report and process Class V (Munitions) excess IAW DAFMAN 21-201, Munitions Management 3.12.9 Disposition of Excess Munitions

2.2.4.15.13. For IT equipment process see DAFMAN 17-1203, Information Technology (IT) Asset Management (ITAM).

2.2.4.15.14. Flags, Pennants, Guidons, Streamers, and Aircraft Plates.

2.2.4.15.14.1. Retain Flags, Pennants, Streamers, and Guidons having AF historical or sentimental value as historical property IAW AFI 84-103, United States Air Force Heritage Program. For non-retained items of inactivated units, process IAW DoDM 4160.21 Vol 4, Defense Materiel Disposition: Instructions for Hazardous Property and Other Special Processing Materiel. Items no longer suitable for display will be destroyed by burning.

2.2.4.15.14.2. When an Air Force Reserve Officer Training Corps (ROTC) detachment is inactivated, unit U.S. flags will be turned into the support base. Organizational flags with school specific emblems may be donated to the school. When applicable, the military equipment custodian will clear equipment APSR of asset records.

2.2.4.15.14.3. These type items of inactivated ANG units may be transferred as historical mementos to the United States Property & Fiscal Office (USPFO) for the state. Those not retained will be processed IAW DoDM 4160.21, Vol 4.

2.2.4.15.14.4. Turn-in aircraft plates to DLADS as excess.

2.2.4.15.15. Process local WRM excess.

2.2.4.15.16. Redistributable and Excess Security Assistance Program Property. This property will be processed IAW DSCA Manual 5105.38, Security Assistance Management Manual (SAMM), and DoD FMR 7000.14-R, Vol 15, Security Cooperation Policy.

2.2.4.15.17. Aircraft Conversions or Program Changes. Expendable items may be transferred to the extent required at the gaining base. Replacement type items (“ND2” and “NF2”) will be transferred.

2.2.4.15.18. Activities Scheduled for Inactivation. The commander responsible for affected activities (e.g., Wing Commander), immediately upon notification of inactivation, will:

2.2.4.15.18.1. Arrange for the redistribution of personal property within the MAJCOM.

2.2.4.15.18.2. Process all personal property (systems and equipment, materials, and supplies) as local excess according to applicable paragraphs of this chapter or other applicable instructions.

2.2.4.15.18.3. Process all authorized service excess personal property according to applicable paragraphs of this chapter or other applicable instructions. Note: When the activity continues to be utilized or retained by any federal agency, items of personal property required for maintenance or protection will be retained and transferred at inactivation. Transfer to other personal property as needed by the agency.

2.2.4.15.19. Time Compliance Technical Order (TCTO) Kits and Parts Kits.

2.2.4.15.20. FSG 69 (Training Aids and Devices) and Ground Instructional Items. Using activities will coordinate transfer of serviceable and unserviceable (reparable) to the supporting Logistics Readiness Activity. Return unneeded materiel to the Materiel Management Flight.

2.2.4.15.21. AF vehicles will be processed IAW DAFI 24-302, Vehicle Management.

2.2.5. Readiness Based Leveling (RBL).

2.2.5.1. The procedures and transactions are used to implement and maintain centrally computed RBLs.

2.2.5.2. General Readiness Based Level (RBL) Procedures. Readiness-Based Leveling is employed to establish inventory levels for recoverable parts within the supply system. This method distributes the global requirements across all bases. An RBL is a centrally computed quantity pushed from the Air Force RBL (D035E) system. When RBL levels are established in the ILS-S, the RBL quantity becomes the peacetime portion of the total base requirement and the base stock level. Note: AFLCMC/HNC will use the POS level from ILS-S for COMSEC asset computations.

2.2.5.3. RBL levels are identified in the ILS-S with Type Level Flag “F” and “A007PL” in the first six positions of the document number. The RBL process was designed to allocate the Air Force Materiel Command (AFMC)-computed worldwide peacetime requirements among AF bases and depots in a way that minimizes worldwide expected backorders.

2.2.5.4. Contractor Inventory Control Points (C-ICP) are responsible for total item management, including the requirements computation, and setting and updating base stock levels. Wholesale Contractor ICPs may use RBL, their own unique leveling system, or a combination of both in managing item stock levels.

2.2.5.5. RBL computation considers item usage (demand data), pipeline times, adjusted stock levels and worldwide requirements data. Bases send item usage data to the RBL (D035E) or C-ICP central leveling system via electronic Transaction Identification Code (TRIC) transactions (e.g., XCB). AFMC/C-ICPs can request updated base usage data via electronic TRIC requests (XCE) when base daily demand/percent base repair reports are

over 90 days old. The RBL process uses base specific data to determine the optimum allocation of the worldwide requirement. The following actions will be performed:

2.2.5.5.1. RBL is processed quarterly at AFMC for both the base and the depot. The computation is performed during the third week of the first month of each quarter. Generally, the system will allocate a stock level to all worldwide users. However, there is no guarantee that each user will receive a positive level, because even though a base may have sufficient demand to establish a demand level in the ILS-S, the AFMC-computed worldwide peacetime requirement may not be sufficient to allocate a positive level to every base. Therefore, the system could allocate a stock level of zero to a base. An exception applies to select Communications-Electronics (C-E); Nuclear Command, Control, Communication (NC3) Systems; and space and ground based launched missile system items that are managed under the Low-Density Level (LDL) process. For LDLs, AFMC LDL manager consolidates MAJCOM-approved levels, creates a flat file, and sends it to AFMC to be loaded into the RBL system each quarter.

2.2.5.5.1.1. AFMC will review and approve any exclusion to these LDL RBL rules. A MAJCOM may request an exclusion to the LDL RBL rules by submitting a list with the applicable National Stock Numbers (NSNs), Standard Reporting Designators (SRDs) and Stock Record Account Numbers (SRANs) to be excluded along with supporting justification to AFMC. AFMC will review the request for exclusion and approve or disapprove the request.

2.2.5.5.1.1.1. If disapproved, AFMC will coordinate with AF/A4LR and the requesting MAJCOM.

2.2.5.5.1.1.2. If approved, the request with the excluded items will be passed to the AFSC/A3/4, so the exclusions can be included in the next RBL quarterly push. When the exclusion is approved between normal quarterly pushes and requires immediate processing to meet mission needs, an out-of-cycle re-computation of levels can be accomplished for the affected NSNs, SRDs and SRANs.

2.2.5.5.2. The RBL system contains special rules for honoring Contingency High Priority Mission Support Kit (CHPMSK) requirements. When approved by AFMC, CHPMSK levels are loaded at contingency/deployment locations and supported by the source of supply. For tactical Joint Chief of Staff (JCS) coded units, AFMC may authorize CHPMSKs for those units supported by In-Place Readiness Spares Package (IRSP) offset levels. CHPMSKs support long term (over 90 days) contingency needs. To accommodate the CHPMSK requirements, RBL subtracts the CHPMSK authorized quantity from the worldwide peacetime requirements before any RBL allocations are made. Therefore, the additional CHPMSK quantity that will be requisitioned by the contingency location will be offset by reductions in RBL allocations to all worldwide users of the CHPMSK items. Note: AFMC/A4 will maintain/publish a listing of units authorized CHPMSK. This listing will be updated at least annually in preparation for the annual CHPMSK review.

2.2.5.5.3. AFMC and C-ICPs communicate RBLs sent via centrally computed level transactions. The RBL will always be sent to bases for the AFMC Master NSN when

items are in an Interchangeable and Substitute Group (I&SG); otherwise, the RBL will be sent to bases for the Bachelor NSN when items are not in an I&SG.

2.2.6. Customer Oriented Leveling Technique (COLT).

2.2.6.1. The procedures are used to implement and maintain COLT.

2.2.6.2. COLT centrally computes levels for Budget Code 9 items that have an established demand pattern at a base. The following paragraphs describe the methodology for setting and implementing COLT stock levels.

2.2.6.3. The COLT process was designed to set base stock levels on DLA-managed items in a way that minimizes base-wide unit customer wait time (CWT) per dollar spent. CWT considers both the number of items issued immediately and backordered (as does issue effectiveness), as well as the duration of the backorders, to provide a complete measure of the efficiency and effectiveness of the levels. COLT is generally designed to produce base stock levels that are cost-neutral with respect to the ILS-S demand leveling process.

2.2.6.4. The Air Force COLT team obtains base-level data from the Air Force centralized database for input to the COLT model. The COLT model develops stock levels one base at a time: finding the optimum levels. A review of the output is performed by the AF COLT team. Ten duty days are provided to AFMC, MAJCOMs, and bases to optionally review the output to ensure level accuracy. AFMC, MAJCOMs, or bases may decide to exclude some items from receiving levels based on local conditions (e.g., improper coding of Hazardous Material (HAZMAT). The final COLT levels are then sent to the ILS-S using XCA transactions. No special level request documentation approval/submission is required for COLT items.

2.2.6.5. COLT levels are computed once a quarter for each base. To spread the workload, COLT computes levels for one-third of the bases each month of the quarter. Quarterly computed COLT levels are only pushed to bases when the new level differs from the existing base stock level by more than the square root of the existing level. Note: Increases in levels for items with Mission Impact Code (MIC) “1” will always be pushed regardless of the difference from previous levels. This is the same as the ILS-S rule and is designed to reduce level volatility.

2.2.6.6. There are a few constraints (level caps) in COLT to control the depth of leveling. Like the ILS-S computed demand levels, the EOQ is capped at one year's demand quantity, as is the COLT reorder point (ROP). These caps are designed to prevent overstocking.

2.2.6.6.1. COLT stops leveling when the Expected Backorders (EBOs) are less than 0.0027; preventing leveling where there are minimal gains. COLT supports the use of the Shelf-Life Code (SLC), capping levels at half the shelf-life quantity.

2.2.6.6.2. Stockage Priority Code (SPC) “5” items are capped at the existing on hand balance. This allows COLT to maintain a level on these items (and prevent backorders), while keeping the system from buying more stock until there are subsequent demands. When there are subsequent demands, the SPC code will be upgraded, allowing the resumption of full COLT leveling. The final cap calls for the total COLT level to be capped at $4,000 (if the ILS-S demand level = 0) or $5,000 (if

the demand level > 0). COLT will sometimes provide significantly more depth of levels than the current ILS-S demand level.

2.2.6.6.3. COLT has several rules that restrict the levels. There is an initial leveling rule in COLT to prevent initially stocking an item when the chance of a future demand is small. COLT logic limits stock levels for Individual Equipment Unit (IEU) items (Federal Stock Group 84 and Federal Stock Class 4240) and HAZMAT items (IEX 9). To accommodate MAJCOM policies, COLT only provides levels on these items if ILS-S demand level > 0. COLT will not stock any item with a Max Level of "0" or a SPC "E". In addition, there are exclusion/zero lists maintained by the AF COLT team, modified by the MAJCOMs/AFMC, which excludes items in identified federal stock classes at identified bases from receiving positive levels.

2.2.6.6.4. The ILS-S programmatically assigns MIC "1" to items that have previously caused a MICAP at that base. All COLT candidate items will receive a positive level on MIC "1" items, except for those MIC items with a SPC "5" and no on-hand serviceable balance.

2.2.6.6.5. COLT has other rules to modify levels. COLT uses Mission Change details and Base Closure Flags to modify demand and leveling for changing missions. COLT has a bench stock/RSP rule, where it considers other inventory on a base as partially available to help avoid backorders. Finally, COLT has special logic to determine levels for the Air Mobility Command (AMC) Forward Supply Locations.

2.2.7. Proactive Demand Levels (PDL).

2.2.7.1. The procedures are used to generate and communicate PDL to base level.

2.2.7.2. PDL is used to compute levels for items that have no demand history or extremely low historical demands. The goal of PDL is to reduce the number of MICAPs for non-stocked items in ILS-S.

2.2.8. Mission Change Data.

2.2.8.1. The mission-change process is designed to alter base stock levels for items applicable to a weapons system that is already assigned at the base that will be affected by a known "mission change."

2.2.8.2. A mission change is the addition or loss of several weapons systems end-items at a base, or the base may be tasked to fly the same number of sorties but increase or decrease the average sortie duration. The ILS-S can use the base historical SRD-based consumption data for the applicable weapons systems and information about the mission change to adjust base demand, thereby adjusting the stock levels for the weapons systems applicable items. Consider an example in which the mission change process should be used. Suppose a base has 24 F-16C aircraft assigned and is going to receive an additional 12 aircraft in 6 months. The actions contained in Mission Change and New Activation Spares Support List Procedures, will be taken by the base to establish sufficient materiel management support for the increased number of aircraft.

2.2.9. Adjusted Stock Level Requests.

2.2.9.1. The general procedures for requesting and processing Adjusted Stock Level (ASL) Requests.

2.2.9.2. Activities may submit requests for ASLs to their supporting SCOS/Stock Control Office using a digitally signed email. Requests may contain multiple line items when citing the same justification. All required data must be included in the request. (T-1) Repetitious data need only be provided once. All approved ASLs will be validated through the appropriate approval authority biennially. (T-1)

2.2.9.2.1. Categories.

2.2.9.2.1.1. NWRM adjusted levels are managed, loaded/changed/deleted by the NWRM Transaction Control Cell (NTCC), located at Scott AFB. All actions including required validations are performed by the NTCC.

2.2.9.2.1.2. Low Density Levels (LDLs). All actions, including loads, changes, deletes, and validations, will be coordinated with the requesting MAJCOM, Lead MAJCOM and AFMC. (T-1)

2.2.9.2.1.3. Local Routing Identifier Levels. Levels apply to items identified with routing identifier beginning with "J". All actions, to include loads/changes/deletes/validations, are performed by the LRS Customer Support.

2.2.9.2.1.4. Contractor Inventory Control Point (C-ICP) levels. All actions, to include loads/changes/deletes (as pushed by the C-ICP via Defense Automatic Addressing System (DAAS) and validations, are performed by AFMC.

2.2.9.2.1.5. Forward Supply Location (FSL) levels. All actions, to include loads/changes/deletes/validations, are performed by AFMC.

2.2.9.2.1.6. All other levels. All actions, including loads/changes/deletes/validations are performed by AFMC.

2.2.9.3. Requesting ASLs. LRS will provide detailed justification for all initial requests for negotiated levels to AFMC. Clearly justify the reason for the request and the expected period of need. The quantity requested should be the minimum essential quantity required to support the requirement.

2.2.9.3.1. All ASL requests need to contain the following information:

2.2.9.3.1.1. Level Justification Code.

2.2.9.3.1.2. For Low Density Levels (LDLs), the following additional data is required:

2.2.9.3.1.3. Lead Command of the supported Weapons System.

2.2.9.3.1.4. Type of LDL level being requested:

2.2.9.3.1.4.1. Single Point Failure (SPF) Items. SPF items are assets whose failure will render a system inoperative or unable to perform its designated mission. SPF items are pre-positioned to meet specific mission requirements such as system restoration time of 48 hours or less and warrants pre-positioning of a spare or storage at a designated centralized storage location.

2.2.9.3.1.4.2. Operational Readiness Part (ORP) Items. ORP items do not fit the general definition of an SPF item. Range and depth of available weapons systems inventory usually warrants pre-positioning of the spare or storage at a

supply point or centralized storage location. These conditions require prepositioning of ORP items. Examples of conditions which require pre-positioning of ORP items include a unit in a unique (e.g., remote) location, a small worldwide available inventory, or units with multiple system locations. ORP items are required to maintain maximum redundant capabilities or a one-of-a-kind system capability.

2.2.9.3.1.4.3. Joint Transfer Agreement (JTA) Items. JTA items are Interservice Communications-Electronic (C-E) related and have been authorized for pre-positioning by the Joint Chiefs of Staff (JCS). These assets are required to be maintained on a supply point for the life of the system.

2.2.9.3.1.4.4. Non-Prepositioned (NPP). This encompasses the remaining LDL levels that do not mandate pre-positioning.

2.2.9.3.2. LRS will send ASL requests to the AFMC/AFSC/635 SCOW for an analysis/review. For non-weapons systems related requests, AFMC will perform analysis/review. AFMC will assess the need for the level and best placement throughout the enterprise to support the identified need.

2.2.9.3.2.1. If other than AFMC initiated, ASL requests that are not justified will be disapproved and returned without action to the initiator with the reason for disapproval.

2.2.9.3.2.2. The analysis/review responsibility includes the identification of plausible alternatives to the establishment of the ASLs. For example, recommend disapproval of the ASL request if the item can be obtained from a depot, purchased, or manufactured locally in time to satisfy operational requirements.

2.2.9.4. Types of Approved Levels. ASLs will be categorized as directed, permanent or temporary based on the reason and results of the analysis/review.

2.2.9.4.1. Load approved ASLs with the appropriate Reason Why Code (RWC). If there is not a specific RWC for the situation, load the ASL with RWC “Y”.

2.2.9.4.2. Permanent Levels.

2.2.9.4.2.1. When analysis/review determines the need for an ASL based on an indefinite period or critical mission requirement and the demand pattern will not warrant an RBL/COLT level, a permanent level will be approved using Sustainment Flag “P”.

2.2.9.4.2.2. A Permanent Level can be loaded as a Minimum, Maximum, or Fixed Type Level using coordinating Type Level Flags “C”, “D”, or “E”.

2.2.9.4.2.3. Permanent Levels will be reviewed upon changes in mission or activation/deactivation of major weapons systems.

2.2.9.4.2.3.1. When review shows the level is no longer required or a lesser quantity is justified, AFMC will either process an adjusted stock level delete transaction to delete the level or process an adjusted stock level change transaction to adjust the authorized quantity.

2.2.9.4.2.3.2. AFMC/AFSC/635 SCOW will use the special level review

listing or comparable ILS-S Query to manage and or delete any permanent levels that need deletion.

2.2.9.4.3. Temporary Levels.

2.2.9.4.3.1. When a change in mission or new mission requirements justify the need for an ASL and the purpose for the level indicates that future demand will result in a self-sustaining level, AFMC will establish the level as a temporary level using Sustainment Flag "T".

2.2.9.4.3.2. Using Sustainment Flag "T", process an Adjusted Stock Level Load or Adjusted Stock Level Approval Date Update input with a pre-determined expiration date. The approval date will be computed by subtracting 730 calendar days from the expiration date. This date will be entered on the Adjusted Stock Level Load or Adjusted Stock Level Approval Date Update transaction.

2.2.9.4.3.3. Temporary Levels can be loaded as a Minimum, Maximum, or Fixed Type Level, using Type Level Flag "A", "B", "D" or "E". In most cases, Temporary Levels should be loaded as Minimum to allow the ASL to be deleted or become Memo once the normal demand computation meets or exceeds the ASL.

2.2.9.4.3.4. Use the Special Level Review Listing or comparable ILS-S Query to manage and or delete any Temporary Levels.

2.2.9.4.4. Directed Levels.

2.2.9.4.4.1. ASL directed from higher level activities are termed "Directed" because the quantity, application, justification, and approval have already been determined.

2.2.9.4.4.2. Directed Levels can be loaded with Sustainment Flag "P" or "T" as determined by the directing activity.

2.2.9.4.4.3. All Directed ASLs are established in the ILS-S as either Minimum Memo ASLs, Maximum, or Fixed Firm ASLs upon receipt. Any Type Level Flag can be used per the directing activity of the level request.

2.2.9.4.4.4. Directed Levels are reviewed upon changes in mission or activation/deactivation of major weapons systems.

2.2.9.4.4.5. When reviews show the level is no longer required or a lesser quantity is justified, AFMC will coordinate with directing activity on deletion/change of the ASL.

2.2.9.5. Actions for ASL Disapprovals. AFMC personnel will prepare an Adjusted Stock Level Delete input as prescribed in ASL Delete Input Format (1F3D).

2.2.9.6. ASL Requests for Space, Weather, Radar, and Missile Systems are submitted electronically by the requester through the authorizing MAJCOM and using MAJCOM who will forward to the 439th Supply Chain Operations Squadron (439th SCOS) for processing.

2.2.9.7. ASL Load to Interchangeable and Substitute Group (I&SG). AFMC personnel may load Minimum, Maximum, or Fixed ASL detail records to any item within an I&SG.

Moreover, AFMC personnel may load multiple detail records to the same item or group when: (1) the ASL is required to support different end items; (2) support is required by different shops within the same organization; or (3) support is required by different base organizations.

2.2.9.8. Guidelines for approving ASL requests are as follows:

2.2.9.8.1. AFMC/AFSC/635 SCOW loads a memo detail level and retains a suspense copy pending approval/disapproval. After final approval has been coordinated, process the ASL load, change, update, or delete transaction. AFMC enters the approval date based on the desired expiration date on the Adjusted Stock Level Load or Adjusted Stock Level Approval Date Update transaction. This action loads the approval date and establishes the ASL detail record as confirmed (FIRM). The suspense copy can be disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

2.2.9.8.2. For AFMC managed requests, an Adjusted Stock Level Approval Date Updates must not be processed until an approval is received. If this input is processed before materiel manager approval is obtained, the materiel manager will return an ASL reject transaction with a reject code "R." When this occurs, AFMC will process an Adjusted Level Validation input with an asterisk in position 73 that blanks the approval date and changes the ASL detail from firm to memo.

2.2.9.8.3. When an ASL Reject Notification is received from the materiel manager and there is an approved authorization on file, contact the appropriate materiel manager.

2.2.9.8.4. New ASL requests will be reviewed for supportability for NSNs coded as obsolete (Acquisition Advice Code (AAC) “V” or “Y”), AF inactive, or NSNs assigned Numerical Parts Preference Code (NPPC) 2, 3, 5 or 9. When an ASL is required for this type of item, then the requestor must submit an AF Form 86, Request for Cataloging Data/Action, or coordinate with the Item Managers (IM)/Equipment Specialists (ES) at the owning AFMC Air Logistics Complexes to re- catalog the NSN. The new level may be approved after the AF Form 86 action is completed and the NSN is stock listed and procurable. ASLs are authorized for obsolete items with an active repair contract. These items are coded obsolete with no plans for future procurement; they have an active repair contract to support the weapons systems. Note: Previously existing ASLs are authorized if an AF Form 86 action has been submitted. When Exception Codes are loaded to prevent future usage, the special levels will be deleted.

2.2.9.8.5. ASLs are not authorized for stock numbers with ERRC "ND" and "NF". Exceptions are TLF “D” Maximum Level Zero and Non-AFMC managed ERRC "NF1".

2.2.10. Exception Management.

2.2.10.1. Exception Codes. Exception Codes are assigned to item records when exception processing is necessary for the management of excesses, requisitions, shipments, and issues. Personnel at AFMC will manage the Exception Code program. The LRS/Materiel Management Activity is responsible for all locally assigned Exception Codes.

2.2.10.2. Exception Phrases. Exception phrases are assigned to the ILS-S when exception processing is necessary for the management of excesses, issues, requisitions, and shipments. Personnel at AFMC will manage the exception phrase program.

2.3. Financial Management. The guidance contained in this section has been developed within the general guidelines of DAFMAN 65-601V1, Budget Guidance and Technical Procedures.

2.3.1. Working Capital Fund (WCF).

2.3.1.1. WCF must sustain itself through sales of materiel purchased or be authorized additional financial resources to invest in inventory levels, or support issues that do not result in cash collections.

2.3.1.2. The intent of WCF pricing methodology is to neither lose money nor make a profit. Out- year adjustments will be made to return profits or recover losses.

2.3.1.3. Identical items will not be simultaneously included in more than one Air Force Working Capital Fund (AFWCF) division. Inventory Valuation - Monitoring Moving Average Cost (MAC). AFMC/AFSC/435 SCOS will process a monthly query to detect MAC values of zero (0). If a MAC value of zero (0) is detected, 435 SCOS will contact the appropriate LRS/Customer Support Section for correction. Exception to this policy is the Military Assistance Program (MAP) Routing Identifier (RID) "HM8" with Federal Stock Group (FSG) "76" for which the MAC value of zero (0) is permitted.

2.3.1.4. Price Stabilization. Price stabilization is the policy wherein the Standard Price of each cataloged asset remains constant throughout each fiscal year. WCF prices for a given execution year are fixed to protect the customer funds from unforeseen fluctuations that would affect their ability to purchase the programs approved by Congress. The prices established for Consolidated Sustainment Activity Group - Supply Division (CSAG-S) Working Capital Fund assets are set on an annual basis to recover the cost of doing business. There are instances where an error that results in a gross misstatement of a price is identified and after analysis may be changed if the magnitude to the customer or the WCF is significant and after weighing other circumstances. New assets that enter the supply system during the year have all prices computed and distributed through the next available monthly stock list change cycle. These changes for assets entering the inventory after the 1 October effective date, along with significant price error changes, are authorized deviations from the stabilized pricing concept.

2.3.1.5. Points of Sale. Each flying hour customer manages their cost per flying hour (CPFH) funding centrally with a single focal point loading and executing funds with no funds being distributed to the operating units/bases, to include Active Duty, ANG, and AFRC. Funds are loaded centrally into the applicable accounting and finance IT system so that monthly consolidated billings can occur. Refer to AFMAN 63-143, Centralized Asset Management Procedures and AFMAN 23-120, Spares Requirement Review Board for more information. See **Table 2.1**. Five CSAG Points of Sale or Transfer.

Table 2.1. Five CSAG Points of Sale or Transfer.

Issue From	Issue To	Description
Base Retail Supply	Base Maintenance Organization	1. When THE BASE RETAIL SUPPLY SYSTEM fills a request for materiel from a local customer (e.g., base maintenance), a sale occurs. 1.1. For reparable materiel (i.e., an ERRC code "T" item), the customer is charged the exchange price if a carcass turn-in is anticipated; otherwise, the customer is charged the standard price. 1.2. For consumable materiel (i.e., an ERRC code "N" or "P" item), the customer is charged the standard price. 1.3. The base retail supply system is the system responsible for generating the financial transaction required to create the bill. 2. When the wholesale supply system fills a requisition from the base retail supply system customer (e.g., FB4613), there is no billing for the materiel shipped. Likewise, if lateral support is used to move materiel from one base retail supply activity to another base retail supply activity or from a depot retail supply activity (e.g., FHB) to a base retail supply activity, there is no billing for the materiel shipped. 2.1. In both cases, the shipment of materiel is treated as a transfer out by the supply financial system. 2.2. This transfer out is offset in the supply financial system by a transfer which occurs when the shipment is receipted by the receiving base retail supply activity. 3. Because the base retail supply system is never billed for a shipment of CSAG materiel, no credit can be given to the base retail supply system for return of materiel to the wholesale supply system. 3.1. If a base maintenance organization believes they are owed a credit for turn-in of materiel, that issue must be resolved at the local level. 3.2. Only the base retail supply system can bill or credit a base maintenance organization. 4. Sales of materiel from a base retail supply activity to a base maintenance organization are critical to maintaining the CSAG working capital fund; therefore, IMs will not ship materiel directly to a base maintenance organization. 4.1. Bypassing the base retail supply system in this manner is equivalent to providing assets as "free issue." 4.2. Prior to processing "free issues," the center CSAG focal point must provide documented approval.

Issue From	Issue To	Description
Depot Retail Supply	Depot Maintenance Organization	1. When the depot retail supply system fills a request for materiel from a local customer (e.g., MKPECM), a sale occurs. 1.1. For reparable materiel, the customer is charged the exchange price if a carcass turn-in is anticipated; otherwise, the customer is charged the standard price. 1.2. For consumable materiel, the customer is charged the standard price. The depot retail supply system is the subsystem responsible for generating the financial transaction required to create the bill. 2. When the wholesale supply system fills a requisition from the retail supply depot (e.g., FB2039), there is no billing for the materiel shipped or transferred in place. Likewise, if lateral support is used to move materiel from a base retail supply activity to a depot retail supply activity, there is no billing for the materiel shipped. 2.1. In both cases, the shipment of materiel is treated as a transfer out by the supply financial system. 2.2. This transfer out is offset in the supply financial system by a transfer in, which occurs when the shipment is receipted by the depot retail supply system. 3. Because the depot retail supply system is never billed for a shipment or transfer of CSAG materiel, no credit can be given to a depot retail supply activity for return of materiel to a depot wholesale supply activity. 3.1. If a depot maintenance organization believes they are owed a credit for turn-in of materiel, that issue must be resolved within the depot retail supply system. 3.2. Only the depot retail supply system can bill or credit a depot maintenance organization. 4. Sale of materiel from a depot retail supply activity to a depot maintenance organization is critical to maintaining the CSAG working capital fund; so, IMs will not ship materiel directly to a depot maintenance organization. 4.1. Bypassing the depot retail supply system in this manner is equivalent to providing assets as “free issue.” 4.2. Prior to processing “free issues,” the center CSAG focal point must provide documented approval.

Issue From	Issue To	Description
Depot Wholesale Supply	Non-Capitalized Customer	1. A non-capitalized customer is any customer other than a base retail supply or depot retail supply organization. Examples of non-capitalized customers are: 1.1. Other DoD S/A organizations. 1.2. Special program organizations (e.g., document numbers that begin with "FX"). 1.3. AF repair contractors (i.e., document numbers begin with "EZ"). 1.4. AF production contractors (i.e., document numbers begin with "EY"). 1.5. AF contractor ICPs (i.e., document numbers begin with "ED"). 1.6. Other government agencies such as the Coast Guard, FAA and NASA. 2. When the wholesale supply system fills a request for materiel from a non-capitalized customer, a sale occurs. For reparable or consumable materiel, the non-capitalized customer is normally charged the standard price; however, NASA, "EZ" and "EY" customers may be charged exchange price under certain conditions. The exception to this rule is shipments of GFM to an "EZ" customer using CAV. In this case, the "EZ" customer is treated as a capitalized customer, so no billing occurs. 2.1. If the materiel was shipped using the depot retail supply system (IM-directed shipment from AF depot stock), the depot retail supply system is responsible for generating the financial transaction required to create the bill. The depot retail supply system relies on the data provided by the wholesale supply system on the RDO transaction with DIC A2_ to generate the correct financial transaction; so, the shipment will not be initiated by direct input into the depot retail supply system.

Issue From	Issue To	Description
		2.2. If the materiel was shipped using the base retail supply system (IM-directed shipment from a base retail supply activity), the wholesale supply system is responsible for generating the financial transaction required to create the bill; however, the base retail supply system also creates a financial transaction. The base retail supply system relies on the data provided by the wholesale supply system in the RDO to generate the correct transfer out financial transaction; so, the shipment will not be initiated by direct input into the base retail supply system. 2.3. If the materiel was shipped from a non-AF wholesale depot storage facility (e.g., BY6) using the wholesale supply system, the wholesale supply system is responsible for generating the financial transaction required to create the bill. The shipment will not be initiated by direct input into the storage facility distribution system (e.g., DSS). 2.4 If the materiel was shipped from a contractor facility, the wholesale supply system is responsible for generating the financial transaction required to create the bill. The IM must ensure that a transaction with "ZKM" (shipment from repair contractor) or "ZS" (shipment from production contractor) transaction is posted within the wholesale supply system via the CFDA screen in this situation. 2.5. A manager-forced shipment to a clear text address (i.e., a transaction with DIC A0E or A05, a document number beginning with "FD" and with no Ship-To DoDAAC in the SUPADD) is treated by the wholesale supply system and the depot retail supply system as a "free issue" shipment to a non-capitalized customer. Prior to processing "free issues," the center CSAG focal point must provide documented approval.
Depot Wholesale Supply	FMS Customer	1. An FMS customer is identified by the first position of the document number: 2. When the wholesale supply system fills a request for materiel from an FMS customer, a sale occurs. For reparable or consumable materiel, the FMS customer is normally charged the standard price; however, they may be granted a discount price. 2.1. If the materiel was shipped using the depot retail supply system, The depot retail supply system is responsible for generating the financial transaction that shows the issue of materiel, but no bill is generated at this time. When the wholesale supply system receives the shipment confirmation

Issue From	Issue To	Description
		transaction from the depot retail supply system, a copy is passed to the supply financial system to create the bill. 2.2. If the materiel was shipped from a non-AF wholesale storage facility, the wholesale supply system is responsible for generating the financial transaction that shows the issue of materiel, but no bill is generated at this time. When the wholesale supply system receives the shipment confirmation transaction from the storage facility, a copy is passed to the supply financial system to create the bill. 2.3. If the materiel was shipped from a contractor facility, the wholesale supply system is responsible for generating the financial transaction required to create the bill. The IM must ensure that a "ZKM" or "ZKS" is posted within the wholesale supply system via the CFDA screen in this situation. 2.4. If no shipment confirmation is posted in the wholesale supply system, then the materiel has been processed as a "free issue" to the FMS customer. IMs must ensure shipment confirmation transactions are posted in the wholesale supply system in a timely manner.
Contractor GFM Supply (i.e., CAV-AF)	Contractor Maintenance Organization	1. When Commercial Asset Visibility-Air Force (CAV-AF) issues GFM to a repair line, either a sale or transfer out (aka expense) occurs. A sale occurs if the materiel is to be used in support of a DIPEM customer (e.g., ACC, AMC or ANG); otherwise, a transfer out occurs. 1.1. Sale. 1.1.1. For the sale of reparable materiel, the customer is charged the exchange price if a carcass turn-in is anticipated; otherwise, the customer is charged a standard price. 1.1.2. For the sale of consumable materiel, the customer is charged the standard price. 1.1.3. The issue transaction generated by CAV-AF is forwarded to non-LRS account within the base retail supply system., which is responsible for generating the financial transaction required to create the bill. 1.2. Transfer Out. 1.2.1. Because the materiel is installed on an end item undergoing maintenance and is therefore no longer tracked as inventory on-hand, the materiel must be expended by the financial supply system. 1.2.2. The issue transaction generated by CAV-AF is forwarded to a special instance of the base retail supply

Issue From	Issue To	Description
		system, which is responsible for generating the financial transaction required to create the expense action. 2. Any credits that may occur when GFM is turned in also occur based on CAV-AF passing the appropriate receipt transaction to a non-LRS account within the base retail supply system. 2.1. Because a DIPEM customer is never billed for a shipment of GFM, no credit can be given to this customer based on the return of GFM to the wholesale supply system. 2.2. If a DIPEM customer believes they are owed a credit for turn-in of GFM, that issue must be resolved within CAV-AF and the associated non-LRS account within the base retail supply system.

2.3.2. The General Support Division (GSD) of the Air Force Supply Management Activity Group (SMAG).

2.3.2.1. The GSD includes all retail-managed (BC "9") expense items acquired primarily from the DLA.

2.3.2.2. The local GSD outlet will act as the procuring agent for expense items required to satisfy either inventory levels or due-outs to customer organizations. Customer funds will not be cited for GSD items (unless specifically authorized by AFMC/AFSC/435 SCOS) on procurement documents issued to commercial vendors, DLA, GSA, or other suppliers, except for initial procurement by the AFWCF as authorized in DAFMAN 65-605V1, Table 19.2. Budgeting and Funding for General Support Division Transportation Charges, Excluding Fuels.

2.3.2.3. The designated accounting IT system consolidates general ledger balances, which are transmitted to DFAS for consolidating and reporting to MAJCOM, division, and higher levels of authority.

2.3.2.4. Reimbursable Issues. All transactions by which customers obtain materiel from the GSD are considered issues or sales. All issues to authorized customers will be reimbursed to the GSD from appropriations or other approved sources of reimbursement, except for non-reimbursable issues specifically authorized by AFMC/AFSC/435 SCOS and the Office of the Secretary of the Air Force (SAF). Cost Per Flying Hour (CPFH) items ordered and filled will be reimbursed centrally by the customer monthly based on hours flown. Authorized customers include contractor, appropriated and non-appropriated fund activities. Expense items, brought into the GSD Stock Fund from sources outside the normal AF supply channels at no cost to the GSD Stock Fund, will be processed as receipts without charge and the issues will require reimbursement, except as authorized.

2.3.2.5. Non-Reimbursable Transactions.

2.3.2.5.1. The issue, shipment or transfer of GSD items are authorized without reimbursement for the following situations:

2.3.2.5.1.1. To approved Security Assistance Programs (e.g., grant aid) when materiel is in excess of approved force acquisition objectives.

2.3.2.5.1.2. Excess property with a Standard Price of less than $3,000 to an accountable materiel management officer of another military service or defense agency. This does not apply to issues within the AF.

2.3.2.5.1.3. Excess items resulting from base closure and identified as designated personal property required by the community's land use plan. Transfers are coordinated through Base Civil Engineering.

2.3.2.5.1.4. Items may be withdrawn from DLADS to satisfy specific customer requirements and issued without reimbursement, regardless of supply asset position. Returns from DLADS to fill stock levels will require reimbursement upon subsequent issue.

2.3.2.5.1.5. Unserviceable assets may be withdrawn from the local DLADS without reimbursement, regardless of the supply asset position. The LRS APO or designated representative will authorize all withdrawals to ensure that the requirement is valid.

2.3.2.5.1.6. Items located in other than the local DLADS may be withdrawn, when a valid memo backorder exists, and is issued without reimbursement. To ensure proper use of transportation funds, the following restrictions apply to withdrawals from other than local DLADS units:

2.3.2.5.1.6.1. The item must have a valid NSN.

2.3.2.5.1.6.2. The extended cost of the item requisitioned must be greater than $500. Exceptions to this must be approved by the LRS APO.

2.3.2.5.1.6.3. The requisitioner is responsible for providing transportation funds for movement of the assets requisitioned from DLADS.

2.3.2.5.1.7. If the entire on-hand quantity of an item is excess (i.e., its mandatory reporting cycle is completed and is authorized for transfer to DLADS), any portion of this quantity may be issued without reimbursement. Issue of partial excess items that are over and above a stock level for the same item requires reimbursement.

2.3.2.5.1.8. Shop/laboratory type equipment (NF2, BC "9"), with and immediate need, may be issued without reimbursement when received from contract termination without cost to the GSD Stock Fund. This authorization does not apply to administrative and housekeeping type equipment.

2.3.2.5.1.9. Issue of an unserviceable GSD item for an unsatisfactory report exhibit or for shipment to another service or contractor when the item will not be returned to the issuing activity.

2.3.2.5.1.10. Issue of an unserviceable GSD item for a Deficiency Report when the AF will not receive credit. The issue will be processed as materiel returned for credit. Current DLA credit return policy consists of the Standard Price minus the

DLA surcharge.

2.3.2.5.1.11. Non-reimbursable transactions will be reviewed to determine whether any were unauthorized. Unauthorized non-reimbursable issues will be reversed, and the transaction processed correctly, so that the appropriate customers are billed.

2.3.2.6. Procedures to free issue/ship assets are detailed in **paragraph 5.4.8** of this publication.

2.3.2.7. Automatic Credit Guidance. Credit for items with Expendability, Recoverability, Reparability Category Designator (ERRCD) "XB" or "XF" and BC "9" will be allowed for all serviceable assets as stated below. Credit is not allowed for other than serviceable "XB" and "XF" assets returned by any customer.

2.3.2.7.1. GSD "XB" automatic credit guidance. Grant 100% credit, up to the requisitioning objective minus the on-hand plus due-in assets, and grant a graduated percentage of credit, up to the requisitioning objective plus 2 years of demand (daily demand rate times 730). The percentage will vary by the number of previous demands.

2.3.2.7.2. GSD "XF" automatic credit guidance. Returns of serviceable "XF" assets with a DIFM detail minus those as a result of DLADS withdrawals are considered returns with a sale. These returns will be granted 100% credit up to the requisitioning objective minus the on-hand plus due-in assets. Returns of "XF" assets FOB or as a result of a DLADS withdrawal will be credited 100% up to the requisitioning objective minus the on-hand plus due-in assets and a predetermined percentage of credit up to the requisitioning objective plus 2 years of demand (daily demand rate times 730). The percentage will vary by the number of previous demands.

2.3.2.7.3. The credit guidance on return of expense equipment (BC "9") to the GSD is 100 percent for serviceable returns of non-EAID (retail sales) items if the quantity turned-in is within the stock level or there is a known requirement.

2.3.2.7.4. Forced Credit Guidance. Forced credit, using Credit Code "Y", is allowed for turn-in of items under certain conditions. The use of Credit Code "Y" is approved by the LRS/LGL prior to processing, except for base service store, individual issue, and tool issue turn-ins. Following are the criteria for using Credit Code "Y":

2.3.2.7.4.1. Turn-in of warranty items for shipment to contractor sources for correction as directed by the IM.

2.3.2.7.4.2. Turn-in of quantities issued to a customer in excess of customer request.

2.3.2.7.4.3. Turn-in of an item issued in error on the part of supply. When the error is caused by the customer, the customer will be charged for the item, unless base supply has a need for the item. Such customer errors are to be processed as a turn-in with the Credit Code left blank.

2.3.2.7.4.4. Turn-in of excess repair parts caused by shipment of an awaiting parts reparable end item/assembly when items are required by the base. Items not required by the base will be processed as stated in TO 00-20-3. This procedure is limited to base level transactions only. Normal credit policies apply to the AFMC

depot level repair activities.

2.3.2.7.4.5. Turn-in of a serviceable item from directed cannibalization to satisfy MICAP condition for shipment when credit would not otherwise be granted.

2.3.2.7.4.6. Credit will be allowed for turn-in of an item having a latent defect at the time of its issue, includes unsatisfactory report exhibits/product quality deficiency reports (PQDR). Credit Code "Y" may be used to force credit at activities not under program control.

2.3.2.7.4.7. Turn-in of seasonal clothing items when there is a known requirement for the next season.

2.3.2.7.4.8. Process serviceable IEX “E” and “K” returns without a Credit Code as stock position will determine whether credit is allowed. Local authority can override this policy; judgment will be used to determine when there is a probable future requirement for the item before using Credit Code "Y". When there is no future need foreseen for the item, Credit Code "N" will be used.

2.3.2.7.4.9. Base/unit phase-out/down. GSD assets, which become excess and turned-in to the GSD Stock Fund as result of base closure/phase down, will be turned-in without credit. ILS-S bases will use Credit Code "N" and retail depot supply will turn-in under program control.

2.3.2.7.4.10. Any proposed additions to this list will be submitted to AFMC for review and recommended approval.

2.3.2.8. Conditional Policies for Special Areas of Support. Within the AF, there are various special procedures in existence that furnish logistics support for peculiar requirements that are not provided in the normal manner.

2.3.2.8.1. LP Support for Overseas Activities.

2.3.2.8.2. LP Minimum Quantity Buys. When the GSD is required to purchase a minimum quantity of an item, that is greater than the actual need, only the quantity requested by the customer will be issued. The balance of the minimum quantity of purchase should be retained in the local GSD account. At the expiration of the retention period, disposition will be taken as prescribed in this instruction.

2.3.2.8.3. When items are to be assembled by an AFMC Air Logistics Complex, GSD items will normally not be requisitioned until 90 days prior to out shipment. Waivers for earlier requisitioning must be approved by AFMC.

2.3.2.8.4. Disaster Preparedness Decontaminants. All decontaminants for disaster preparedness will be expensed, upon receipt, to a designated/requiring organization.

2.3.2.9. Transfer of inventory responsibility for GSD items between services, agencies, divisions etc., will be processed as capitalization/decapitalization transactions with funds provided by the capitalizing organization to reimburse the losing organization.

2.3.2.10. Disposition of GSD Items. Excess items managed by integrated item managers (e.g., DLA) will be referred to the integrated item manager for disposition instructions when the item meets the reporting criteria of this instruction. The decision of the AFMC IM will be followed, regardless of if credit is or is not allowed for materiel returned.

Transportation costs associated with return of excess materiel to the item manager will be borne by GSD.

2.3.2.11. Repair of GSD Items.

2.3.2.11.1. GSD items, normally, will not be subject to repair by the local GSD maintenance activity. Items in inventory, whose serviceability is determined "doubtful" by inspection due to mishandling while in stock (e.g., such as being dropped), should be repaired as an Operation and Maintenance (O&M) expense to the LRS APO's account. Transportation costs for shipment of GSD items to a contractor for such repair or servicing is charged to the O&M appropriation.

2.3.2.11.2. The only items that are to be repaired at GSD expense are those items returned as unserviceable for which a subsequent requirement develops later, then the repair of the item is authorized in lieu of a new procurement. For assets not owned by the GSD, the owning organization pays all associated costs for repair, cleaning, and transportation. When it is appropriate for the GSD to pay for repair of items in stock, the transaction should be processed as repair expense.

2.3.2.12. Assembly/Disassembly Involving GSD Items. Assembly is the process of combining two or more separately identified articles and the re-identification of this grouping to a new identity. Because the general type of item involved in the GSD is a "bit and piece," there should only be rare instances when the assembled item would be a GSD article. Normally, the resultant article will be identified as an investment item or a CSAG-S reparable item. The assembled article will be returned and processed as a return to the LRS/Materiel Management Activity. If the return is a GSD item, it will be subject to a credit determination under program control. When the assembled article is identified as an investment item, it will process as a non-GSD transaction; therefore, it will not involve the credit determination. Disassembly is the reverse process of assembly. The "bit and piece" component part will be processed as a return subject to a credit determination under program control.

2.3.2.13. Contract Termination Cost Guidance. Termination costs for GSD commercial vendor LP items resulting from a LP cancellation will be absorbed by the GSD.

2.3.2.14. Management of Local Manufacture and Life of System Stock (LSS) Items. These stocks are normally bought as a package and furnished with an end article for the specific purpose of providing spares support for the life of the end article or system.

2.3.2.15. Loan of GSD Equipment. For loan policy, refer to DAFMAN 23-119, Government Furnished Materiel.

2.3.2.16. War Reserve Materiel/Readiness Spares Packages (WRM/RSP). WRM funds for procurement of new WRM requirements are specifically authorized through the budgeting process.

2.3.2.16.1. The approved WRM obligation authority provided by the GSD manager for ordering initial WRM shortages is a firm limitation and must not be exceeded. Requirements in excess of approved obligation authority must be forwarded to the AFMC/AFSC/635 SCOW GSD manager for additional authority.

2.3.2.16.2. When used to satisfy MICAP requirements, these items are replaced with initial GSD operating obligations authority procured with appropriation 3400 O&M, Program Element Code (PEC) 28031F or 41135F funds. WRM items should be rotated with like peacetime assets to the extent possible to assure their continued serviceability. When WRM assets become unusable or outdated, replacement is considered an initial procurement of new WRM and must be acquired with GSD WRM obligation authority and identified to AFMC GSD functional office on the GSD Operating Program for additional WRM funding. Also refer to AFI 25-101, Air Force War Reserve Materiel (WRM), for specific stock fund budgeting and programming procedures for WRM.

2.3.2.17. For Shipment/Disposition of Defective GSD Items. AFMC/AFSC/635 SCOW will determine when a defective GSD item should be returned to a vendor/contractor or other disposition. AFMC activities will assure that GSD items are properly accounted for when dropped from GSD inventory to prevent the loss of GSD property.

2.3.2.18. Unit Price. Unit prices for GSD items locally procured or manufactured will be developed at retail/base level using the instructions for computing Standard Prices (SPs) in subsequent paragraphs.

2.3.2.18.1. Use of Standard Prices (SPs). Each item financed under a GSD shall have a SP, which will affect reimbursements for sale or issue. There will be no reductions to the item record SPs in the GSD.

2.3.2.18.2. SPs for items will consist of the product cost, a percentage to recover transportation charges, inventory losses and other expenses authorized for payment by the GSD.

2.3.3. Consolidated Sustainment Activity Group - Supply Division (CSAG-S) Working Capital Fund. CSAG-S is a division of CSAG of the AFWCF. The CSAG-S operates under a revolving fund or working capital fund concept; whereby, inventories are held and sold to customers. AF assets stocked at depots and bases belong to CSAG-S until sold to the customer. This includes RSP assets.

2.3.3.1. AF-managed reparable and design unstable consumable assets fall under the umbrella of CSAG-S. CSAG-S embraces a multi-tiered pricing framework to recover the cost of acquisition, repair, and related wholesale overhead expenses. CSAG-S prices are established annually.

2.3.3.2. Business operations fund the day-to-day operating costs of CSAG-S. The Business Overhead Cost Recovery (BOCR) recovers cost that CSAG-S pays for Inventory Control Point (ICP) and Headquarters (HQ) /Command Level operations.

2.3.3.3. CSAG-S Scope.

2.3.3.3.1. CSAG-S encompasses all wholesale managed (BC "8") items acquired primarily from commercial suppliers and other DoD services. It also includes non-reparable fabricated (local manufacture) items when local manufacture by depot maintenance is the preferred means of procurement. Assets will be used by other than depot maintenance and most bases do not have the capability to fabricate.

2.3.3.3.2. Certain assets have been excluded from CSAG-S, because of the special management procedures associated with them. Central procurement accounts continue

to finance these assets. All requests for program exclusion from CSAG-S are processed through AFMC to Office of the Secretary of the Air Force/Director for Budget Management and Execution (SAF/FMBF) for approval. Assets excluded from CSAG-S are:

2.3.3.3.2.1. Classified Program Reparable. These assets have a BC "@". Note: This does not include assets that may be part of a program that is intended to be managed in a non-classified logistics support environment.

2.3.3.3.2.2. Assets Managed in the AF Theater Integrated Combat Munitions System.

2.3.3.3.2.3. All Federal Supply Class 1377 assets. These are cartridge and propellant actuated devices and components.

2.3.3.3.2.4. All BC "H" or "U" assets, which are budget program (BP) 35, otherwise referred to as munitions assets.

2.3.3.3.2.5. All BC "B" assets, which are BP 17, otherwise referred to as war consumable spares. These include auxiliary fuel tanks, missile launchers, pylons, ejector racks, and adapters that are consumed during contingency operations and peacetime operations.

2.3.3.3.2.6. All BC "K" assets, which are BP 83, otherwise referred to as cryptographic/cryptologic assets managed by AF Cryptographic and Cyber Systems Division.

2.3.3.3.2.7. Spares for government furnished re-competition support packages associated with contractor logistics support.

2.3.3.3.2.8. Aircraft whole engine spares (BP 16 only).

2.3.3.3.2.9. Missile/drone whole turbojet engine spares (BP 26 only).

2.3.3.3.2.10. Missile whole rocket engine spares (BP 25).

2.3.3.3.2.11. Missile Telemetry packages that are not recovered for repair (BP 25 only).

2.3.3.3.2.12. Quick Engine Change (QEC) kits.

2.3.3.3.2.13. Pods that are cataloged for control purposes only. These assets were procured with program funds not replenishment spares funds and will not be stocked, stored, or issued.

2.3.3.3.2.14. Minuteman and Peacekeeper Missile Guidance Sets.

2.3.3.3.2.15. Contractor Inventory Control Point BC "S" assets.

2.3.3.4. Inventory and Capital Control.

2.3.3.4.1. The AF finances materiel support inventories using a revolving fund concept. When a customer orders and receives a CSAG-S non-fly asset (and all non-AF customer orders), customer funds are used to reimburse the CSAG-S. For flying hour orders from approved AF flying hour customers, flying hour appropriated funds are billed (monthly) based on actual hours flown.

2.3.3.4.2. CSAG-S operates on the premise of self-replenishment without periodic appropriations. Exception: New weapon or operating systems that require cash infusion, through initial appropriations.

2.3.3.5. CSAG-S WCF Prices and Costs. CSAG-S uses a multi-tiered pricing and cost structure. Prices and costs are normally computed for all CSAG-S items once a year during the budget process utilizing the appropriate IT system computation cycle. All prices are updated annually and forwarded to the bases with a 1 October effective date. The Standard Price, exchange price, and unserviceable asset price are part of the stock list records that are provided to the customer. There is one price and two costs for AF-managed ERRC "N" and "P" consumable items. There are four prices and six costs for ERRC "T" reparable items.

2.3.3.6. The various computed prices and costs are effective 1 October each year and remain constant throughout the fiscal year, except for approved Price Verification challenges or significant cost updates/increases.

2.3.3.7. Interchangeable and Substitute Group (I&SG). Prices and costs are computed once a year for each CSAG-S I&SG Subgroup Master (SGM) stock number. If the subgroup is one-way interchangeable, each one-way interchangeable stock number will have its own price, unless someone (usually the Item Manager) changes them to be the same. If it is a two-way interchangeable, all items in the group will have the same price as the SGM stock number that heads the two-way interchangeable group.

2.3.3.8. Price Corrections. Under certain very narrowly defined circumstances, AFMC/AFSC can authorize immediate standard/exchange price reductions/increases on specific NSNs to promote better overall supply management and reduce excess inventory. However, price changes are usually only approved due to a gross error in the original price calculation.

2.3.3.9. Credit Indicators.

2.3.3.9.1. Credit indicators will be used to identify when credit can be given for return of an asset without an established DIFM.

2.3.3.9.2. Credit is allowed if an asset is in a projected buy in the apportionment year, budget year, or extended year. This means that credit is allowed if an asset is in a buy position projected from the current point in time to three years out.

2.3.3.9.3. LRS/Materiel Management Activities may force credit to retail customers, but local managers must consider the effect on CSAG-S to prevent skewing the overall buy computation process and the creation of imbalances in CSAG-S to the greatest extent possible.

2.3.3.9.3.1. To ensure integrity of the process, forced credit procedures will not be used at the retail level, unless the forced credit is for the return of an item issued in error.

2.3.3.9.3.2. This procedure is applicable only if the LRS/Materiel Management Activity made the error and cannot perform a record reversal. All forced credit transactions must be approved prior to processing. For retail, the approving authority is the LRS/LGL and at the wholesale level it is the appropriate item

manager. For all other circumstances, forced credit override must be approved by AFMC/AFSC/635 SCOW.

2.3.3.10. Free Issue. A non-reimbursable or free issue of an asset could potentially result in a lost sale that has a significant impact on the ability of CSAG-S to stock, store, and issue materiel for all customers. To this end, non-reimbursable issues of assets will be made only in exceptional circumstances. Retail WCF managers do not have the authority to free issue CSAG-S assets, unless previously authorized by AFMC. Units must submit free issue requests to the AFMC/AFSC/635 SCOW.

2.3.3.11. CSAG-S and Depot Repair. The AFMC/AFSC/635 SCOW depot maintenance function is financed under the Consolidated Sustainment Activity Group – Maintenance Division (CSAG-M) of the AFWCF. CSAG-M finances depot operations in support of its customers. CSAG-M is both a customer of and a supplier to the CSAG-S.

2.3.3.11.1. CSAG-M as a Customer. One of the main tenets of CSAG is to eliminate internal billings between Consolidated Sustainment Activity Group (CSAG) divisions. As a result, CSAG-M is provided serviceable spares for the repair of higher assemblies at no cost. Organic depot maintenance normally requisitions CSAG-S parts through depot supply using the DIFM process.

2.3.3.11.2. To recover the cost of CSAG-S assets used during repair, the cost of the assets used is included in the materiel portion of CSAG-M End Item Sales Prices.

2.3.3.12. Contract Depot Maintenance. CSAG-S also obtains repair services from non-Organic sources. The repair cost of an item repaired by contract is factored into the average Latest Repair Cost (LRC) of an item that is recovered in the item's sales price. The LRC is a weighted cost determined by the cost to repair an item organically, contractually, or dual sourced based on the percentage of repair accomplished by each.

2.3.3.12.1. Reparable item Contract Depot Maintenance contracts will be funded through CSAG-S or O&M, Depot Procured Equipment Maintenance funds. When a decision is made to provide CSAG-S assets on a Depot Procured Equipment Maintenance funded repair contract as Government Furnished Material (GFM), the CSAG-S must be reimbursed at the appropriate price (standard, exchange, unserviceable asset, etc.) depending on the maintenance being performed, the condition required, and whether a carcass is planned to be returned. CSAG-S absorbs the cost of GFM when the contract is for CSAG-S repair workload. This cost will be recovered at the time the asset is sold.

2.3.3.12.2. The wholesale IM must approve/disapprove release of CSAG-S asset for use as GFM.

2.3.3.12.3. Besides the above, consideration must be given for two categories of returned GFM.

2.3.3.12.3.1. Serviceable GFM Returns. These returns go through the normal issue and return process.

2.3.3.12.3.2. Excess GFM or Asset Removals. Excess GFM or asset removals, as a result of 100% replacement or modification, will be returned IAW AFMC procedural guidance.

2.3.3.13. Missing Assets. AF activities will not return end items to the depot for repair with missing components or parts unless an exception has been negotiated with the AFMC end IM before movement of the end item from the activity to the depot. Likewise, AF depot repair activities will not return end items with missing components or parts to operational AF activities, unless an exception has been negotiated with the AFMC end IM and the affected MAJCOM. Materiel costs for missing items are not normally contained in the CSAG-M rates, since AF policy dictates above that all components and parts will be returned with the end item, unless otherwise negotiated as described above. Consequently, replacement of missing parts would be considered a change to the negotiated work requirements and the CSAG-M is authorized to negotiate a change to the stabilized end item sale price of the workload being performed.

2.3.3.14. Stock Funding of Initial Spares. To obtain the necessary stock funding of initial spares, the program management community will identify the initial spares requirements in conjunction with developing the cost estimate for the program. Appropriated funds will reimburse CSAG-S as initial spares parts deliver.

2.3.3.15. AFMC Aerospace Maintenance and Regeneration Activity Assets. The removal or reclamation of reparable assets from the AFMC Aerospace Maintenance and Regeneration Activity to satisfy valid requirements is accomplished only through the wholesale IM in conjunction with the single manager.

2.3.3.16. Contractor Logistics Support (CLS). CLS spare parts are budgeted and funded within the central procurement accounts, or as an alternative can be replenished from Fund 3400, Element of Expense Investment Code (EEIC) 578. The AFMC CLS Manager needs to advise MAJCOMs of increased costs needed to cover any Depot Level Reparables currently being issued under CLS. There are two types of CLS requirements:

2.3.3.16.1. Stock listed assets managed by AFMC that are used on CLS systems. Generally, this would be an asset common to both a CLS and non-CLS weapon system.

2.3.3.16.2. Non-Stock listed assets bought as spares packages that are government owned materiel used by contractors in performance of CLS contracts. These requirements are funded with central procurement funds.

2.3.3.17. Foreign Military Sales (FMS). FMS customers can participate in the AF logistics system through the Cooperative Logistics Supply Support Arrangement (CLSSA). The AF also provides support for requirements that are not part of a CLSSA. The AF primarily uses a repair and replace concept, where the country returns a reparable carcass and is issued a serviceable asset from the normal supply system.

2.3.3.18. Interim Contractor Support (ICS). The CSAG-S does not pay for the cost of depot repair of assets under ICS, nor does the CSAG-S collect repair cost from the customer for assets under ICS. Until the assets transition to organic depot repair, the carcass cost for these assets is computed assuming a depot repair cost of zero. This prevents CSAG-S from collecting repair funds that are not required. Therefore, only the operational costs are recovered by CSAG-S. Given this, the IT system shows the Latest Acquisition Cost (LAC) and carcass cost as equal, until the asset transitions to organic depot repair. If any portion of an asset's repair is funded by ICS, the asset is treated as 100% ICS. When an ICS item

is scheduled to transition to organic repair during a given fiscal year, the LRC is established as a percentage of the contractor's repair cost (dependent on when the item transitions).

2.3.3.19. A CSAG-S asset may only be loaned to activities for the purposes specified in DoD FMR 7000.14-R, Vol 4, Accounting Policy. Loans must be for actions outlined in DoD FMR 7000.14-R, Volume 4, para 5.5, Loans and Leases.

2.3.3.20. Local Purchase/Local Repair. Local Purchase/Local Repair are not considered standard business practices within the CSAG-S. If these options are elected, they must follow the guidance of this instruction DAFMAN 23-119. The wholesale IM must provide CSAG-S funds cite.

2.3.3.21. Product Improvement. Product improvement supports selecting viable spares to finance. IIRP offers the AF a way to correct deficiencies, replace obsolete assets, or introduce (through technology insertion) state-of-the-art components, such as Line Replaceable Units (LRUs) and Shop Replaceable Units (SRUs) that are stocked, stored, and issued as assets of supply. The IIRP covers both installs and spares in- support of the installed assets. IIRP assets must be a form, fit, and function replacement for the old asset.

2.3.3.21.1. Criteria. IIRP candidates:

2.3.3.21.1.1. Represent Reliability and Maintainability (R&M) improvements, obsolescence resolution, or safety improvements over the existing items intended for replacement, using applicable Product Support Analysis processes and verify by utilizing measures of merit (e.g., Mean Time Between Maintenance, MICAP avoidance and mishap resolution, etc.). Additional consideration will be given to NSNs associated with the IIRP that may drive savings in a different NSN.

2.3.3.21.1.2. Show a positive Return on Investment (ROI) over the life of the candidate's system, if the project driver is economic. If the project driver is safety or obsolescence, no ROI is required.

2.3.3.21.1.2.1. The following are exceptions to the requirement to show a positive ROI over the remaining FYDP:

2.3.3.21.1.2.2. The project driver is cost savings, and the ROI is positive over the life of the system.

2.3.3.21.1.2.3. The project driver is safety or obsolescence.

2.3.3.21.1.3. Be form, fit, function, and interface compliant with the item intended for replacement. Although performance or capability improvements cannot be the principal purpose of IIRP projects, performance or capability enhancements derived as a secondary benefit of the IIRP improvement(s) are permitted.

2.3.3.21.1.4. Measures of merit will be used to quantify R&M benefits.

2.3.3.22. RSP Requirement and Funding Guidance. Refer to **paragraph 2.6.6** of this publication.

2.3.3.23. Special Cases - Repair. Services in support of CSAG-S assets are funded by CSAG-S. These services include: first article testing, condition checks, TO verification and validation, reclamation, on-site test station refurbishment, and other services as approved on a case-by-case basis.

2.3.3.24. Special Purpose Recoverable Authorized Maintenance (SPRAM).

2.3.3.24.1. Initial/Increased SPRAM Requirement.

2.3.3.24.1.1. The initial issue of SPRAM will be provided free of charge by the Program Manager (PM). For the purposes of this instruction, initial issue of SPRAM is defined using the concept of new support. The following provide examples of the concept of new support.

2.3.3.24.1.1.1. The requirement is supporting a new aircraft.

2.3.3.24.1.1.2. New mission. The using organization is converting from one weapon system to another or the unit's mission changes, requiring a change in the SPRAM mix.

2.3.3.24.1.1.3. New requirement. The TO has changed requiring a change in the amount of SPRAM.

2.3.3.24.1.2. The PM will fund the SPRAM buy requirement using initial Materiel Systems Division Cost Authority based on the end item (e.g., aircraft support or electronics and telecommunications) that the SPRAM is supporting. To accomplish the free-of-charge issue, the PM will work with the wholesale item manager to acquire the necessary SPRAM assets and have them direct delivered to the using base. Once the assets are received at the using base, the base supply receiving function will not process a receipt for the asset but will place the asset directly on the customer's SPRAM detail (K detail).

2.3.3.24.1.3. Required initial SPRAM could be satisfied through on-hand supply balances if the asset is in an excess position.

2.3.3.24.1.3.1. When assets are at bases other than the requesting base, the PM, working with the wholesale item manager, will process RDO for those assets. The receiving base supply will take the necessary action to place the asset on the customer's SPRAM detail. The PM will use O&M funds to support all RDO actions.

2.3.3.24.1.3.2. When assets are at the base requesting the SPRAM, the requesting base supply will issue the asset to the requesting activity, which will pay Standard Price for the transaction. In turn, the PM will work with their FM offices to reimburse the base requesting the SPRAM using O&M funds.

2.3.3.24.2. Replacement/Replenishment SPRAM Requirements. For SPRAM supporting flying hour programs, all replacement/replenishment SPRAM requirements will be funded by the Centralized Asset Management (CAM) office. All other replacement/replenishment SPRAM requirements will be paid for by the MAJCOM or using organization. Materiel Systems Division charges Exchange Price if a carcass is returned, otherwise the Standard Price will be charged.

2.3.3.25. Time Compliance Technical Order (TCTO).

2.3.3.25.1. When in-stock CSAG-S assets require modification, the asset is issued using Activity Code "C" to the repair shop and the accompanying TCTO kit is free issued (one TCTO kit for each installed CSAG-S asset requiring modification).

2.3.3.25.2. CSAG-S is not responsible for funding the installation of modification kits when completed as a separate maintenance action. Exception: When a modification kit is being installed during depot overhaul of a "Management of Items Subject to Repair" (MISTR) exchangeable asset since the cost of installation cannot be separated from the cost of the overhaul.

2.3.3.25.3. The CSAG-S will not finance the replacement of modification kit components, which are CSAG-S items that are lost or used for other purposes by a using organization. Replacement kits are financed by the modification account that originally procured the kit.

2.3.3.25.4. For kits that are cannibalized, the activity responsible for cannibalization is responsible for replacing the assets in the kit. For example, if the base has a kit and needs to withdraw an asset to support a MICAP requisition, that base must order the asset at its expense to satisfy the kit shortage. If a wholesale IM directs the shipment of a kit asset to support a MICAP, then the wholesale IM must replace the asset in the kit.

2.3.3.26. Transient Aircraft Support.

2.3.3.26.1. Transient Aircraft Support for AF aircraft (to include ANG and AFR). Transient support is financed by the transient base. Parts will be backordered or issued from the LRS/Materiel Management Activity at the transient base, regardless of cost and source of supply, and normal sales and credit policies apply. Exception: En-route maintenance units that are funded and operated by AMC for strategic airlift aircraft.

2.3.3.26.1.1. Issuance and billings of reparable assets are managed the same as assigned aircraft maintenance. The transient base will support all transient aircraft using a Type Organization Code "3" found within the Organization Cost Center Record (OCCR), preferably via a dedicated transient alert or "TA" OCCR. Naturally, the transient base has an opportunity to repair the asset if a repair shop is loaded on the repair cycle record. The repair shop returns serviceable assets at Exchange Price and unserviceable assets receives no credit.

2.3.3.26.1.1.1. If there is no repair shop loaded on the repair cycle record for that reparable asset at the transient base, the asset is tagged Not Repairable This Station (NRTS) by maintenance. It is then shipped by supply directly to the depot maintenance facility for repair, or the Centralized/Consolidated Repair Facility (CRF) for those units under the alternate maintenance concept.

2.3.3.26.1.1.2. If the transient base has a repair shop, the unserviceable asset is transferred to that shop using the original document number of the asset that was issued. The original issue document number should be used through the entire repair cycle until returned. The repair shop has the option to either NRTS the asset or it can repair the item and return the serviceable asset to supply. The cost of SRU/bits and pieces used is recorded against the transient base repair activity. For assets ordered in support of the flying hour program, there is no charge or credit at the item level as reimbursement to WCF is made through the CPFH process. For non-fly assets item level prices and credit return policies apply.

2.3.3.26.1.1.3. Aircraft deployed or temporarily transferred from another base for an exercise, deployed operations, or other reasons (such as runway repair at their home-station) are not considered transient and will not be issued parts using the above transient rules. Such deployed aircraft will be supported via establishment and use of a dedicated Project Funds Management Record (PFMR) and Type Organization Code "3" found within the OCCR.

2.3.3.26.1.1.4. Exception to the deployed aircraft rule: when an aircraft is deployed to or operating from another base that has a PFMR and OCCR linked to that same MDS and MAJCOM (as the deployed aircraft) already loaded at the operating site. If a PFMR and OCCR are already in place for the same MDS and MAJCOM, there is no need to create a new PFMR and OCCR for the deployed aircraft, though the local LRS/Materiel Management Activity has the option of directing the customer to create and use a new OCCR linked to the preexisting PFMR.

2.3.3.26.1.1.5. Units who regularly (defined as 3 or more times in a calendar year) receive LRS parts support at a deployed site or receive support at a given location, will establish a PFMR and OCCR at that location for their activities use. See above for guidance on MAJCOM/MDS business rules."

2.3.3.26.2. Transient Aircraft Support for other Services (e.g., US Navy, US Army, etc.) and Agencies (e.g., National Aeronautics and Space Administration, Department of Homeland Security, etc.). Transient aircraft support is financed by the transient base. If parts are issued from base supply at the transient base, normal sales and credit policies apply, except other services or agencies will always pay Standard Price for assets issued.

2.3.3.26.2.1. The home base is responsible for reparable support for its aircraft which require repair at a transient location, when both of the following conditions occur: (1) the spare part is not available at the transient location and 2) the Exchange Price for the reparable is greater than $20,000.

2.3.3.26.2.2. The two options available to home bases are:

2.3.3.26.2.2.1. Lateral support from the nearest location, enabled by the home base providing a funding document to the support location. This allows standard MICAP procedures to occur, or maintenance-to-maintenance channels.

2.3.3.26.2.2.2. Using maintenance-to-maintenance procedures, the serviceable and reparable part originates and returns to the home base. This allows for DIFM control and associated financial transactions to be processed at the home base.

2.3.3.27. Initial Issue of Depot Level Reparable (DLR) Spares in Support of Cost Per Flying Hour (CPFH), Non-Cost Per Flying Hour (Non-CPFH) and Contractor Managed Items.

2.3.3.27.1. A justification letter for the initial issue of a DLR is required to support the need and is to be signed by the requesting organization commander.

2.3.3.27.2. Requesting organization submits justification letter to LRS Materiel Management Flight. LRS will review justification and funding prior to approval/disapproval. LRS will provide MAJCOM A4R visibility of the initial issue transaction request. (T-2)

2.3.4. Flying Hour Reimbursement.

2.3.4.1. The flying hour reimbursement concept allows CSAG-S and GSD to sell flying hour related consumable/reparable spares and management services to the customer based upon hours supported with those parts and services.

2.3.4.2. Each flying hour customer manages their Cost Per Flying Hour (CPFH) funding centrally with a single focal point loading and executing funds with no funds being distributed to the operating units/bases. Funds are loaded centrally into the applicable Accounting and Finance IT system, so that monthly consolidated billings can occur.

2.3.4.3. An obligation will be established at the beginning of each month using projected hours flown by each weapon system multiplied by the current, approved Air Force Cost Analysis Improvement Group CPFH rates. At the end of the month, the WCF will bill each weapon system for actual hours flown multiplied by the approved Air Force Cost Analysis Improvement Group CPFH rate.

2.3.4.4. New Project Funds Management Records (PFMRs) for each weapon system will be assigned as Flying Hour Program only. No funds targets will be loaded nor will funds checks be performed for these OCCR/PFMR(s).

2.3.4.5. Billing for the flying PFMRs will be by the actual flying hours flown and not by individual stock numbers. The revenue will be recorded into one billing Stock Record Account Number (SRAN) per customer for CSAG-S and for GSD by the associated Element of Expense Investment Code (EEIC), Object Class, or Sub Class for the appropriated funds reimbursing each WCF activity.

2.3.5. Reserved.

2.3.6. Due-Out Obligation Procedures.

2.3.6.1. The general procedure to explains how to obligate an organization’s Operation and Maintenance (O&M) funds on selected due-outs. Two basic methods are used to obligate due-outs: Due-out Obligation Flag and Due-out Obligation/De-obligation Input (1DO) transaction.

2.3.6.2. The following procedures described after this sentence do not apply to TEX code “8” equipment due-outs, TEX code “H” due-outs, or TEX code “D” due-outs.

2.3.6.2.1. The LRS/Materiel Management Activity or AFMC/AFSC/635 SCOW (for accounts under the AFMC/AFSC/635 SCOW support) will turn on the Due-out Obligation Flag in the base constants record in the appropriate ILS-S.

2.3.6.2.2. When this flag is turned on, all customer due-outs will obligate when processed.

2.3.6.2.3. Funds Requirement Card (FRC) or Special Requisition (SPR) inputs to firm unfunded due-outs will obligate, if funds are available, and the requisition is to routing identifiers other than D(xx), JBR, or J(xx).

2.3.6.3. Due-Out Obligation. This method does not check for funds availability and could lead to over-obligation of funds. If the previous year's O&M funds are to be obligated, the budget officer must also approve the use of this process.

2.3.6.3.1. When the fiscal year of obligation is blank even though the customer due-out was firm and obligated before 30 September of the previous fiscal year, however, because of an error, the date of obligation is now blank. In this case, use the previous year Accounting and Finance (A&F) Stock Fund Due-Out Reports to obtain the fiscal year to be used with the Due-Out Obligation Input (1DO) transaction.

2.3.6.3.2. When the due-out is erroneously canceled and was obligated before 30 September of the previous fiscal year, LRS/Materiel Management Activity personnel will reestablish the due-out with the same document number and the same fiscal year of obligation, as reflected on previous A&F Stock Fund Due-Out Reports.

2.3.6.3.3. When an item record indicative data change rejects, it may be necessary to de-obligate the due-out, cancel the due-out, reestablish the due-out using the same document number, and obligate with the original fiscal year of obligation using the Due-Out Obligation Input (1DO) transaction.

2.3.6.3.4. Any other obligation circumstances not previously identified that cannot be resolved by the local budget office and warrant obligation of a due-out using prior fiscal year O&M funding, require MAJCOM budget approval along with AFMC/FM GSD manager coordination prior to processing.

2.3.6.3.5. An industrial funds organization is an organization that provides a service or product to another military service or government agency. Customers pay for these services and products. AF activities that are industrially funded include Transportation Working Capital Fund (Sales Code 49), Consolidated Sustainment Activity Group (CSAG)-Maintenance (Sales Code 63 series), and other AF industrial funds (Sales codes 48, 62, 69). When the funding for these services or products is not linked to a specific year of appropriation, due-outs for industrial funds items are always obligated with current year funds.

2.3.7. Budget Code “Z” Investments.

2.3.7.1. The procedures required before loading Budget Code “Z” item records.

2.3.7.2. Once the budget code has been assigned, it usually is not changed until the end of the fiscal year. This prevents excessive changes between investment funds (major appropriations), stock and O&M funds. AFMAN 65-604, Appropriation Symbols and Budget Codes provides the criteria for determining whether an investment equipment item is authorized a Budget Code “Z” or not.

2.3.7.3. Budget Code “Z” is initially assigned to locally funded equipment items with a unit cost of $250,000 or more. These items are funded through one of three appropriations: (1) Major Procurement Appropriation for Other Procurement (57*3080); (2) Other RDT&E Procurement (57*3600); or (3) National Imagery and Mapping Agency (NIMA) Procurement (97*0300.4802). Two Materiel Acquisition Control Records (MACRs) are maintained for each System Designator (S/D). One will always be for procurement

appropriation 57*3080. The second may be for other appropriations authorized by AF/A4LR.

2.3.7.4. The Resource Advisor should review applicable records before submitting O&M budgets to the Base Budget Office to allow for tentative budget code changes that will affect budget submissions for 57*3600 appropriations, 57*3080 appropriations and CSAG Operating Program.

2.3.7.5. Coordinate with AFMC/437 SCOS Records Maintenance personnel to change Budget Code "Z".

2.3.8. Validating WRM and RSP Funding Requirements.

2.3.8.1. The validation process of WRM/RSP funding request procedures.

2.3.8.2. War Reserve Materiel (WRM) Program guidance specific requirements are contained in AFI 25-101, Air Force War Reserve Materiel (WRM).

2.3.8.3. General validation process. The Q07/NGV848 report, is designed for use by bases/MAJCOMs to determine and identify WRM and Operational RSP shortages. The 635 SCOW/WM will produce and distribute a pseudo Q07 to the MAJCOM War Reserve Materiel Officers (WRMOs) quarterly to identify Type Spares Codes "H" and "W" for Budget Code "9" unfunded requirements (WRM, RSP, War Consumable Distribution Objective (WCDO) and Use Code "D").

2.3.8.3.1. WRM obligation is a firm limitation that is fenced and cannot be exceeded.

2.3.8.3.2. The 635 SCOW/WM must procure initial WRM GSD obligation authority with Appropriation 3400 Program Objective Memorandum (POM) funds.

2.3.8.3.3. When WRM items are used to satisfy MICAP requirements, these items are replaced using GSD operating obligations authority. WRM items should be rotated with like peacetime assets to the extent possible to assure their continued serviceability. When WRM assets become unusable or outdated, replacement is considered an initial procurement of new WRM and must be acquired with GSD WRM obligation authority and identified to AFMC/AFSC/435 SCOS on the GSD Operating Program for additional WRM funding.

2.3.8.3.4. The CSAG WRM obligation authority will be used to finance CSAG Budget Code "8." (T-1) GSD obligation authority will be used to finance Budget Code "9" GSD RSP requirements. (T-1) Assets will be maintained on detail records and are included in ILS-S inventory until they are consumed and expensed. (T-1)

2.3.8.4. Quarterly, the 635 SCOW/WM will send the WRM/RSP Q07 Report or pseudo Q07 to the MAJCOM WRMOs. (T-1) The MAJCOM WRMOs will contact base level RSP Managers or installation WRMO/NCO (LRS/LGRDX) and commodity WRM Managers (WRMM) to validate unsupportable requirements. Validation includes the identification/correction of erroneous details and selecting valid details as deferred for items that should not be funded immediately due to being coded shelf life/hazardous or storage capacity limitations. The MAJCOM WRMOs will forward the validated reports to the 635 SCOW/WM. WRM/RSP Q07 Report and 635 SCOW/WM pseudo Q07 can be found on the 635 SCOW/WM SharePoint. Users must request access to the SharePoint site,

https://usaf.dps.mil/teams/11813/WM/WMP/Forms/AllItems.aspx?id=%2Fteams%2F11813%2FWM%2FWMP%2FQ07&p=true&ga=1, prior to viewing reports.

2.3.8.4.1. Load obligation authority to Materiel Acquisition Control Record (MACR) Update Code 20 in GSD MACR.

2.3.8.4.2. The 435 Supply Chain Operations Squadron (SCOS)/GSD Stock Fund Management Flight will initiate a WRM GSD budget call annually to obtain WRM requirements by Program Element Code (PEC) from the 635 SCOW/WM to be included in the GSD Program Budget Review (PBR). (T-1) The 635 SCOW/WM will use the Q07 or pseudo Q07 validation to support the budget call. (T-2)

2.3.8.4.2.1. The 435 SCOS/GSD Stock Fund Management Flight will submit the Budget Estimate (BES) to AFMC/Financial Management (FM). (T-1)

2.3.8.4.2.2. AFMC/FM will use 435 SCOS GSD Budget Estimate (BES) input in the AFMC Submission BES sent to Secretary of the Air Force (SAF)/Financial Management (FM).

2.3.8.4.2.3. Based on 635 SCOW/WM Appropriation (APPN) 3400 O&M POM for PECs 28031F and 41135F, SAF/FM will determine if O&M funds are approved for purchasing initial WRM assets. If O&M is approved, Secretary of the Air Force (SAF)/FM will provide AFMC/FM the additional stock fund authority.

2.3.8.4.3. Budget execution for GSD begins with SAF/FM by annual funding distribution to AFMC/FM.

2.3.8.4.3.1. The 435 SCOS/GSD Stock Fund Management Flight will load funding and notify the 635 SCOW/WM to execute. (T-1) Note: Funding is provided by priority and dollar value for the assets identified on the last Q07 or 635 SCOW/WM pseudo Q07.

2.3.8.4.3.2. The 435 SCOS/GSD Stock Fund Management Flight will track the spending of the WRM obligation authority and report back to AFMC/FM when spending is completed. (T-1)

2.3.8.4.3.3. Total Financial Authority (TFA) consists of obligation and commitment targets for operating and War Reserve Materiel (WRM). These targets will be loaded to the MACR to support requisitions placed with supply sources (refer to Department of Defense Financial Management Regulation (DoDFMR), Volume 10, Chapter 7, Section 7077.10 for MACR update logic). (T-0) Targets for obligations are limitations that cannot be exceeded.

2.3.9. Appropriation Control.

2.3.9.1. The procedures for appropriations controls.

2.3.9.2. General appropriations. The approved annual ratio of operating obligations plus credit returns to gross sales need achieved to generate cash from sales to support stock replenishment requirements. Achievement of the approved ratio also aids in the control of GSD outlays.

2.3.9.3. Annual Operating Budget (AOB) received from AFMC/FMR provides approved credit returns, gross sales, obligations, and an approved ratio of operating obligations plus

credit returns to gross sales (unit cost ratio). The GSD stock fund managers must continually manage these approved financial targets and actual ratio to avoid an Anti-Deficiency Act violation. (T-1) The following actions will be performed:

2.3.9.3.1. Operating obligations will be computed using internal AFMC worksheets.

2.3.9.3.2. GSD Stock Fund managers must distribute approved financial targets down to Stock Record Account Number (SRAN) operating level. (T-1)

2.3.9.3.3. GSD Stock Fund managers will use the D08, D20, D32, and M01 reports to manage the approved financial targets. (T-1)

2.3.9.3.4. During periods of constrained funding, MACR controls must be applied to operate within approved financial targets.

2.3.10. AFMC/A4R MACR Controls.

2.3.10.1. The procedures for MACR controls and MACR factor development and control.

2.3.10.2. Unlike the OCCR, Project Funds Management Record (PFMR), and Stock Fund Inventory Management Record (SFIMR), which are for data collecting and reporting, the MACR serves the purpose of control. The MACR is used to adjust or prevent the automatic requisitioning of materiel. Also, the MACR is used to change or prevent requisitions undergoing normal computer processing.

2.3.10.3. Maximum automatic obligation values, MACR factors, Urgency Need Designator (UND) Codes, and MACR percentages are used as control data for requisitioning. Load modifications of these values at any time but use caution. Remember that the maximum automatic obligation for replenishment and due-outs cannot be loaded for less than $50.

2.3.10.4. Five control parameters are available in the MACR record:

2.3.10.4.1. Urgency of need funding flag.

2.3.10.4.2. Maximum automatic obligation for due-outs.

2.3.10.4.3. Maximum automatic obligation for stock replenishment.

2.3.10.4.4. MACR factors.

2.3.10.4.5. MACR percentages.

2.3.10.5. The use of MACR controls is preferable during mission changes and other events that make demand patterns hard to predict, such as MAJCOM changes in stockage levels or changes in supply levels dictated by local authority. Keep in mind that with the use of MACR controls, there is an increased workload, both for the depots and for the Distribution Section. Using the MACR controls, also, increases the chance of out-of-stock conditions and customer due-outs. For these reasons, use the MACR controls only when necessary.

2.3.10.6. The following actions will be performed:

2.3.10.6.1. AFMC/A4R will compute the value of requisitions anticipated for the remainder of the fiscal year. (T-1)

2.3.10.6.2. Format for MACR load, change, and delete inputs and related dollar data.

2.3.11. GSD Operating Program.

2.3.11.1. GSD Operating Program. AFMC/A4R will forward to AFMC/FMR annual projections for obligations, credit returns, gross sales, and unit cost ratio.

2.3.11.2. Initial development is performed and consolidated by AFMC/A4R.

2.3.11.3. Execution Analysis. A narrative analysis will be prepared by AFMC/A4R as of the end of each month and furnished to AFMC/FMR no-later-than the 15th day the following month.

2.3.11.3.1. The analysis should provide a comprehensive assessment of the execution of approved unit cost targets. Any variances, plus or minus 3 percent, must be narrated to include but are not limited to causes, get-well dates, mission impacts and actions initiated, to ensure execution within end-of-year approved unit cost targets. (T-1) Specific emphasis and narrative justification is required for variances for each unit cost goal.

2.3.11.3.2. The narrative analysis will be prepared in the format provided by AFMC/FMR.

2.4. War Reserve Materiel (WRM).

2.4.1. DAF WRM consists of an enterprise-managed global strategy, dynamically positioned equipment, vehicles, and consumables, to support operations across the full Range of Military Operations (ROMO). It enables the Air Force Forces (AFFOR) to reduce the time required to achieve an operational capability or produce an operational effect.

2.4.2. WRM Program (includes Fuels Support Equipment and BEAR).

2.4.3. WRM Requirements.

2.4.3.1. WRM authorizations will not affect the peacetime stockage objective. WRM assets are not subject to automatic redistribution.

2.4.3.2. WRM requirements will be transmitted to the IM annually by 15 May using the appropriate format.

2.4.3.3. BEAR unconstrained FY buy requirements will be identified to Air Force Life Cycle Management Center (AFLCMC) BEAR Program Management Office (PMO) by the 635 SCOW/WM per AFI 25-101, War Reserve Materiel (WRM).

2.4.4. WRM Transfers Between Kits.

2.4.4.1. The procedures to transfer between WRM Special Spares RSP kits. For guidance specific requirements review AFI 25-101, War Reserve Materiel (WRM).

2.4.4.2. General WRM transfer between kits. This section discusses procedures for preparing and processing inputs to transfer assets from one WRM detail record to another. Input preparation is discussed first, followed by output documents, degraded operations transfers, rejects, and management notices. It is important to note that transfers between kits cannot be corrected with Record Reversal and Correction (RRC) (formerly Reverse Post (RVP)) and require inputs to correct any processing errors.

2.4.4.3. The following actions will be performed by the War Reserve Materiel Manager (WRMM):

2.4.4.3.1. For Transfer Between Kits Inputs.

2.4.4.3.1.1. Leave the action quantity blank when the requirements of the gaining detail document number are to be filled from assets recorded on WRM detail records specified by the input stock number, system designator, and parameters. The total quantity transferred will be a combination of the following:

2.4.4.3.1.1.1. The gaining primes.

2.4.4.3.1.1.2. The authorized quantity minus on-hand assets (including substitutes).

2.4.4.3.1.1.3. The due-outs (except when due-out action flag "M" is used).

2.4.4.3.1.1.4. When processing serialized reporting assets, process a Weapons Serialized Control Input (DSR) or Serialized COMSEC Control Input (XHB) prior to processing the Transfer Between Kits. Serialized reporting assets cannot be transferred using the Transfer Between Kits multiple option.

2.4.4.3.1.2. When output of documents is not desired and there is a need to enter specific quantities, enter a "6" in the input TEX code position.

2.4.4.3.1.3. Enter Due-Out Action Flag "M", when due-outs are not to be considered in the authorized versus on-hand computations, and the program will ignore any due-outs. An "Excess Due-Out Details Resulted from the Use of Due-Out Flag M" (F202) Management Notice will be produced when due-outs are greater than on-hand quantities.

2.4.4.3.1.4. Transfer the resulting quantity from those assets recorded on the detail record as specified by the first parameter of the input. When the deficiency is not satisfied by the detail record of the first parameter, check the detail record of the second parameter. Continue checking each parameter until all have been verified or the deficiency has been satisfied.

2.4.4.3.1.5. When the asset position of the gaining detail record does not match the authorized quantity, an "On-Hand Quantity Does Not Complement the Authorized Quantity: Quantity Short" (F206) Management Notice will be produced.

2.4.4.3.1.6. When an action quantity is entered, the computer will transfer this quantity to and from the detail record specified by the input.

2.4.4.3.1.6.1. Rejects occur when the gaining detail record asset position and the action quantity exceed the authorized quantity.

2.4.4.3.1.6.2. Rejects occur when a selected detail record is deployed.

2.4.4.3.2. For Transfer Between Kits Output Documents.

2.4.4.3.2.1. The computer prepares a transfer document for each Transfer Between Kits transaction.

2.4.4.3.2.2. When the transfer document is received, the War Reserve Materiel

Manager (WRMM) will do the following.

2.4.4.3.2.3. Clear the suspended creation sheet.

2.4.4.3.2.4. Physically transfer the assets or coordinate with kit custodians for the transfer.

2.4.4.3.2.5. Sign the transfer document.

2.4.4.3.2.6. Distribute documents as follows.

2.4.4.3.2.6.1. Copy 1 to Document Control.

2.4.4.3.2.6.2. Copy 2 to the losing kit or organization.

2.4.4.3.2.6.3. Copy 3 to the gaining kit or organization.

2.4.4.3.2.7. When serialized reporting assets are transferred, a Serial Number List (F117) Management Notice will be output at function 444. Attach the management notice to the applicable output document and the property being moved.

2.4.4.3.3. Degraded Operations Transfers. When the degraded operations option (TEX 6) is used, the WRMM will hand-write three copies of the transfer document. After the transfer, the WRM monitor signs and distributes the documents in accordance with this section.

2.4.4.3.4. Rejects and Management Notices.

2.4.4.3.4.1. The WRMM reviews rejects for corrections and re-inputs. When reprocessing is not necessary, the WRMM will remove and destroy the suspense creation sheet and take action to clear any suspended (rejected) transactions.

2.4.4.3.4.2. The WRMM will review management notices for necessary action. When excess due-outs result from processing a transfer, request an inquiry of the gaining detail record document number. Review the due-outs of the gaining detail record for possible cancellation, cancellation and reestablishment under a losing detail record, or any additional applicable action.

2.4.5. Maintenance of WRM Assets.

2.4.5.1. The procedures to maintain WRM assets.

2.4.5.2. General WRM asset procedures. An item in WRM packages, including an expendable item authorized by Authorization IDs, will be managed, and maintained to retain proper control and accountability of the assets.

2.4.5.3. The following actions will be performed:

2.4.5.3.1. For WRM items requiring Technical Order Compliance/Time Compliance Technical Order (TOC/TCTO) procedures.

2.4.5.3.2. For WRM items requiring shelf-life inspection procedures.

2.4.5.3.3. For WRM items requiring functional check procedures.

2.4.5.3.4. For redistribution of excess WRM procedures.

2.4.5.3.5. For Inventory of WRM procedures.

2.4.5.3.6. For requisitions of WRM requirements procedures. For initial/increased requirements use WRM Project Code DCP for fuels support equipment, L86 for BEAR, WaFERs, AGE/EAGLE aircraft support equipment, and 550 for PACAF RBCP.

2.4.5.3.7. For funding of WRM requirements procedures apply as outlined in Financial Management.

2.4.5.3.8. For WRM Equipment items procedures apply as outlined in **Chapter 11**.

2.4.6. War Consumable Distribution Objective (WCDO) Detail Records.

2.4.6.1. General WCDO Detail Record procedures. The minimum classification for any WCDO extract (unit/base) is SECRET.

2.4.6.2. The following actions will be performed:

2.4.6.2.1. For accounting for WCDO Details.

2.4.6.2.1.1. WCDO support authorizations and assets are stored on WRM-WCDO-SPARES (241) detail records and accounted for on the WCDO/WRM Munitions List (R07). Use organization/shop code 002WR and Activity Code "W" for detail document numbers. Account separately for rations and petroleum, oils, and lubricants (POLs).

2.4.6.2.1.2. Geographical Location-Pseudo Base Codes (GEOLOC PBC). WCDO PBCs are assigned by Logistics Feasibility Analysis Capability (LOGFAC) classified system managed by ACC. Annually a unique PBC is assigned for every GEOLOC with WCDO requirement. GEOLOC to PBC relationship can be cross-referenced in LOGFAC. PBCs when associated with an actual location or Base Code is classified SECRET.

2.4.6.2.1.2.1. Load the PBC shown in the WCDO report into the WRM-WCDO-SPARES (241) detail records. The PBC of the Alternate Storage Location is entered in position 62-65 and the PBC of the Planner Operating Base (POB) is entered in positions 66-69 of the WCDO load, change, and delete.

2.4.6.2.1.2.2. For PBCs not contained in the WCDO document, contact the Command War Reserve Materiel Officer (CWRMO) by Secret Internet Protocol Router Network (SIPRNET). CWRMO will query LOGFAC and notify base via SIPRNET of the PBC. Bases will enter the PBC in positions 62-65 and 66-69 of the WCDO load, change or delete.

2.4.6.3. WCDO Requirements. WRM spares detail records account for two kinds of authorizations, as shown in the annual HQ USAF (HAF) Non-Airborne RSP (NARSP) Authorization, Document, and Vol II. The WRMM will process the applicable WCDO Load, Change, And Delete (TRIC 1CK) to load the total WCDO authorizations.

2.4.6.3.1. The authorized quantity field of each input must reflect the Operational Plan (OPLAN) Starter Quantity identified on the WCDO. (T-1) The total authorization is the sum of supportable and unsupportable quantities. Enter the unsupportable quantity in the appropriate field when directed by MAJCOM WRMO. The supportable and unsupportable quantities will be maintained on the same detail. (T-1) To request WRM

ordering authority for General Support Division requirements, reference AFI 25-101, War Reserve Materiel (WRM).

2.4.6.3.1.1. Authorizations can be loaded with or without using the automatic issue program. When the automatic issue program is used the processor will create a WCDO detail record and create an issue request input and process the issue.

2.4.6.3.1.2. Attempting to use the automatic issue program on details with unsupportability codes loaded will result in (F215) management notice.

2.4.6.3.2. When notified by the 635 SCOW/WM that a fiscally restrained unsupportable authorization has become supportable, the WRMM will follow these instructions:

2.4.6.3.2.1. Part unsupportable. When only part of the assets authorized become supportable, process the change input, and enter the new unsupportable quantity in the unsupportable quantity field. The change input to decrease the unsupportable quantity cannot contain issue data. Prepare an issue request according to Expendable Item Customer Issue Request (ISU) Transaction Format and Documentation Requirements for the new supportable quantity with WRM Project Code DCP.

2.4.6.3.2.2. Unsupportable details becoming supportable. If the total authorization becomes supportable, process a change by inputting an asterisk (*) in the Supportability Code field and zeros in the unsupportable quantity field. Prepare an issue request for the new supportable quantity with WRM Project Code DCP.

2.4.6.3.2.3. Supportability Change. When an unsupportable authorization becomes supportable, the 635 SCOW/WM will follow these instructions. “Just in time” supportability applies to BEAR requirements which are only filled upon tasking via local purchase or other expedited means. Note: Only hazardous and shelf-life items are authorized “just in time” supportability.

2.4.6.3.2.4. Storage location RSP manager will compile a list of candidate items for coordination and final approval. Candidate listing must contain the following information: Stock Number, Unit of Issue, Nomenclature, UTC, Health hazard flag, Shelf-Life Code, Total authorized and Quantity for “just in time” supportability.

2.4.7. WRM Special Spares Readiness Spares Packages Detail Records.

2.4.7.1. The general procedures for WRM Special Spares Readiness Spares Packages (RSP) Detail Record. For guidance specific requirements review AFI 25-101, War Reserve Materiel (WRM).

2.4.7.2. Special Spares support authorizations and assets are stored on WRM SPECIAL-SPARES (233) detail records with Type Spares Code “H” and established, maintained, and deleted by Special Spares load, change, delete and receipt. WRM Special Spares RSP authorizations are accounted for on the Special Spares Listing (R34). Use Activity Code “U” and MAJCOM Special Spares Authorization Letter or email to identify shop code for detail document numbers.

2.4.8. WRM/RSP Authorizations and Reconciliations.

2.4.8.1. The general procedures associated with processing WRM authorizations and reconciliations. For guidance specific requirements review AFI 25-101, War Reserve Materiel (WRM).

2.4.8.2. The only types of WRM with RSPs are BEAR, PACAF Legacy Airfield Damage Repair (ADR), Reverse Osmosis Water Purification Units (ROWPU), and Fuels Support Equipment (FSE).

2.4.8.3. WRM RSPs authorized for Contingency Retention Stock (CRS) assets. 635 SCOW/WM will retain excess RSP assets by assigning ASC 080EXCE to the 233-Special-Spares detail.

2.4.8.4. WRM RSP kit content authorization files (D040) are jointly developed by Air Force Civil Engineer Center (AFCEC) or Functional Area Manager (FAM) and the pilot unit, while coordinating with using and storing commands. The pilot unit forwards the coordinated RSP authorization file to the 635 SCOW/WM.

2.4.8.5. The 635 SCOW/WM will lead the annual RSP Review. (T-1)

2.4.8.6. The 635 SCOW/WM uses the authorization file to update the CRSP Utilization Management System (CRUMS). CRUMS database is used to perform the annual RSP reconciliation.

2.4.8.7. WRM RSP kit contents will be standardized across the enterprise. Any deviations must be approved by the pilot unit and 635 SCOW/WM.

2.4.8.8. WRM RSP change requests are sent through MAJCOM WRMO to the 635 SCOW/WM from each unit. All requested RSP changes will include NSN, NOMEN, U/I, requested quantity (QTY), Source of Supply (SOS), Standard Reporting Designator (SRD), Expendability, Recoverability, Reparability Code (ERRC), unit price, work unit code and budget code. All RSP changes will be coordinated via e-mail.

2.4.8.9. 635 SCOW/WM (CRUMS update) will:

2.4.8.9.1. Run a quarterly report identifying WRM RSP components coded as obsolete or terminal.

2.4.8.9.2. Work with functional experts from the pilot unit and AFCEC, along with engineers/equipment specialists at the support source of supply, to determine replacement stock numbers for obsolete and terminal items. In addition, the 635 SCOW/WM will update CRUMS and enterprise kit details with the replacement stock number.

2.4.8.10. MAJCOM WRMOs will coordinate with AFMC as changes to UTC authorizations occur.

2.4.8.11. The WRM RSP KSN structure will be standardized across commands to allow the use of centralized reconciliation tools and reduce excess WRM KSN records. Any deviations from the below WRM KSN structures must be fully justified in writing and approved by the 635 SCOW/WM. WRM RSP KSNs will be structured as follows: Stock Record Account Numbers (SRANs) (storing locations) will load a unique WRM KSN per UTC with individual kits delineated by organization/shop codes. The same WRM KSN cannot be loaded at multiple SRANs within a host and satellite supply account grouping.

(Example as follows: When a PACAF SRAN supports four XFABL UTCs, load KSN ABOBBL0R0100 with Org/Shops of 809AA, 809AB, 809AC, and 809AD; the WRM KSN at the second SRAN would be ABOBBL0R01(x)(x). Shops AA, AB, AC, and AD represent individual kits containing standard contents based on CRUMS.)

2.4.8.12. WRM RSP reconciliations are centrally processed annually by the 635 SCOW/WM using CRUMS data (source system) compared to ILS-S 233-SPECIAL-SPARES detail linked to the master WRM KSN record (024 record) and Org/Shop control record (025 record).

2.4.8.12.1. S07/S05 program logic is used for WRM RSP reconciliations. XTJ/XVF files will not be produced, depending on which reconciliation option is utilized.

2.4.8.12.2. When the ILS-S automated reconciliation option is used, the 635 SCOW/WM will extract and organize data pulled from CRUMS to create XTJ/XVF files for upload into ILS-S.

2.4.8.12.3. When the 635 SCOW/WM defers using the centralized ILS-S option, no XTJ/XVF will be produced, but the same logic will be used to compare CRUMS and ILS-S records.

2.4.8.12.4. A pseudo “clean” S05 will be signed by the 635 SCOW/WM and posted on the WRM SharePoint. The ILS-S reconciliation (S05) date will also be updated.

2.4.8.13. MAJCOM WRMOs options for handling reconciliation excess:

2.4.8.13.1. Option 1. The 635 SCOW/WM will notify the MAJCOM WRMO of RSP details requiring return action by the storing location. Once returns are processed, the 635 SCOW/WM will delete or adjust the details to reflect the correct authorization.

2.4.8.13.2. Option 2. The 635 SCOW/WM will load KSN details for each stock number, where excesses are generated, because of authorization changes. The details will be loaded with an authorized quantity equal to the excess quantity, an unsupportable detail flag of “F”, an unsupportable quantity equal to the excess quantity, and an Allowance Source Code (ASC) of 080EXCE. The 635 SCOW/WM or storage location at the request of the MAJCOM WRMO, will process 1KT transactions to move the excess from the authorized detail to the excess detail. The original detail will be adjusted accordingly to reflect the proper authorization quantity.

2.4.8.13.2.1. WRM RSP details containing a 080EXCE ASC will not be considered as part of the reconciliation.

2.4.8.13.2.2. The 635 SCOW/WM will provide a 080EXCE report to the MAJCOM WRMOs monthly.

2.4.8.13.2.3. When directed by the 635 SCOW/WM, 080EXCE excesses will be turned in to stock to satisfy enterprise WRM shortages. MAJCOM WRMOs will engage with WRM storage locations to get excesses turned-in to stock, making assets available for redistribution.

2.4.8.13.2.4. WRM storage locations will return assets maintained on SPECIAL-SPARES details (233) containing ASC 080EXCE to stock and delete the detail.

2.4.8.14. WRM Direct Vendor Delivery Process.

2.4.8.14.1. Direct vendor delivery of WRM RSP initial spares, procured with 3080 appropriation funds, will be on 233-SPECIAL-SPARES details. (T-1)

2.4.8.14.2. The 635 SCOW/WM will:

2.4.8.14.2.1. Obtain an approved Master Parts List from the vendor to include the items, price, and quantities within the kit. (T-1)

2.4.8.14.2.2. Process 1EBs to load RSP serial control record. (T-1)

2.4.8.14.2.3. Process FILs for all items on the Master Kit List that are not loaded in ILS-S. Assign a temporary serialized stock number for non-stock listed part numbers. (T-1)

2.4.8.14.2.4. Process due-outs "TEX Z" for all items and quantities on the Master Parts List to prevent a system-generated requisition. (T-1)

2.4.8.14.2.5. Process the SPRs offline while linking to the "TEX Z" due-outs, use Routing Identifier Code (RIC) "JLS", Signal Code "D", and the offline blocked numbers D001-D999 for all items on the Master Parts List to prevent the creation of a Received-Not-Billed (RNB) detail. (T-1) This will ensure the DAF does not pay for the item twice.

2.4.8.14.2.6. Provide an Excel® spreadsheet cross-reference list, which will contain the information on the Master Parts List from the vendor, and the stock number, due-out and offline requisition number. (T-1) Send the Excel® spreadsheet cross-reference list to the vendor for inclusion in shipping along with the DD250, Material Inspection and Receiving Report, and to the Base RSP Reps, and to the Base Inbound Cargo. (T-1) This will assist in matching the items when delivered.

2.4.8.14.3. RSP Representative will:

2.4.8.14.3.1. Assist Inbound Cargo personnel upon delivery of Master Parts List items by using the Excel® spreadsheet cross-reference list, provided by the 635 SCOW/WM, to match-up the items received to the Master Parts List. (T-1)

2.4.8.14.3.2. Annotate receipt overages, shortages, or other discrepancies directly onto the Excel® spreadsheet cross-reference list and forward to 635 SCOW/WM within 72 hours for resolution. (T-1)

2.4.8.14.3.3. Process an MSI transaction for materiel issued to a customer using the requester's organizational funds to ensure RSP replenishment. (T-1)

2.4.8.15. For 635 SCOW managed War Reserve Materiel capabilities, MAJCOMS will utilize the 30-character System ID field in ELMS to reflect critical data used to identify WRM assets in the Property Accountability module.

2.4.8.15.1. Unit Customer.

2.4.8.15.2. MAJCOM WRMO.

2.4.8.15.3. 635 SCOW/WM.

2.4.8.15.4. 635th Materiel Maintenance Group (BEAR) (pilot unit).

2.4.8.15.5. Air Force Civil Engineer Center (AFCEC) or Air Force Petroleum Office (AFPET).

2.4.8.15.6. Air Force Life Cycle Management Center (AFLCMC) Program Management Office (PMO).

2.5. Degraded Operations.

2.5.1. Degraded Operations. Degraded operations will meet the requirements of normal operations, but the extent the processes are performed, and the application of technology used to perform them will vary. Degraded operations will be tailored to each situation based on mission requirements. As soon as the need for degraded operations becomes apparent, the LRS/Materiel Management Activity and AFMC will advise customers that their support may be limited.

2.5.1.1. Governing materiel management support processes must be performed in the event the materiel management IT system (in whole or in part) is not available. Materiel management support operations are degraded when automated systems are not accessible; are temporarily down due to power failure, environmental condition, hardware/software problem, etc.; or during normal offline periods (end-of-day, end-of-year).

2.5.2. Degraded Operations Planning.

2.5.2.1. Continuity Of Operations (COOP). To the maximum extent feasible redundancies and failsafe capabilities will be included in materiel management systems to prevent outages. However, system outages will still occur. In anticipation of such outages, each materiel management activity will maintain a COOP that addresses situations when normal system processing is unavailable, and manual accounting will be required. Not all situations addressed in the COOP will require manual accounting.

2.5.2.2. Materiel Management Contingency Team. As part of a base's materiel management contingency plan, a contingency management team will be established to maintain control of overall materiel management operations. The composition of the management team may vary, but normally it will include the LRS APO or equivalent, (QA), the Control Team Chief, and representatives from each affected element. The initial team meeting will focus on assessing the situation and reviewing the contingency plan. This team will conduct situation assessments, identify problems, and make recommendations for operation changes throughout the exercise/situation.

2.5.2.3. LRS APO, or equivalent will; appoint, in writing, the primary and alternate Control Team Chief who will (T-1):

2.5.2.3.1. Activate the Control Team, as required.

2.5.2.3.2. Ensure degraded operations exercises are conducted at least twice a year. Note: Exercises directed by AF/A4LR, end-of-year closeout, and real-world outages may be counted as a local degraded operations exercise.

2.5.2.3.3. Assess degraded operations activities and adjust the applicable support plan as needed.

2.5.2.3.4. Ensure data needed to support operations is prepositioned and readily accessible.

2.5.2.3.5. Assemble the Control Team when directed by the LRS/CC.

2.5.2.3.6. Keep the LRS/CC informed regarding the status of the degraded operation.

2.5.2.3.7. Appoint (with flight chief coordination) Control Team members in writing.

2.5.2.3.8. Ensure all Control Team members are trained, equipped, and qualified to perform degraded operations and training are appropriately documented in training records.

2.5.2.3.9. Coordinate actions among materiel management chain partners and customers.

2.5.2.3.10. Ensure all transactions are processed and rejects are cleared before resuming online processing actions.

2.5.2.3.11. Coordinate schedule of exercises with the owning MAJCOM.

2.5.2.3.12. Coordinate IT system outages with other functional areas within LRS (TMO/Receiving, base customers, etc.).

2.5.2.3.13. Ensure all products (reports/listings/data files/ILS-S User Guides) are available offline. Upload/download the products as frequently as indicated but must be readily available when degraded operations are needed. Refer to the ILS-S User's Manual for frequencies.

2.5.2.4. Preparations for degraded operations begin before the ILS-S goes down and before degraded operations commence. Each functional area will ensure they are able to access the computer products (reports/listings/data files), and forms needed to fulfill their primary duties during degraded operations. Note: Electronic media may be used instead of physical forms if the information contained in the media meets the intent.

2.5.2.5. Duration. When a planned outage is projected to last less than 24 hours, the control team Chief can elect not to formally activate the Control Team (CT). Hold transaction processing until the system is available. When the outage (planned or unplanned) is projected to be more than 24 hours, then degraded operations will be declared and the CT will be activated. The CT will not be activated for normal weekends and holidays. Materiel Management activities should not expect to process all transactions during degraded operations (even if the operation extends for an extra ordinary length of time). The capabilities of suppliers must be considered during the operational assessment, e.g., if suppliers are also in a degraded mode significant limit on; additional processing may need to be continued.

2.5.2.6. These procedures apply to AFMC, LRS, satellite accounts, and all assigned or attached activities that maintain records on or receive support from the ILS-S. These procedures are to be used in the event the ILS-S (in whole or in part) is not available. AFMC supported bases will coordinate degraded operations with AFMC Control Team Chief (CTC).

2.5.3. General Manual Accounting Procedures

2.5.3.1. Manual accounting during degraded operations procedures process. For IT guidance specific guidance, review the ILS-S User's Manual.

2.5.3.2. Materiel management manual accounting operations are mandatory for UND "A" issues and MICAP reportable transactions (e.g., backorders, shipments, receipts, due-out releases (DORs).

2.5.3.3. Transactions are processed on a case-by-case basis (normally based on mission impact) with close coordination between the LRS/Materiel Management Activity, AFMC, and the sources of supply. When the situation dictates, some transactions may be held and processed individually after recovery is complete. For example, a single equipment transaction that was worked off-line during degraded operations might be held and processed individually. The CTC will be involved in decisions to withhold transactions from recovery. Degraded operations do not impede physical movement (transfer/deployment) of spares and equipment.

2.5.3.4. Prepare auditable documents. Prepare DD Form 1348-1A, Issue Release/Receipt Document to facilitate the movement (issues, shipments, transfers, and releases) of assets during degraded operations. When the Asset Management System is available, then document labels can be used for on-base movements.

2.5.3.5. Enforce Controls. Special handling must be enforced during degraded operations. Each functional area will ensure that special handling continues to be applied. Check item record attributes for Controlled Item Codes, Serialized Report Codes, TCTO, NPPC, Suspect, Functional Check, Shelf Life, ESD, and Exception Codes (Issue, Shipment, and Requisition) and apply special handling as required. Place special emphasis on the control of pilferable, classified and NWRM.

2.5.3.6. Recovery Files. As transactions are made, create transaction images in legacy straight-line (80-320 position) (flat file) format. When ILS-S is available for recovery processing, ensure applicable 4-position SRAN is appended to the beginning of each transaction image prior to batch processing. Limit batch transactions to 250 or less images.

2.5.3.7. Quality Control. Ensure transactions are correctly prepared prior to end of day merge or more often if required to avoid rejects during recovery processing. Verify data on input images match what is reflected on the reports/accountable documents (for example, NSN, unit of issue, quantity, document number, and system designator match what is reflected on computer products and forms such as AF Form 2005, Issue/Turn-In Request or DD Form 1348-1A).

2.5.4. Functional Area Procedures. Common procedures applicable to all functional areas are described below.

2.5.4.1. Customer Support Liaison.

2.5.4.1.1. Call-in points will accept issue requests and perform research actions based on CTC guidance. Requirements accepted but not qualifying for processing will be held and input after recovery.

2.5.4.1.2. Load item and support records during degraded operations.

2.5.4.1.3. Support the screening of incoming receipts and returns for due-out release action. A list of serviceable assets maintained in the Flight Service Center will be consolidated with the list of serviceable assets held in Receiving, so asset availability can be quickly determined.

2.5.4.1.4. Requisitioning. During degraded operations, requisitions are processed as offline requisitions. Ensure all new MICAP due-outs (TEX "7") are added to the High Priority MICAP Boards if available (see ILS-S User's Manual). When ILS-S is not available, call in new MICAP backorders to AFMC/AFSC/635 SCOW. Only when directed by AFMC/AFSC/635 SCOW, forward all Stock Replenishment Issues (TEX "6") and Non MICAP backorders to AFMC/AFSC/635 SCOW. AFMC/AFSC/635 SCOW creates offline requisitions for authorized items using the Special Requisition (SPR) Transaction.

2.5.4.2. Receiving. CTC prescribes what receipts are processed using degraded operations procedures. Perform normal receipt actions as outlined in DAFI 24-602, V2. A list of all serviceable items held in receiving will be maintained and screened against incoming asset requests (issues, shipments, etc.) as requested. DAFI 24-602, V2, provides guidance on the receiving process used during degraded operations.

2.5.4.3. Asset Management Storage Operations. Storage operations conduct asset availability checks (to include lateral sourcing requests) as needed and notifies the requestor/call-in points of asset availability Stock will be processed for issue/release as directed. The CTC determines if some or all stock will be binned.

2.5.4.4. Flight Service Center. Maintain control of items Due-In from Maintenance (DIFM). The Flight Service Center will accept, and process returns as prescribed by the CTC. Normal in-checking and inspection functions for serviceable returns apply. Serviceable returns will be screened for due-out release action and reparable items will be evacuated as directed.

2.5.4.5. LRS/QA will oversee the entire degraded operations process, to include attending and observing transaction recovery. AFMC/437 SCOS will manage the entire degraded operations process at their level. LRS/QA will ensure an After-Action Report is created and signed by the LRS/CC, is submitted to their respective MAJCOM/A4Rs for any concerns. (T-2)

2.5.4.6. Inventory personnel may remove freeze codes that result from erroneous processing. This section/element collects and processes Special Inventory Request notices that result from Insufficient Quantity rejects.

2.5.4.7. Computer Operations/Functional Systems Management. AFMC will configure ILS-S to support degraded operations (to include recovery), and the LRS/Materiel Management Activity will utilize ILS-S to accomplish degraded operations (to include recovery). Any incoming System interface processing should be suspended until recovery is complete. Base level interfaces (maintenance, transportation, etc.) will be evaluated and disabled if needed. When IT System is available, set the recovery flag for Degraded Operations. Assign processing capability to users designated by the CTC.

2.5.4.8. Other Areas Not Specifically Addressed. Specific scenarios and mission requirements may require the involvement of other functional areas. Other areas that must process materiel management transactions off-line will do so pertaining the applicable section of this publication.

2.5.4.9. Support to Contingency Operations. Support to contingency operations may or may not involve manual accounting operations. Most contingency sites will have access to

materiel management automated systems, so normal transaction processing will apply. However, when systems are not available, manual accounting procedures will apply.

2.5.5. Recovery & After Action.

2.5.5.1. After recovery is complete, perform quality control on all auditable documentation for accuracy. Confirm all degraded operations documents have been processed in the ILS-S. 2.5.4. Specific Functional Area Procedures for recovery. This includes ensuring accurate posting of MSK, RSP, HPMSK transactions upon deployment return. See ILS-S User's Manual for IT specific degraded operations recovery guidance.

2.5.5.2. Kit deployments/transfers are processed as part of or immediately after system recovery (e.g., Transactions that occur at home station prior to kit deployment/transfer are processed prior to application of the deployment indicator. Transactions occurring at the deployed site are processed after the kit deployment/transfer has processed).

2.5.5.3. After 72 hours, impacted materiel management activities will perform a daily assessment and adjust transaction processing, as needed, to support mission requirements (e.g., begin accepting and processing requests for RSP replenishment, single point failure, UND "B", receipt, turn-in).

2.5.5.4. System Transaction Recovery (STR). Occasionally problems will occur that cause database errors in Materiel Management IT systems. When this happens, the system will be restored to the last back-up and thorough research must be conducted to determine what transactions must be replayed/reprocessed. Materiel management activities will be prepared to respond to these situations that require STR. These situations may drive the need for manual accounting during the database recovery.

2.6. Readiness Spares Packages (RSP) and Kits.

2.6.1. RSP Overview. Readiness Spares Packages (RSPs). RSPs are used to support deployments of AF weapon systems and populated with multiple classes of supply. AF doctrine is to establish immediately premium transportation-based air routes for eligible Class IX (a) and Class VII (x) assets from point-of-use to repair node and retrograde to point-of-use to achieve consistent resupply within 72 hours. Over time, as force structure and operational planning change, authorizations for RSP change also.

2.6.1.1. Authorization Document. Authorizations for RSPs are a result of wartime taskings and approved by AF/A4LR. Based on these approved authorizations, MAJCOMs are authorized to allocate RSPs to specific units/bases.

2.6.1.2. For airborne systems, the Program Manager (PM) must build RSPs IAW the published authorization document. MAJCOMs, in conjunction with AFMC, develop the spares lists, which make up the RSP. The RSP will be adapted to fit the peculiar mission requirements of each individual organization to which it applies. Squadron specific contingency packages may be developed for all aircraft weapon systems other than strategic airlift aircraft. Either Mobility Readiness Spares Package (MRSP) or In-Place Readiness Spares Package (IRSP) will be authorized against a single requirement, but not both. End items (including communications security items) with ERRC Code "S" or "U" will not be included in RSP.

2.6.1.3. A separate unit-specific contingency package may be established for each unit authorized an MRSP or IRSP. AMC strategic airlift aircraft are exempted from unit specific contingency package development per policy waiver granted by AF/A4LR. When required, MAJCOM will assign discrete identification numbers to contingency authorizations provided to field units.

2.6.1.4. When an RSP authorization is permanently transferred from one command to another, the MRSP bins and assets will be transferred intact to the gaining command. Those items of RSP that are not transferred will be made available for redistribution. When an RSP authorization is deleted from AF requirements, the using command will inform the storing command materiel management activity. Disposition instructions will be requested through the MAJCOM to AFMC to determine appropriate disposition. The RSP Authorization Document will identify transfers and deletions, wherever possible. Any omissions or conflicts with the document must be addressed from the using command's operations staff to the authorizing OPR at HAF, with information copies to AF/A4LR.

2.6.2. War Reserve Materiel (WRM) Authorizations and Reconciliations.

2.6.2.1. Steps taken before processing WRM authorizations, how to process the WRM authorizations and performing WRM reconciliation. The following actions will be performed:

2.6.2.1.1. Materiel Management personnel must make sure they have received the entire WRM authorization file.

2.6.2.1.2. Processing the WRM authorizations. MAJCOM RSP managers will develop, create, and ensure the MAJCOM WRM Serial Number Authorization Record/WRM Authorization Input Record images, commonly referred to as the XVF/XTJ files, are loaded annually, no earlier than 1 September and no later than 30 September. These images are provided to ILS-S by either manual download/upload or automatically through the WS-MIS REALM PC interface. RSP managers will coordinate with base Asset Management Section prior to initializing RSP reconciliation. RSP managers will notify base Asset Management personnel when files are ready for reconciliation. See ILS-S User’s Manual for RSP Reconciliation instructional material.

2.6.2.1.3. WRM Base Authorization Input Processor List. When the option to create WRM authorization input list is taken, the computer will output a WRM base authorization input list to help Asset Management. This list helps in loading or changing WRM serial number/control record(s), segments the WRM Authorization Input Record, and assigns the shop codes and item numbers. Utilize MAJCOM WRM Serial Number Authorization Record (XTJ) for WRM base authorization input screen selection format. The computer outputs the WRM Base Authorization Input Processor list in the following sequence:

2.6.2.1.3.1. MAJCOM WRM serial number authorization input record by SRD/UTC.

2.6.2.1.3.2. WRM authorization input record by national stock number/SRD/UTC.

2.6.2.1.3.3. Initiating WRM Base Authorization Input Processor. After

completing the actions required on the WRM base authorization input list, initiate the WRM Base Authorization Input Processor process to add or change the applicable WRM details. The computer will enter the add/change images of the applicable WRM detail load/change in the pseudo reader to process or create a disk file for review prior to processing.

2.6.2.1.3.4. WRM Base Authorization Input Processor Scan Option. After completing all adds, changes, or deletes, Asset Management should process the WRM Base Authorization Input Processor Scan Option to make sure all the WRM authorization input records have been processed completely. When any WRM authorization input records have not been completely processed, the computer will produce a WRM base authorization input list. Then Asset Management must complete processing for those WRM Authorization Input Record authorizations, which appear on the WRM Base Authorization Input Processor list.

2.6.2.2. WRM Reconciliation.

2.6.2.2.1. When Materiel Management personnel are satisfied that all WRM Base Authorization files have properly uploaded into ILS-S, they should schedule a WRM Reconciliation. When necessary, the WRM Base Authorization may be reloaded to accommodate any changes to the records. Continue processing the RSP Reconciliation until no discrepancies exist.

2.6.2.2.2. WRM Reconciliation processing procedures. Process the WRM Reconciliation in the following way:

2.6.2.2.2.1. After WRM Base Authorization files have been properly uploaded into ILS-S proceed with the WRM Reconciliation. The reconciliation is complete when there are no variances or indicative data changes remaining.

2.6.2.2.2.2. The Materiel Management Flight Officer, LRS APO, or ranking individual of the tenant activity responsible for the kit shall verify the reconciliation.

2.6.2.2.2.3. The authorizing MAJCOM and Lead MAJCOM will verify that the reconciliation has been completed.

2.6.2.3. Contingency Reconciliation Processing. RSPs transferred to the area of responsibility (AOR), in accordance with WSS PM milestones, MAJCOM RSP managers will develop, create, and load the WRM authorization files (XTJ/XVF images) annually in ILS-S.

2.6.2.3.1. To meet required milestones, complete all actions detailed in this section within 30 calendar days after receipt of the master authorization files for each type of RSP (MRSP/HPMSK). Managing MAJCOMs will determine if the reconciliation will be performed for RSPs expected to transfer in less than 60 calendar days. Extensions must be requested in writing via message or letter to Managing MAJCOM RSP managers. A complete explanation and expected completion date must accompany extension request.

2.6.2.3.2. Quantity Variances (Changes). For details with reduced authorizations, process applicable TRICs (based on Type Spares Code) to reduce authorized quantities

but retain items resulting in excess on-hand balances in the RSP. Process due-out cancellations if assets are not on-hand. Turn in all excess property upon return to home station. (T-2)

2.6.2.3.3. Detail No Matching XVF Authorization (Changes). For details with on-hand balances, change the authorization to unsupportable and retain items as excess. Process due-out cancellations and decrease/delete authorizations if assets are not on-hand. Turn-in all excess property upon return to home station and delete all unsupportable details. (T-2) The unsupportable details are the only discrepancies that MAJCOM RSP managers will approve.

2.6.2.4. MRSP (Airborne) Non-Optimize (NOP).

2.6.2.4.1. Maximum effort will be made to compute RSP requirements in the D087 system using flying hour programs (decelerated where directed). This includes large Mean Time Between Demand (MTBD) items. If an item can be computed, it should not be NOP-ed. Some item requirements cannot be computed using flying hours or sorties and are determined outside of D087. These items are identified in D087 by the entry of an appropriate computation exception code and are referred to as "NOP" (Non-optimize) items. All indicative data for these NOP items must still be included in the D087 database. NOP quantities are to be file-maintained as the Total Wartime Requirement (TWR) and, for IRSP, must also have a Peacetime Operating Stock (POS) offset provided by the using command. All items that are NOPed or adjusted must be explained and the method used to determine the quantity documented using one of the approved reason codes. Reason codes are defined in **Attachment 2**, **Table A2.1**.

2.6.2.4.1.1. Specific guidelines are as follows:

2.6.2.4.1.1.1. Weapon systems using decelerated hours will compute brake and landing gear items in lieu of NOPing. When NOP-ed, all systems will use the formulas in **Attachment 2**, **Figure A2.1** to compute wheels and tires. Weapon systems that do not use decelerated hours will use the formulas in **Attachment 2**, **Figure A2.1** for all these types of items. PSC 5 item will be computed if the weapon system is decelerated.

2.6.2.4.1.1.2. Tires and Wheels.

2.6.2.4.1.1.3. Tires: MAJCOMs should base RSP tire requirements for the support period on the anticipated wartime landings per tire divided by the mean landings between demands, then multiply the result by the Quantity Per Aircraft. Additional safety levels will not be computed for tires due to the impact on airlift requirements.

2.6.2.4.1.1.4. Wheels: RSP requirements for wheels are not failure driven but are surge support requirements. Given this situation, MAJCOMs should compute wheel requirements for RSP based on five duty days of surge sorties divided by the number of wartime landings, with that result multiplied by the QPA. For aircraft that do not deploy tire change capability, wheel requirements will equal tire requirements in the RSP.

2.6.2.4.1.1.5. Until the D087 system can compute requirements for items,

whose failures are not based on flying hours, or sorties for those weapon systems using decelerated hours, MAJCOMs will continue to manually determine requirements. See **Attachment 2**, **Figure A2.1** for formulas. These items will be non-optimize in the D087 system. To determine these requirements, the MAJCOMs should divide peacetime sorties by total demands to arrive at the peacetime "Mean Sorties Between Demands" (MSBD). MAJCOMs will divide the number of wartime sorties by that peacetime MSBD to yield the wartime requirement. For feasible cannibalization items (see **Attachment 2**, **Figure A2.2**), subtract one-half of the expected number of Non-Mission Capable Supply (NMCS) aircraft in the surge period from that wartime requirement to determine the NOP quantity. This is the quantity that the SPD will file maintain into the D087 system.

2.6.2.4.1.1.6. Aircraft guns, gun barrels, components, and repair parts may be included in RSP based on the following constraints. Both MRSP and IRSP will include repair parts and components for the weapon system support period (30 calendar days for most aircraft). The MRSP may also include one complete gun and gun barrel set. In addition, the MRSP will include enough gun support items, such as drums, to support initial operations. The remainder of the wartime requirement for gun related items will be included in the wartime consumables distribution objective (WCDO). Guns and gun barrel sets will not be included in IRSP.

2.6.2.4.1.1.7. Other NOP reason codes may only be used with prior approval of AFSC. A request for additional reason codes must include a clear statement of why a flying hour/sortie computation is wrong for the requested category of items or why the items must be adjusted. It must include which computation exception code will be used (that is, “N” if it is to be a one-time case and will revert to “compute” for the following review, or “Y” if the circumstance is permanent). It must include the proposed method for determining the RSP quantity for items in the category – either an equation or decision rules clear enough for anyone to use.

2.6.2.5. MRSP (Non-Airborne) NOP Item.

2.6.2.5.1. NOP “E” identifies items applicable to non-airborne systems. Requirements for these items will be determined using guidelines in **Attachment 2**, **Figure A2.2** (Pair with computation exception code “Y,” refer to Worksheet and Audit List Data Element Definitions).

2.6.2.5.2. Non-airborne systems normally have limited in-garrison operating time; therefore, MAJCOMs will determine the authorized quantity for the RSP.

2.6.2.5.3. Non-airborne system spares will not be duplicated within the RSP and Initial Spares Support List (ISSL) or Adjusted Stock Level (ASL) program unless the consumption data supports the requirement.

2.6.2.6. Out-of-Cycle Change Requests.

2.6.2.6.1. The general procedures associated with submitting an Out- Of–Cycle Change Request.

2.6.2.6.2. Out-of-cycle change requests are submitted on the AF Form 1032, WRM Spares List, or equivalent for recoverables and for consumables. Due to the workload involved, and the impact on package requirements, out of cycle changes should be kept to a minimum.

2.6.2.6.3. Coordination among the offices concerned is essential. When an out-of-cycle change request is required, the initiator, the authorizing and using MAJCOM, and the System Program Manager (SPM) RSP Manager must be kept informed and given enough time to take appropriate action. Each office having action on an out-of-cycle change request must promptly acknowledge receipt of messages (to include e-mail).

2.6.2.6.4. Changes to Economic Order Quantity (EOQ) items in the Consumables Readiness Spares Package (CRSP) are approved by the authorizing MAJCOM. The Lead and using MAJCOM will provide the changes to the SPM RSP Manager in the D040 system format. If ten or fewer stock numbers are involved, a message or e-mail may be submitted.

2.6.2.6.5. Changes to investment items in an RSP are approved by the SPM RSP manager, in close coordination with the applicable IMS/Equipment Specialist, Lead and using MAJCOM. Mandatory entries are the note code, stock number, quantity, work unit code, division code, the package or end item serial number, and the justification for the proposed change. Once the change is approved, all the following actions are required; otherwise, the RSP authorizations and the data files supporting readiness assessments will be inconsistent:

2.6.2.6.5.1. The SPM RSP manager must make the change (as an adjustment) in Reliability Execution Availability Logistics Module (REALM).

2.6.2.6.5.2. The Lead and using MAJCOM RSP Manager must notify the impacted base(s) of the change.

2.6.2.6.5.3. The Lead and using MAJCOM RSP Manager must request, from 635 SCOW/LG, new Aircraft Sustainment Model (ASM) files be extracted to support availability assessments.

2.6.2.7. Base Level Review of Readiness Spares Package.

2.6.2.7.1. The general procedures and tasks associated with the annual base level RSP review process.

2.6.2.7.2. The review process provides a forum to forecast any RSP add/change/ deletes and the anticipated cost to buy them. The following actions will be performed:

2.6.2.7.2.1. Annually, the RSP packages are reviewed. Authorizations are computed from historical demand data and programmed scenarios. However, inputs from the ALC, MAJCOM, Base RSP managers, and maintenance experts provide information necessary for determining valid authorizations. These tasks are part of the annual RSP review process.

2.6.2.7.2.2. LRS/Materiel Management Activity conducts a joint review with maintenance to determine how to best segment their RSP authorizations. Segment RSPs to support scheme and manuever and the unit's most common deployment configurations. LRS will ensure the sum of segmented authorizations do not exceed

the total MAJCOM authorized quantity. In all cases, airborne MRSPs must be configured in a manner that supports the unit's mobility concept.

2.6.2.7.2.3. The Base RSP manager will schedule a face-to-face base level review session with maintenance and distribute worksheets to lead technicians. The Base RSP Manager will serve as chair and record minutes, forward minutes, and results to Lead and using MAJCOM.

2.6.2.7.2.4. MAJCOM RSP/SPM Manager must be informed to review Authorization document for accuracy of the following data: look for indentured data to the NHA, Item Type (LRU/SRU), Quantity per Aircraft (QPA) Maintenance Concept, Cannibalization indicator and TO Fig/Index.

2.6.3. Resource Readiness Packages. General procedures associated with Resource Readiness reporting methods for obtaining and reporting WRM/RSP Fill Rates, Minimum. These procedures reference guidelines in AFI 10-201, Force Readiness Reporting.

2.6.3.1. The available methods for Resource Readiness reporting are the Weapon System Management Information System-Sustainability Assessment Module (WSMIS-SAM, D087C), Personal Computer-Aircraft Sustainment Model (PC-ASM), and Enterprise PC-ASM (EASM). These procedures will discuss the entire assessment and Resource reporting process for RSPs.

2.6.3.2. WSMIS-SAM. This is an AFMC mainframe computer system that assesses all Air Force airborne RSPs using standard methodology. Each supply account with RSPs and the Forward Supply Support (FSS) System reports their asset position by processing the weekly MAJCOM Combat Supplies Management System (CSMS) Reconciliation Report R30 to Wright-Patterson AFB. AFMC processes the R30 for RSPs for regionalized accounts and RSPs transferred to AFMC managed locations.

2.6.3.3. PC-ASM. For bases with multiple weapon systems, MAJCOM units assigned under one system designator, the host LRS/CC or equivalent should be responsible for ensuring PC-ASM is used for Resource Readiness reporting. Upon completion of the base level annual RSP Reconciliation, each MAJCOM will download their applicable Dyna-METRIC Microcomputer Analysis System (DMAS) files from WSMIS-SAM and forward these files to the applicable units for use in PC-ASM. Upon receipt from the MAJCOM, base RSP personnel will import the DMAS file into PC-ASM for each applicable Kit Serial Number (KSN). Note: The next step must be performed in PC-ASM operating on a classified computer.

2.6.3.4. As each of the KSNs are loaded into PC-ASM. When MAJCOM directs changes to the RSP (e.g., adds, changes, or deletes outside of the reconciliation period), they will provide using bases with the updated DMAS file to import into PC-ASM. To obtain the current retail level WRM and POS on-hand assets for all Mission Design Series (MDS) RSPs being reported by the unit in Resource Readiness, the reporting base will prepare and submit AF Form 2011, Base Supply ADPE Work Request, to schedule the required PC-ASM Report(s), (R26/NGV776) from the host computer operation section. It is critical that both the PC-ASM RSP files and the R26 are set-up on Operational Plan (OPLAN)-tasked and Designed Operational Capability (DOC)-response time sequence. The MAJCOM will include the sequence numbers on the annual MRSP load letter. Resource

Readiness reporting will be accomplished on the 1st of each month or next duty day should it fall on a weekend or holiday and problem parts must be aggressively worked at that time. Results/Problem parts are included in the Resource Readiness report to include detailed status of the parts and the impact on maintenance.

2.6.3.5. EASM. AFMC/AFSC is responsible for the development of EASM assessments for RSP Resource Readiness reporting. Each year, upon completion of the MAJCOM RSP review process and subsequent posting of current DMAS files into WMIS-SAM, the AFMC/AFSC will extract and load the applicable RSP data for each ASM assessed. As each of these KSNs are loaded into ASM. On the 1st of each month or next duty day should it fall on a weekend or holiday, AFMC/AFSC will provide a consolidated R26 to update ASM with the current retail level WRM and POS on-hand assets for each MDS assessed within ASM. Problem parts will be identified as the result of the assessments and passed to the applicable weapon system spares management team for analysis and action.

2.6.3.6. For spares fill rates see **Attachment 2**, **Table A2.2**.

2.6.3.7. Performing and Interpreting PC-ASM Assessments.

2.6.3.7.1. General procedures to perform initial PC-ASM assessment. The following actions will be performed.

2.6.3.7.2. For most units the reported assessment from PC-ASM is the “availability % (Method Z)”, which cross-references to **Attachment 2**, **Table A2.2**. Applicable rules (9-20) from the Defense Readiness Reporting System (DRRS) Reference Tables are located on the SIPRNET Department of Defense Readiness Reporting System web portal. For strategic airlift only, the sortie generation capability (method “Y”) is used and is accomplished only via WSMIS-SAM as a “fleet” rating. Strategic (C-5/C-17) bases are not required to perform PC-ASM assessments. This fleet assessment rating is computed via WSMIS-SAM and the results can be obtained directly from WSMIS-SAM via SIPRNET. Even if the kit assessment's sortie percentage equates to an S-1 level, the model will generate problem parts if a single stock number exceeds the Engine Not Mission Capable for Supply (ENMCS) threshold, which is the inverse of the Direct Support Objective (DSO) for the RSP’s Primary Aircraft Authorization.

2.6.3.7.3. Once the PC-ASM assessment is completed, produce the Problem Parts List. To do so, click on “Print Summary & Problem Parts” to identify any problem parts as a result of the PC-ASM assessment.

2.6.3.7.4. When the MRSP(s) is assessed to S-1 and has not generated any problem parts, the PC-ASM is finished, and the Resource and Capability Readiness information is ready to be filled out. When an assessment is less than S-1 and problem parts are identified or not identified, contact AFMC/AFSC for further research and assistance.

2.6.3.8. Performing and Interpreting EASM Assessments.

2.6.3.8.1. The general procedures associated with AFMC/AFSC performing initial EASM assessments.

2.6.3.8.2. Load current FY D087C WSMIS-SAM DMAS files into ASM.

2.6.3.8.2.1. Load R26 on-hand spares data into ASM.

2.6.3.8.2.2. Within EASM, there are two methods in which the R26 assets may be allocated to the Fleet RSPs: Fleet Proportional and Fleet Priority schemes. Fleet Proportional Allocation spreads POS and spares evenly based on the authorizations with the goal of bringing all KSNs to the same equivalent performance level and generally achieve a higher fleet overall assessment. Fleet Priority Allocation fills top priority RSPs optimally until availability target or item authorization is reached. This method provides a flexible option for assessing different scenarios (e.g., filling an RSP tasked for deployment). AFMC/AFSC will utilize the Fleet Proportional Allocation scheme for monthly RSP assessments.

2.6.3.8.2.3. Assess RSP. EASM will perform modeling assessment and provide results on the Fleet Assessment Output tab. RSP kits are listed in priority sequence with Fleet Size, ENMCS data, Availability flown percentage. The fleet size is equal to the Primary Aircraft Authorization (PAA) of the MDS weapon system supported by the RSP kit. The availability flown percentage is the percentage of the PAA supported that are expected to be FMC (Fully Mission Capable) at the completion of the assessment scenario.

2.6.3.8.2.4. After processing each unit and MDS fleet assessment, AFMC will update the monthly RSP assessment data located on the SIPRNET EASM SharePoint and forward assessment information to Defense Readiness Reporting System-Strategic (DRRS-S) personnel.

2.6.3.8.3. AFMC shall make EASM outputs available to the LRS/CC or equivalent to be utilized at their discretion, unless directed by MAJCOM, to utilize EASM results for Resource reporting. These EASM output files provide units with the Aircraft Availability (A/A) and the ENMCS reporting categories for determining the health of the MRSP(s). The first category is the A/A. This is the primary measured category for determining S-Level for Resource reporting. Even if the sortie percentage equates to an S-1 level, problem parts are generated if a single stock number exceeds the ENMCS threshold, which is the inverse of the DSO for the RSP's PAA.

2.6.3.8.4. Problem parts identified during the EASM monthly assessment process will be annotated on the applicable fleet RSP assessment data located on the SIPRNET EASM SharePoint. AFMC will review identified problem parts and take corrective actions to resolve.

2.6.3.8.5. When the MRSP(s) is assessed to S-1 and has not generated any problem parts, then one is ready to fill out the Capability Readiness Assessment Worksheet. When an assessment is less than S-1 and problem parts are identified or not identified, contact AFMC for further research and assistance. EASM provides the capability to enhance the asset position and thus obtain assessments that are more robust by including all locally available assets and enterprise- wide assets, if applicable.

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. **Attachment 2**, **Figure A2.4** provides the minimum information required for a contingency deployment computation. **Attachment 2**,

Figure A2.5 provides the minimum information required for RSP destruction and reconstitution assessment.

2.6.3.9. Working Assessment Shortfalls.

2.6.3.9.1. Host and tenant units must work together to prevent "double counting" assets, correct ILS-S Audit Report mismatches, and research problem parts. The following steps will be performed.

2.6.3.9.1.1. Ensure DIFM assets are properly coded and can be repaired on base. If not, they need to be returned to the depot and requisitioned.

2.6.3.9.1.2. Initiate Supply/Command assistance actions to AFMC on potential single failure component parts. This is not necessary if the weapon system and depot use Execution & Prioritization of Repair Support System (EXPRESS).

2.6.3.9.1.3. Coordinate with Maintenance to determine the impact each problem part will have on the wartime mission and to identify any additional assets that may be available for use, e.g., Special Purpose Recoverable Authorized Maintenance (SPRAM) assets, cannibalized assets from Backup Aircraft Inventory (BAI), Attrition Reserve (AR) aircraft, and Programmed Depot Maintenance (PDM) coded aircraft.

2.6.3.9.1.3.1. The AFMC/AFSC/635 SCOW/LG determines problem parts for retail using ASM and other analytical tools, as applicable. The LRS considers the anticipated maintenance man-hours to perform cannibalizations, and other actions taken to resolve the problem. Personnel can review the problem parts applicable to their units at the SIPRNET InteLink E-ASM SharePoint site: **https://intelshare.intelink.sgov.gov/sites/e-asm**

2.6.3.9.1.3.2. Verify SPRAM assets are in serviceable condition and assets would be available within DOC-response time. The time must include removal, inspection, packing, palletizing, and marshaling. Consider only assets, which maintenance can reasonably cannibalize in the pre-deployment phase within DOC-response times, from BAI, AR, and PDM coded aircraft. Ensure BAI/AR aircraft are available for cannibalization and not being used to backfill a grounded war-tasked aircraft. Aircraft in PDM status located off base will not be considered for cannibalization plans.

2.6.3.9.1.3.3. After applying these additional wing assets to the appropriate RSPs in PC-ASM, rerun the PC-ASM assessment. Cannibalized or other base assets that are available can only be applied against RSP shortfalls once, not applied against each squadron independently. Remember to reload the wartime flying scenario before running the enhanced PC-ASM assessment (refer to the security portion of the classified flying scenario message).

2.6.3.9.1.3.4. This second enhanced PC-ASM assessment will normally increase both sorties generated and aircraft availability. Use AFI 10-201, to convert the PC-ASM results to the Capability Readiness Assessment percentage and S-Level.

2.6.4. Post-Capability Readiness Assessment Actions.

2.6.4.1. Post-Capability Readiness Assessment pro-active actions. The following actions will be performed by AFMC:

2.6.4.1.1. Units with PC-ASM capability will continually review the status of problem parts and pacing items, and coordinate with Stock Control to generate follow-ups/supply assistance requests when the LRS APO has authorized this action.

2.6.4.1.2. Compare EXPRESS Tables and D035C with applicable IT system records.

2.6.4.1.2.1. LRS/Materiel Management Activities should compare the D035C reported asset position and the EXPRESS tables on the PC-ASM generated problem parts to ensure accurate D028/Recoverable Assembly Management Process Systems (RAMPS) reporting.

2.6.4.1.2.2. In D035C, verify the reported demand level, WRM level, serviceable POS balance, WRM balance, Due-In/On-Hand DIFM, and in-transit serviceable levels are correct when compared to applicable IT system records.

2.6.4.1.2.3. EXPRESS tables should be reviewed to ensure the depot has these parts validated with the proper Resource Readiness values and are scheduled for repair and distribution, accordingly.

2.6.4.1.2.4. The applicable IT system must initiate any corrective actions, not the Item Manager. A return maybe required to correct a DIFM problem, or releveling may be needed to correct a D028 problem with a WRM or POS level, etc.

2.6.5. Spare Parts Program Objective. The major objective of the RSP program is to support national strategy in consonance with the guidance issued by OSD. Specifically, the AF objective is to authorize, acquire on time, preposition, pre-stock, and maintain in a serviceable condition ready for use, all RSP needed to support the wartime activities specified in the Defense Planning Guidance.

2.6.6. Contingency support for AF and the Air Reserve Components (ARC) is provided through the utilization of on-hand Peacetime Operating Stock (POS) and RSPs. Contingency support can come from RSP or POS through many supply chain processes, such as special levels, CHPMSKs, MSKs, and CRSPs to ensure that stocks are in place at the right time to support the contingency mission. The RSP is prepositioned at or near the base of intended use or airlifted to the employment bases prior to, concurrently with, or following the deploying forces.

2.6.7. The only items authorized in airborne RSP are those listed on the Minimum Essential Subsystem List (MESL). These items support a specific weapon system and generate a Non-Mission Capable (NMC) grounding condition. Note: Safety-of-flight items are authorized even if not listed on the MESL and must be computed to the maximum extent possible.

2.6.8. Funding for RSPs.

2.6.8.1. Operating commands conduct RSP reviews annually in association with AFMC PM RSP Managers. To update the types and number of parts needed for right sizing is based on modifications, force structure, direct support objectives, Mean Time Between Demand (MTBD) changes, cannibalization indicators, and maintenance experience with past deployments. New requirements are computed by the AFMC logistics systems and validated by MAJCOM. Programming and budgeting for RSP and HPMSK annual

adjustments is the responsibility of AFMC. AFMC will include these requirements in the AFWCF budget as part of the Materiel Support Division buy requirement.

2.6.8.1.1. New RSPs and authorization changes required for modification of current weapon systems or mission changes are funded through the 3010/3080 procurement accounts. New authorizations can be driven by new weapon systems entering AF inventory, modification of current weapon systems, or mission changes.

2.6.8.1.2. Mission changes include changes in operational requirements (e.g., conventional vs. nuclear), changes in number of Primary Aircraft Assigned supported, such as independent vs. dependent kits or in-place vs. mobility kits.

2.6.8.1.3. New authorizations and mission changes will be carried in an "unfunded" status until verification of funding/asset source. The presence of an authorization in an "unfunded" status reflects the lead Commands' commitment to advocate for the requirement in their POM for all users of the new kit requirement. The lead command's A8 is responsible for the POM process.

2.6.8.1.4. Lead MAJCOM A4 notifies the MAJCOM/A8 of new RSP authorization requirements and justifying the new authorizations to the A8 for prioritization in the MAJCOM POM request. The lead command is responsible for addressing the total force RSP requirement. Responsibility for determination of the total force POM requirement is with the lead command in conjunction with AFMC.

2.6.8.1.5. AFMC determines the net buy and repair cost of new MRSP authorizations.

2.6.8.1.6. The AFMC will pass the net cost to the lead command A4/A8, so programming actions can be undertaken during the POM.

2.6.8.1.7. Once funding is approved through the POM/BES/President's Budget, the lead MAJCOM/A4/A8 should notify AF/A4LR to have the authorization moved to the funded section.

2.6.9. New Weapon Systems.

2.6.9.1. The initial step in RSP development will be a preliminary meeting between the PM and MAJCOM, chaired by the PM or delegated alternate, to determine when and by what method the initial RSP provisioning quantities will be computed and passed to the PM RSP manager. Minutes of the meeting will be prepared to document the specific ground rules and method of operation. Copies of the minutes will be provided to AFMC, the MAJCOM RSP manager, AF/A4L, and all attendees.

2.6.9.2. Selection of newly designed non-stock listed items for inclusion in RSP must be a joint decision of the PM and the MAJCOM.

2.6.9.3. The provisioning quantities will be computed to the greatest extent possible using ASM.

2.6.9.4. Close coordination in this process is required by AFMC/A4R or equivalent and the MAJCOM OPRs.

2.6.10. Accountability.

2.6.10.1. Equipment items will not be included in applicable non-airborne RSPs. Spare parts to repair support equipment may be included in the RSP.

2.6.10.2. All investment items, regardless of authorization source, will be carried on stock record account “FB” detail records and “FE” equipment accountability records.

2.6.10.3. Authorized support equipment items (ERRC code "S" and "U") will be accounted for in the appropriate equipment APSR. Spares to support equipment packages such as BEAR and Fuels Support Equipment must be accounted for on a RSP detail records. These types of RSP must be managed per the procedures outlined in this manual and AFI 25-101.

2.6.11. Establishing and Maintaining Detail Records for RSP.

2.6.11.1. General procedures to load, change, delete or postpone RSP detail records. The following procedures will be used to establish and maintain RSP detail records:

2.6.11.1.1. Use MAJCOM RSP Listing. Use the listing and records received from authorizing and using MAJCOM as authority to load, change, or delete RSP detail records.

2.6.11.1.2. Assign Shop Codes. Assign shop codes to identify a kit/package or kit/package increment. The first position specifies the kit number and the second the part or container. All airborne and non-airborne MRSP will have standard shop codes with the first and second position alpha code identifying the XD2 segment. Non-airborne MRSP will use a separate shop code for each supported end item.

2.6.11.1.3. Process transaction to load the detail. When the information has been processed and verified, retain authorization listings or files until superseded by new authorization files.

2.6.12. RSPs are prepositioned as follows:

2.6.12.1. The using command will be responsible for arranging logistics support for its activities at non-AF locations in the continental United States. Arrangements with ANG units will be negotiated through the National Guard Bureau (NGB). This will be coordinated with storing/reporting commands (as appropriate), AFMC, and any other AF command, military service or governmental agency concerned. When the designated storing/reporting command has an RSP prepositioning requirement at a non-AF location and does not have the capability to support that requirement, the using command and AF/A4LR will be advised. The using command will evaluate the requirement for prepositioning the RSP and, if valid, will negotiate an alternate method of support. When a solution to the problem cannot be found, the issue will be elevated to AF/A4LR for final resolution.

2.6.12.2. When RSPs cannot be prepositioned at AF locations, the storing command will select alternate storage locations in coordination with the using command, AFMC, and any other affected commands.

2.6.13. Asset Deployment and Transfer.

2.6.13.1. Units will initiate support segments within 5 calendar days of available load date (ALD) based on tasking priority. (T-2) Use program R42/NGV904 RSP Shortage Listing

or applicable MRSP/HPMSK authorization listings (R21, R43, R52 etc.). During the support segment review, units will consider items contained in supply points, other RSPs, tail number bins and as a last resort, cannibalization from home station aircraft as candidates to fill shortages within the deploying Readiness Spares Package. (T-2) Readiness Spares Package sections will provide maintenance with a list of candidates for cannibalization within 12 hours of notification of deployment, allowing sufficient time for cannibalization procedures. (T-2)

2.6.13.1.1. To allow for priority replenishment in support of JCS alert missions, units with approved JCS/IRF Project Codes and Project Flags are authorized to load the codes to their tasked MRSP/HPMSK 30 days prior to their ALD.

2.6.13.2. MRSP/HPMSK packages/Segments will not be transferred/loaned unless the designated location has an established SRAN and an identified Accountable Officer.

2.6.13.2.1. The peacetime deployment of an MRSP/HPMSK segment will be transferred to the host account if the deployment is greater than 30 days. Exception: AF/A4LR may approve deployed indicator extensions beyond 30 days if extenuating circumstances permit.

2.6.13.2.2. Specific weapon systems with small fleet dynamics (AC-130, MC-130, B-1, B-52, B-2, CV-22) may load deployment indicator flag “D” to the RSP after completing a kit transfer.

2.6.13.2.3. RSPs will not be transferred if the deployment is less than 30 days.

2.6.13.2.4. The using command or subordinate headquarters will coordinate all support requirements in advance with the command providing computer support for the deployment (and the command providing home-station support, if different from the using command).

2.6.13.2.5. Transfers involving packages assigned to ARC units must be coordinated with AFR or ANG, as appropriate.

2.6.13.2.6. The using command or subordinate headquarters will publish detailed guidance in appropriate deployment planning and implementation documents to ensure adequate controls over the deployed assets.

2.6.13.3. Deployments details will contain deployment indicators, and accountability for the items will remain at the home-station. Establish deployment indicators as follows:

2.6.13.3.1. CONUS deployment indicators will be established no earlier than nine (9) days prior to ALD.

2.6.13.3.2. OCONUS deployment indicators will be established no earlier than 14 days prior to ALD.

2.6.13.3.3. Units will use home station Routing Identifier (RID) during the 180-day commitment phase.

2.6.13.3.4. Units will change RID to Area of Responsibility location within 24 hours of JCS alert mission. If a non-mission capable condition occurs and the required spare is only available in the deployed RSP segment, AFMC will coordinate with the owning MAJCOM/A4 designee to approve the release of assets.

2.6.13.3.5. Upon release from commitment phase, units will remove deployment indicator within 5 calendar days.

2.6.13.4. Deploying units will submit requests to transfer supply kits and packages to AFMC/AFSC/435 SCOS. AFMC will provide detailed kit transfer and specific redeployment instructions, to include a request for the latest results of the PC-ASM assessment. AFMC will coordinate with the gaining Contingency Operations Activity (servicing the deployment theater), as required.

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. (T-2) See **Attachment 2**, **Figure A2.3** for email message requirements.

2.6.13.6. WRM Special Spares. Special Spares Packages items dispersed to support enduring units, or forward operating bases will be immediately placed in mission-deployed status.

2.6.13.7. WRM Special Spares Packages will be expensed to the deployed unit in possession of the end item by the supporting MAJCOM or Component Numbered Air Force in lieu of processing a transfer (1WD/NBV471).

2.6.13.8. Postponing Repairs. When an item is issued from a deployed MRSP kit/package, but repair of the damaged reparable item is postponed until the deployment is over, process the issue from MRSP detail records, using TEX “W”.

2.6.14. Losing Base RSP monitor will accomplish the following:

2.6.14.1. Process WRM Detail Record Deployment inputs to update the asset status flag on each unit's deployed package detail record. (T-2)

2.6.14.2. Produce the applicable package list for the RSP segment deployed and retain a copy at the home base. (T-2)

2.6.14.2.1. Delete the asset status flag immediately upon return after post deployment inventory. After deployment, when the package has returned to the home base, process a WRM Detail Record Return to delete the asset status flag. (T-2)

2.6.14.2.2. Update applicable IT system database records by processing degraded operations recovery files within the IT system immediately after return. (T-2)

2.6.14.2.3. Losing Base Replenishment. Replenish the deployed package if required, from the unit's home base, if airlift is available.

2.6.14.3. Transfer. Deploying units for over 30 calendar days will transfer supply accounts to the AFMC servicing the deployment theater. Transfers are accomplished by processing WRM Detail Record Transfer.

2.6.14.3.1. AFMC/AFSC/435 SCOS will provide detailed kit transfer instructions, to include a request for the latest results of the PC-ASM assessment. The deploying unit will use the PC-ASM assessment to identify critical problem items and evaluate the overall spares posture of the gained unit. Kit transfer procedures will include specific redeployment instructions.

2.6.14.3.2. Deploying Unit Responsibilities. Use degraded operations procedures for transaction processing during package or segment package transfers. Use the package listing and a logbook or local computer products to record all transactions to or from the transferred package. Continue until all information is uploaded on the gaining CSB computer or reloaded at the unit's home station after redeployment. Document all package transactions, regardless of which manual process is used to post transactions.

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 **Attachment 2**, **Figure A2.3**.

2.6.14.4. Units that deploy to locations with no ILS-S capabilities or an active SRAN will notify their MAJCOMs, who will coordinate with 635 SCOW/LG for assistance.

2.6.14.5. Upon direction from AFMC/AFSC/635 SCOW/LG, the following issuing and robusting rules and procedures govern the transition of spares from the redeploying MRSP.

2.6.14.5.1. Contingency spares robusting from redeploying unit's MRSP is critical to ensure effective positioning of spares to support contingency operations, without harming the deployed unit's ability to return to home station. The (E)LRS/CC or designated representative and parent AOR MAJCOM will also be advised of these procedures and may be asked to assist the 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 the replacement unit's MRSP requirements and robust from the redeploying MRSP before departure.

2.6.14.5.2. When 635 SCOW determines de-robusting is necessary to support ongoing operations, they will provide the deployed Accountable Officer/NCO and host (E)LRS/CC a list of recommended NSNs and quantities to be robusted from the redeploying MRSP to the deployed location contingency operating stocks. Any disagreement on assets recommended for robusting, from either the deployed accountable Officer/NCO or (E)LRS/CC, should be based on mission requirements and communicated to 635 SCOW before redeployment. There may be a legitimate reason(s) for some or even all the assets recommended for robusting remaining in the redeploying MRSP. Resulting actions taken on each recommended NSN for robusting will be annotated on the list provided by 635 SCOW and returned before physical MRSP redeployment. Decisions to not robust recommended assets to contingency operating stocks should be justified with supporting rational (examples: assets required for redeployment operations, warehouse refusal, or other mission related reasoning). Coordination with 635 SCOW is the approval authority for any disagreement.

2.6.14.5.3. When the location is authorized JCS Project Flag "A", the outbound MRSP will release any assets required to bring the contingency location's POS, CHPMSK, and inbound MRSP on-hand levels to one hundred percent of authorized levels. The authorized level is the sum of the POS, CHPMSK and inbound MRSP levels.

2.6.14.5.4. When the location is authorized JCS Project Flag "B", the outbound MRSP will release any assets required to bring the contingency location's POS, CHPMSK,

and inbound MRSP on-hand levels to fifty percent of authorized levels. The authorized level is the sum of the POS, CHPMSK and inbound MRSP levels. For example, if the contingency location has a total authorized quantity of four and an on-hand quantity of zero, the outbound MRSP would release two assets to robust the deployed location levels. When the contingency location had a total authorized level of three and total on-hand balance of zero, the outbound MRSP would still release two to bring the contingency on-hand level to the required floor of fifty percent.

2.6.14.5.5. When the location is authorized JCS Project Flag "C", outbound MRSP will release assets required to bring the sum of the contingency location's on-hand POS, CHPMSK, and inbound MRSP levels up to one. When the total on-hand quantity is zero, the outbound MRSP is required to release an asset to robust Project Flag "C" locations.

2.6.14.6. The deployed unit CC assigns supervisory responsibility to a deployed unit member when no forward supply account exists. Accompanying personnel may be collocated with the aviation package under control of the deployed unit CC.

2.6.14.7. Use and peacetime replenishment of MRSP assets while deployed will be as specified in MAJCOM-to-MAJCOM operations orders and agreements.

2.6.14.8. Items consumed while the MRSP is on temporary loan will be replaced by the organization using it, as much as possible, prior to return of the package. When time does not permit, it will be returned to the organization with the existing shortages and action taken to replace items.

2.6.15. Storage Management.

2.6.15.1. Maintain all RSP and peacetime assets in serviceable condition. MAJCOMS requiring RSPs to be stored at non-AF locations will be responsible for its maintenance. RSPs are considered supplies of vital importance and must be stored in facilities that meet the fire protection standards identified in MIL-STD-3007G, Unified Facilities Criteria, Facilities Criteria and Unified Facilities Guide Specifications.

2.6.15.2. Tenant organizations required to maintain a deployment capability will keep the required manpower authorizations to support the mobility requirement. Host/tenant support agreements will be established to specify who will store and maintain the RSP. (T-1)

2.6.15.3. Assets authorized for IRSP may be commingled with POS. Assets in MRSP may not be commingled with POS, they should be segregated and clearly marked within the warehouse location.

2.6.15.4. MRSP will be stored in mobility bins or in segregated base warehouse locations. Items too large for mobility bins may be stored on 463L pallets for immediate movement.

2.6.15.5. The maintaining activity must ensure that proper shelf-life control, rotation, TO compliance, and inventory practices are followed.

2.6.16. IAW AFMAN 23-125 (IP), COSIS, shelf-life controls and other inspection functions established for like peacetime assets will be applied to RSP items. All expendables owned by the materiel management activity will be rotated with similar peacetime items to protect their continued serviceability.

2.6.16.1. Technical Order (TO) and Functional Check. Complete TO compliance actions for RSP assets in the same manner as peacetime stocks and IAW applicable TOs. Functional check requirements will be performed prior to the item being placed in RSP. The frequency of subsequent inspections or checks will be as specified in the governing TO.

2.6.16.2. Inventory. All configurations of RSP and MSKs will be inventoried within 10 calendar days after return from deployment or transfer. Submit inventory parameter request to AFMC to update detail Date-of-Last-Inventory (DOLI). All classified assets will be inventoried and stored IAW this instruction. Inventory all other assets annually. The materiel management activity will seal MRSP bins at the time of deployment. In addition, the gaining materiel management activity will inventory an MRSP when it is received on a transfer or loan from another unit.

2.6.17. Storage and Maintenance.

2.6.17.1. Provide general guidance and requirements on storing and maintaining RSPs.

2.6.17.2. Buildup Items. When authorized, RSPs are allowed to maintain built-up configuration prior to use. Wheels and Tires stored in an RSP will be maintained in a built-up configuration per TO 4W-1-61, Maint and OH Instr –All Type Acft Wheels. (T-1)

2.6.17.3. Hazardous items may be segregated in Hazardous Storage facility (HAZMART) at the home station prior to deployment preparation. RSP personnel will maintain a Safety Data Sheet (SDS) for each hazardous RSP item. AFJMAN 23-209, Storage and Handling of Hazardous Materials, provides guidance in the control, storage, and handling of hazardous commodities.

2.6.18. RSP Packages.

2.6.18.1. Packages are developed to support the force as they are planned to exist at several specific points in time.

2.6.18.1.1. Contingency packages are built to support the force as it will exist at the end of the current review cycle; therefore, the review contingency package will be built to match authorizations for the next fiscal year.

2.6.18.1.2. A buy package is to be input to the next budget cycle after the current review cycle is completed. The review buy package will be built to match authorizations three fiscal years into the future.

2.6.18.2. Independent/Dependent Concept.

2.6.18.2.1. Provide guidance on combining dependent MRSP and independent MRSP to enable single Capability Readiness reporting.

2.6.18.2.2. Independent/Dependent Concept. The independent/dependent squadron is a mobility concept designed to recognize wartime deployment and bed-down plans for aircraft units. When two aircraft squadrons having the same MDS are programmed to deploy and operate from a single wartime bed-down location, an attempt will be made to draw those squadrons from a single wing and tailor unit equipment and manning to recognize the efficiencies inherent to multiple squadron bed-down.

2.6.18.2.3. Regardless of how the authorized MRSP is warehoused or packaged for deployment, it will be reported as a single MRSP of the Primary Mission Aircraft Inventory (PMAI). The dependent MRSP must be combined with the independent MRSP and will be Resource Readiness reported as a single MRSP of the combined PMAI.

2.6.18.2.4. General procedures for combining dependent MRSP and independent MRSP. The following procedures will be used to establish the “working package” and computation adjustments for Resource Readiness reporting of the combined PMAI.

2.6.18.2.4.1. When units operate under the independent/dependent concept, a "working package" of the combined Primary Mission Aircraft Inventory must be built. This package will not be listed in the RSP Authorization Document, and must always have an authorization factor of zero, because no such unit exists. It is built solely to aid in determining the quantities for NSNs in the dependent package. The working package and dependent MRSP will be built after all file maintenance has been done on the independent package.

2.6.18.2.4.2. Create the working package by copying the independent package to a serial number containing the combined PMAI of the independent and the dependent packages, and an "N" in the thirteenth position of the PSN. In this new "N" package, change the flying hours and Direct Support Objectives (DSO) to reflect the combined PMAI. Create the dependent MRSP by copying the independent MRSP to a serial number containing the dependent PMAI and an “N” in the thirteenth position, then, when necessary, adjusting the flying hours and the DSOs.

2.6.18.2.4.3. The independent/dependent operational concept requires adjustments after computation. The independent, dependent, and working packages are computed separately. Quantities in the dependent package are then adjusted as follows:

2.6.18.2.4.3.1. The Program Manager (PM) must send the independent and working kits to be computed along with all the rest of the kits.

2.6.18.2.4.3.2. The SPM must create a post-computation database on the REALM PC server and use the “TID” dependent kit calculation tool. After entering the three kit serial numbers and executing the computation, the dependent kit will be populated. For computing items, the dependent kit quantity is determined mechanically by subtracting the independent kit quantity from the working kit quantity. For noncompeting items, the dependent kit receives the same NOP quantity as the independent kit.

2.6.19. Airborne MRSP:

2.6.19.1. In-Place Readiness Spares Package (IRSP). The IRSP includes only the parts needed over and above the normal POS levels expected to be available to a unit during wartime. IRSP use POS for wartime requirements. The AF offsets the Total Wartime Requirement by subtracting the amount of POS it expects to be serviceable on-hand, which becomes the additive IRSP Authorized Quantity.

2.6.19.2. The Consumables Readiness Spares Package (CRSP) concept allows MAJCOMs to use either MRSP or IRSP details to manage consumable item support for contingency deployments. The CRSP process provides requirement and asset visibility, has automated transfer and deployment procedures, the capability to provide the correct priority, and project-coded replenishment requisitions.

2.6.19.2.1. AF units will maintain all approved CRSP authorizations in the retail systems and in a constant state of readiness to deploy in support of contingency operations. When reconciliation/approved authorization files are received from MAJCOM, they will be loaded and requisitioned immediately. The CRSP levels for AF units will be based upon 2 years of demand history data, retrieved using the 7SC data for ERRC “XB3”/” XF3”. Where possible and applicable, MAJCOMs should use demand history from multiple bases using the same MDS weapon system.

2.6.19.2.2. MAJCOMs will use 7SC data to create a list of consumable candidates. MAJCOMs will compute all EOQ requirements and for those items required for the LRU (attaching hardware) apply the higher of the computed quantity versus the quantity per aircraft required quantity. MAJCOM's will conduct an annual base level review to determine the range of items to be included in the CRSP. Units will provide a valid justification for out-of-cycle changes or items that are not on the 7SC list of candidates.

2.6.19.2.3. Home Station Consumable Readiness Spares Package (CRSP) Processing.

2.6.19.2.3.1. General procedures to perform loading and requisitioning home station CRSP packages.

2.6.19.2.3.2. Loading CRSPs. When a CRSP package is not required for an imminent deployment or contingency, the withdrawal flag on each RSP detail will be set to "Y", thereby allowing unrestricted issues and lateral support shipments from CRSPs. The automatic withdrawal flag will be set to "N" when a deployment or contingency is imminent to restrict withdrawals. When the CRSP is segmented into multiple packages, the combined Total Wartime Requirement (TWR) for all RSP details for each stock number will not exceed the MAJCOM-computed TWR for the stock number for that Stock Record Account Number (SRAN). The MAJCOM can specify the use of either the MRSP or IRSP to implement CRSP via RSP Details.

2.6.19.2.3.3. Requisitioning CRSP Assets. Use standard RSP fill procedures to requisition CRSP requirements. The quantity requisitioned and maintained as a CRSP package at the home station is the RSP TWR quantity. The Contingency Flag Review process will initiate requisition modifier transactions as appropriate to ensure the pertinent base requisition quantities up to the TWR are assigned CRSP project codes and priorities. The Contingency Flag Review is the process used to modify the JCS project flags and JCS/Intra-Air Force project codes on replenishment requisition transactions.

2.6.20. Non-Airborne MRSP:

2.6.20.1. Non-Airborne requirements are determined by the MAJCOM. The concurrence of the Inventory Management Specialist/Equipment Specialist (ES) will be obtained for AF-managed assets.

2.6.20.2. The RSP will include the spares necessary to support all end items in the deploying non-airborne UTC. Equipment items, including support equipment, may not be included in RSPs. Spare parts, to repair support equipment, may be included in RSP.

2.6.20.3. End Item Serial Number /Package Serial Number (ESN/PSN) Structure.

2.6.20.3.1. A standard thirteen-digit serial number structure will be used to identify all RSPs. The PM RSP managers (or subsystem program manager for end items not managed under a PM office will assign serial numbers in appropriate IT systems.

2.6.20.3.2. Non-airborne reparable authorizations are shown for the "Purpose" or "Mission" they are designed to perform, such as a CRE (Control Reporting Element), or an individual combat communication system (such as GRC-239, Troop-Satellite Support Radio). "Purpose packages" composed of end item packages for individual components are built in D087H and their supported relationships are established in the ESN/PSN Relationship Table.

2.6.20.4. PM RSP managers will perform file maintenance of the relationship table. MAJCOMs will provide updates to PM RSP managers as required.

2.6.21. Procedures for Unsupportable Package Requirements.

2.6.21.1. Purpose: To load, change, or delete kit and package detail records' authorized quantities for RSP. Package detail records account for two kinds of authorizations, supported and unsupported.

2.6.21.1.1. Use blank for the supportability code for fully supportable authorizations.

2.6.21.1.2. Use "F" for authorizations, which may not be requisitioned because of base or command fiscal restraints (no funds available).

2.6.21.2. General Unsupportable Package Maintenance Procedures. The following actions will be performed for the loading, changing, or deleting of unsupportable RSP requirements:

2.6.21.2.1. Load of Total Authorization. The LRS/Materiel Management Activity RSP package manager must load the total package authorization. (T-2) The authorized quantity field of each input must reflect the total authorization, which includes the sum of supportables and unsupportables. Then, enter the unsupportable quantity in the applicable field. The supportable and unsupportable quantities will be maintained on the same detail. For RSP, HPMSK, and CHPMSK input screen, see Airborne Mobility Readiness Spares Package (AMRSP) Load, Change, Inquire, Delete and Receipt (1UB).

2.6.21.2.2. Load authorizations using automatic issue program. Process an issue to establish a due-out for new supported quantities.

2.6.21.3. Issue for Shortages. To request an issue as changes are being made to the supportable detail record, process a do-not-requisition issue. When the computer program processes the issue, items will be issued from the warehouse to balance the package detail,

or a due-out for the quantity will be issued. If the full quantity is issued, remove the special requirements flag from the unsupportable due-in detail record and link the due-out and due-in.

2.6.21.4. Supportability Change. When notified by the AFMC GSD manager that unsupportable authorization has become supportable, the WRM manager will follow these instructions.

2.6.21.4.1. Part unsupportable. When only part of the assets authorized become supportable, process the change input, and enter the new unsupportable quantity in the unsupportable quantity field. The change input to decrease the unsupportable quantity cannot contain issue data. Prepare an issue request according to Expendable Item Customer Issue Request (ISU) Transaction Format and Documentation Requirements for the new supportable quantity.

2.6.21.4.2. Total Unsupportable. When the total authorization becomes supportable, process a change by inputting an asterisk (*) in the supportability code field and zeros in the unsupportable quantity field. Prepare an issue request for the new supportable quantity.

2.6.21.5. Unsupportable Package Requirements are managed by MAJCOM RSP Managers and units will be directed to make changes as needed to meet mission requirements.

2.6.21.5.1. MAJCOM RSP Managers will:

2.6.21.5.1.1. Perform a quarterly supportability code validation to identify items requiring new loads and to ensure existing codes and unsupportable quantities are correctly applied.

2.6.21.5.1.2. Review RSP details using Air Force Approved Ad-Hoc Database Systems script to determine whether supportability code “F” applies (on an item-by-item basis) for new additions.

2.6.21.5.1.3. Ensure details with or without existing supportability codes have correct unsupportable quantities loaded.

2.6.21.5.1.4. Notify applicable units of new additions or changes. Date and file listing manually or electronically until next validation.

2.6.22. RSP Review Process.

2.6.22.1. Review Schedule and Milestones.

2.6.22.2. The PM and affected MAJCOMs will review RSP annually. The review cycle will be timed to conclude in time for Air Staff approval of the requirement prior to the March IT system cycle RSP overlay. The purpose of the review is to update the range of items in authorized RSPs and verify the complete set of data used to compute quantities for those items. The review will include all recoverable items. Stock class 1377 cartridge actuated devices and propellant actuated devices are exempt from annual review. Selected EOQ items, to include the following categories, must also be reviewed: aircraft guns, gun components, aircraft wheels, aircraft tires, aircraft brakes and brake components, and others, as agreed between the PM and affected MAJCOMs. Reviews may be formal (face-

to-face and unit funded) or informal (by correspondence). A formal review will be held for all new weapon systems or end items and for all weapon systems or end items undergoing significant changes in configuration or demand rates. The decision to hold a formal or informal review will be made jointly by the PM and affected MAJCOMs. When a weapon system or end item has been reviewed informally for three consecutive years, a formal review will be held. The scheduling of a review is done jointly by the PM and the using commands; the PM's decision is final. Once the review is scheduled, all using commands must provide their required inputs IAW the milestones.

2.6.22.3. Asset Reporting. Levels and assets will be reported in the Air Force Recoverable Assembly Management System (AFRAMS) or equivalent system using document identifier "9QN" format.

2.6.23. Mission Support Kit (MSK).

2.6.23.1. A MSK is a transportable package of expendable supplies and spares, parts for aircraft, engines, aerospace ground equipment, and communications end items. These items are required to support an AF unit or segment of a unit when deployed for short durations. If deployed for less than 30 days and support (the levels and replenishment requisitions) is from the home base or no replenishment is necessary, then a MSK can be used. Note: An MSK can be built to support long-term contingency deployments of greater than 30 days. MSK levels come only from the deploying unit, the home-station RO is reduced for all NSNs loaded in the MSK. MSKs can become CHPMSKs if the contingency is extended beyond 90 days.

2.6.23.2. The Host LRS APO can approve MSK deployment or transfer. Exceptions must be granted by AF/A4LR. (T-1) NOTE: The level/details records are transferred to the gaining host base when a transfer is accomplished. Requisitioning action comes from the contingency site to the source of supply. The "transferred to" base increases its Requisitioning Objective (RO) for the MSK, and the home base RO is reduced by the amount of the MSK levels. The MSK is like the CHPMSK, except it is used to support contingency operations for a period less than 90 days or to support quick reaction contingencies (when there is no time to get a CHPMSK approved or when it is unknown if the contingency will last more than 90 days).

2.6.23.3. Deployed MSKs cannot be replenished from the deployment location, nor is replenishment for spares pulled from home-station to fill MSKs authorized. Special priority or Joint Chiefs of Staff (JCS) project codes are not authorized for home-station requisitions generated because assets were pulled for an MSK (e.g., if a part is cannibalized to fill a kit, then a MICAP is generated to replace the part). MSK detail records are usually kept on home-station records with a deployed indicator.

2.6.23.3.1. General procedures to load, change, inquire, delete, and receipt for Mission Support details MSKs. Personnel in Asset Management or organizational personnel (when MSKs are maintained at organizational level) will perform the following procedures to maintain MSKs:

2.6.23.3.1.1. Establishing Authorization Numbers. Each authorized item will be assigned an item number, which will be used as the last four positions of the detail record document number.

2.6.23.3.1.2. Processing Formats. Use format and processing procedures outlined in MSK Load, Change, Inquire, Delete, and Receipt (1MK) to load, change, inquire, and delete a Mission Support Kit.

2.6.23.3.1.3. Adding to an MSK. When adding or increasing an MSK detail record, compare the total combined authorized quantity of all mission support kit and supply point detail records to the requisition objective. A reject stating the input quantity plus supply point and MSK authorization quantity exceeds the requisition objective (R/O) will be produced, if the combined authorized quantity exceeds the R/O. Load or change the detail record accordingly. Bases must either increase the R/O by adding a special level or decrease the MSK and supply point detail record authorized quantity. (T-2) When bases do not accomplish this requirement computation process, the result will be a management notice stating the supply point and MSK authorized quantity exceeds the R/O.

2.6.23.3.1.4. Establishing New Codes for MDS. If an MSK supports multiple MDS, unique shop codes should be assigned to each MDS. This will allow classification by MDS on the MSK Listing.

2.6.23.3.1.5. Manual Processing. When the applicable IT system is not available, follow degraded operations procedures for transaction processing.

2.6.24. High Priority Mission Support Kit.

2.6.24.1. A HPMSK is an additive air-transportable package of expendable supplies and repair cycle assets designed to support a weapon system at a deployed location. The HPMSK supports selected units by providing a spares package, which contain assets that are additive to the base demand level and to worldwide requirement in ESCAPE. The HPMSK is built to support units with unique peacetime operational profiles that cannot support with unit Based Levels. HPMSKs are funded by the owning MAJCOM.

2.6.24.2. AF/A4LR is the approval authority for all HPMSKs once all coordination is complete to include AFSC/LZRB. MAJCOMs will forward HPMSK requests directly to AF/A4LR. Only in unique situations, and with the approval of AF/A4LR, will units with authorized MRSP be authorized an HPMSK. All approved HPMSKs will be loaded into the appropriate IT system. The ASM will compute HPMSKs using the Direct Support Objective and flying profiles provided in the OPLAN. RSP non-optimize rules will also apply to HPMSK computations. Any exceptions to computation policy and parameters will be approved by AF/A4LR.

2.6.25. Contingency High Priority Mission Support Kit (CHPMSK).

2.6.25.1. CHPMSK levels are provided from the overall worldwide POS requirements, not just from the home-station of the deploying aircraft. Readiness Base Levels are allocated in a way that minimizes worldwide-expected backorders.

2.6.25.2. CHPMSKs are authorized for tactical JCS coded units supported by IRSP offset levels.

2.6.25.2.1. CHPMSK Approval Authority.

2.6.25.2.2. AFMC is the approving authority for CHPMSK requests.

2.6.25.3. Requests for new CHPMSKs or additions to existing CHPMSKs will flow from the requesting MAJCOM through the applicable Lead Command to AFMC/AFSC/635 SCOW for approval.

2.6.25.3.1. AFMC/AFSC/635 SCOW will analyze the impact (increase in worldwide expected backorders) if the CHPMSK is fielded and will approve, disapprove, or recommend adjustments to range and depth or requested quantities. Note: CHPMSKs will be reviewed at least annually.

2.6.25.3.2. Information Requirements for CHPMSK Requests. Requesting Lead Command will provide AFMC/AFSC/635 SCOW with justification to support establishing a new CHPMSK or adding to an existing CHPMSK. The justification will provide information as to why an existing MRSP cannot meet/support the peacetime or contingency needs. The justification will include the following information to compute a CHPMSK: expected mission duration, primary/secondary units tasked, number of weapon systems tasked, number of that weapon system in the AF fleet, MDS tasked (model and block specific, if necessary), operational flying hour program, required operational support objective (i.e., aircraft availability target), range/depth of NSNs required, deployed location (including stock), and recommended MRSP to apply as the offset. Under no conditions will the CHPMSK and the MSRP support the same portion of the requirement.

2.6.25.3.3. CHPMSK and deployed MSK are separate and distinct from HPMSKs. When a deployment or tasking can be accomplished within existing flying hour programs (i.e., aircraft are flying peacetime hours at a site away from home-station), the CHPMSK or deployed MSK are the options to use. A CHPMSK or MSK can be used when transferring the assets to a contingency and support (replenishment and requisitioning) will come from the contingency base. These packages provide support to tasked units without increasing the worldwide requirement and are not additive requirements. Therefore, additional funding is not required. Note: Consider converting MSKs transferred to contingency location for more than 90 days to a CHPMSK.

2.6.25.3.4. CHPMSK may also support CRF until demands are sufficient to establish peacetime levels.

2.6.25.3.5. AF units supporting split operations (deploying a unit to more than one location) or rainbow unit deployments (aircraft from different units deploying to one location) to support recurring deployments may use CHPMSKs. Using CHPMSKs for these purposes reduces redundant airlift requirements, alleviates support problems associated with the lack of depth in RSPs for split operation deployments, and minimizes home-station support degradation for lead unit rainbow deployments.

2.6.26. WRM RSP Asset Control.

2.6.26.1. The 635 SCOW/WM centrally manages WRM RSP assets. Asset re-alignments will be passed to the MAJCOM WRMOs for execution by storing commands.

2.6.26.2. Initial and replacement WRM RSP details:

2.6.26.2.1. All initial WRM RSP requirements will be established with a Supportability Code “F” and Note Code “2” assigned.

2.6.26.2.2. Replacement for (expired shelf life, unserviceable) stock fund RSP details will be established with a Supportability Code "F" and no Note Code "2" assigned (unless it is a legacy item).

2.6.26.2.3. Replenishment (MSI from kit) stock fund WRM RSP details will be established with a blank Supportability Code and no Note Code.

2.6.26.2.4. Legacy WRM RSP details and assets will be established and identified with a Supportability Code "F" and Note Code "1" assigned.

2.6.26.3. All WRM RSP authorizations will be maintained on the Special Spares Listing (R34).

2.7. Contingency/Wartime Planning.

2.7.1. General Considerations. Planning shall be done IAW AFI 10-401, AFI 10-403, Deployment Planning and Execution. This section provides the basis for developing and providing materiel management inputs for this planning.

2.7.2. The AF materiel management IT system must support wartime combat operations from any location, whether it is a bare base, a collocated operating base, or an existing theater Main Operating Base (MOB) in OCONUS, or any other contingency area identified in published operational plans. It must also support the worldwide deployment commitment of tactical and strategic forces as specified in the AF 10-series instructions. During contingencies, maximum materiel management IT system processing support must be provided for direct mission requirements. For Degraded Operations refer to **paragraph 2.5** of this publication.

2.7.3. Wartime support for AF forces is provided using peacetime assets plus WRM. On-hand base primary operating stocks will be used to support WRM requirements when sufficient WRM assets are not available to support implementation of an approved AF war plan. The WRM is prepositioned at or near the base of intended use or is transported to the employed bases before, concurrently with, or following the deploying forces. During contingencies, all WRM assets will be integrated with and used as operating stocks.

2.7.4. The LRS APO must ensure prompt and accurate reporting of wartime stocks IAW AFI 10-201, Force Readiness Reporting, Chapter 4, Resource Readiness, to facilitate stockpile readiness decisions. (T-2)

2.7.5. Mobility equipment required to meet wartime taskings will be identified by the MAJCOM and incorporated in the appropriate Authorization ID. All mobility equipment authorizations are mandatory and will either be on-hand, on-order, or contained in appropriate budget documents (unless centrally procured). Air Reserve Component (ARC) units tasked to fulfill the same UTC deployment requirements will be similarly equipped, so they can be used interchangeably. These requirements are identified by gaining MAJCOMs and incorporated in the Weapon System Allowance Standard/Authorization ID.

2.7.6. The Concept of Operations (CONOPS) developed by AF/A4LX, outlines materiel management operations to support sustained combat operations across the entire spectrum of hostilities.

2.7.7. The CONOPS planner will:

2.7.7.1. Coordinate with MAJCOM counterparts and the Plans and Integration Section. (T-2)

2.7.7.2. Comply with OPLAN support requirements IAW AFI 10-401. (T-2)

2.7.7.3. Comply with BSP requirements IAW AFI 10-404, Base Support and Expeditionary (BAS&E) Site Planning. (T-2)

2.7.7.4. Ensure materiel management inputs are provided IAW AFMAN 10-206, Operational Reporting (OREP). (T-2)

2.7.7.5. Monitor Designed Operational Capability (DOC) Statement and Resource Readiness IAW AFI 10-201. (T-2)

2.7.7.6. Identify training requirements for assigned UTCs and ensure LRS/CC or equivalent cognizance for necessary action. (T-2)

2.7.7.7. Identify and prioritize all limiting factors/shortfalls to LRS Plans and Integration Section. (T-2)

2.7.8. The Base Materiel Management Planner will prepare for the actions required of deployed materiel management units deployed and absorbed as component forces in the theater. (T-2)

2.7.8.1. Home-station pre-deployment actions will be IAW AFI 10-403 for the movement of equipment WRM (RSP, MSK, or WCDO). Materiel Managers must consider the deployment location (bare base or collocated operating base) as part of the preparation actions.

2.7.8.2. After full-up communication connectivity, the materiel management UTC will establish accountability of deployed RSP and equipment using the materiel management IT system tied to the host computer for the deployed location. In-line processing by the host computer starts and normal base materiel management operations begin.

2.7.8.3. Bulk shipments of Chemical, Biological, Radiological, Nuclear IPE and weapons will be received and stored by the deployed LRS/ Materiel Management Activity until issued. (T-2)

2.7.8.4. Planning For Redeployment/Reconstitution. This involves redeployment of forces within the Area of Responsibility (AOR) to Forward Operating Locations (FOLs) or to home-station. The Materiel Management planner will be aware of the following:

2.7.8.4.1. FOL support will come from the main deployed base. FOLs will be considered off-base organizations of the main base. Support and accountability of assets will be provided and maintained by the main base.

2.7.8.4.2. Redeployment will be accomplished by deployed teams who handle WRM. Property will be shipped in UTC configuration with shortages identified and inventory lists attached to designated locations for reconstitution. Reconstitution will be accomplished at specified sites by deployed or home-station reconstitution teams. After reconstitution, assets will be forwarded to prepositioning sites.

2.7.8.4.3. Deployed or home-station functional agencies/custodians are responsible for inventorying and processing the accountability of assets through materiel management.

Materiel management will then transfer accountability back to the original unit/prepositioning site and direct the property flow of RSPs.

2.7.8.5. 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.

2.7.9. Planning guidelines for materiel management support at deployed locations.

2.7.9.1. The following general guidelines will be used by the Base Materiel Management Planner for operating at the deployed location.

2.7.9.1.1. The LRS APO will ensure maximum survivability of WRM assets and critical peacetime operating stocks, preferably by storing in hardened shelters. In wartime, critical assets must be dispersed and not stored in a single location. Potential sortie delays caused by dispersal can be tolerated as opposed to total loss of critical spares. The planner will ensure planning is based upon anticipated wartime vulnerability, rather than peacetime efficiency.

2.7.9.1.2. The LRS CC will designate alternate demand processing and LRS readiness locations. COOP planning is essential for materiel management operations.

2.7.9.1.3. A large workload is generated by breakout and issue of WRM, especially auxiliary fuel tanks. Planners will ensure break-out/movement of WRM is practiced and publish adequate procedural guidance. WRM break-out and movement may be the largest materiel management workload early in a contingency.

2.7.9.1.4. LRS CC will identify all buildings projected for materiel management use and, if none exist, plan for storage/work area alternatives. Storage space requirements depend upon the aviation packages being supported. Special care will be given to the wartime use of WRM facilities for conversion to general materiel management storage. MAJCOM planners will pre-identify these buildings and Mechanized Materiel Handling Systems/Storage Aid Systems (MMHS/SAS) required to convert from WRM to standard materiel management warehouses.

2.7.10. Logistics Support Decisions.

2.7.10.1. Materiel management planning requires a review of logistics support decisions prior to deployments to ensure selected procedures are consistent with the planned logistics support concept. As a minimum, these decision elements are:

2.7.10.1.1. Length of deployment (if known).

2.7.10.1.2. Identification of owning and supporting materiel management IT system accounts. Unless deployed asset accountability transfers at time of deployment, the home base materiel management IT system will be the owning account. Otherwise, the gaining materiel management IT system must be identified as the owning materiel management IT system. Provide designated lateral materiel management IT system support bases, including communication routing identifiers, DoDAACs and system designators.

2.7.10.1.3. Spares Replenishment. Specify when and if replenishment is authorized.

2.7.10.1.4. Specify if special vehicle or general-purpose vehicle requirements will be identified and sourced.

2.7.10.1.5. Requirement for base service store support and scope of operations. This requirement must address whether stocks are planned for initial lay-in and means for replenishment considering length of deployment.

2.7.10.1.6. The force activity designator (FAD) of unit(s) to be supported.

2.7.10.1.7. The planned maintenance concept, e.g., remove and replace or remove, repair, and replace or if a transition from former to the latter is planned.

2.7.10.1.8. The movement of retrograde (reparable) must not be delayed. Deployed units must be aware of where to send reparable.

2.7.10.1.9. The frequency/method for sending materiel management transactions must be determined.

2.7.10.1.10. Contracting support and associated funding. Identification shall be made of the necessary contracting support to provide for local purchase materiel management capability.

2.7.11. Other Planning Tasks.

2.7.11.1. Depending upon geographic location, MAJCOM, and mission, the LRS/CC may be responsible for planning actions other than reception. Some of these may include:

2.7.11.1.1. Planning for Contingency Operating Bases or Bare Bases. Main operating bases are usually tasked to accomplish base-level deployment/reception planning for contingency operating base and bare bases. The base logistics plans office/wing plans office can identify contingency operating base/bare base support responsibilities.

2.7.11.1.2. Noncombatant Evacuation Operations (NEO) or Noncombatant Emergency & Evacuation Plan. In areas of hostility and natural disaster, the US military may be tasked to assist the Department of State to evacuate, shelter, and provide for noncombatant personnel. For guidance, contact the installation base support planning manager within the LRS or the MAJCOM base support planning POC within the A4 directorate.

2.7.11.1.3. Host Nation Support Agreements. At overseas locations, LRS planners will be aware of Host Nation Support Agreements. The host nation may agree through negotiations with the Department of State, Service components, and MAJCOMs to provide materiel/services to the US Government for use during a war or contingency. Knowledge of Host Nation Support Agreements significantly enhances planning efforts. However, the planner will have a back-up plan in the event host support does not materialize.

2.7.12. Materiel Management Wartime Concept of Operations (CONOPS).

2.7.12.1. CONOPS development will be done in IAW AFI 10-401. CONOPS assumptions include:

2.7.12.1.1. Materiel management operations will be based upon a combination of self-sufficiency and responsive resupply management. Forward stockage, in-theater/regional repair capability, and theater-wide asset management will be employed, when appropriate, to support materiel management operations. Materiel management support systems will be deployed as soon as possible prior to or after the

onset of hostilities or contingency and IAW current Operations Plan (OPLAN) taskings.

2.7.12.1.2. Deployable communications to support stand-alone materiel management operations with an eventual communications link for upgrade to on-line operations, in conjunction with resupply management, are critical to combat capability. Communications and resupply management, therefore, must be established as early as possible. Since communication availability is never assured in wartime, data will be accumulated and transmitted by whatever means are available.

2.7.12.1.3. Logistics support may be limited during the initial deployment period. Not all essential materiel can be initially deployed. Therefore, critical spares identified after arrival in hostilities/contingency must be supported through expedited resupply management.

2.7.12.1.4. Materiel management processing by deployed locations will be phased in by site as hardware and communications become available. The centralized capability provided by AFMC is particularly appropriate for supporting combat operations from bare bases or locations that are too far from an established materiel management IT system.

2.7.13. Contingency Materiel Management Support Requirements.

2.7.13.1. The materiel management system must be structured to provide uninterrupted support for both in-place and deploying forces. How materiel management support processing is facilitated is largely driven by the scenario. Coordinate with AFMC to ensure uninterrupted materiel management support.

2.7.13.2. Day-to-day operations must mirror contingency operations to the greatest extent possible to minimize disruption and training disconnects.

2.7.13.3. Base self-sufficiency and resupply management responsiveness must be maximized.

2.7.13.4. In-place and deployed materiel management activities will maintain an audit-trail on all transactions.

2.7.13.5. Theater resource allocation decisions must be made within the theater command structure.

2.7.13.6. Support must include the entire spectrum of combat materiel, including aircraft spares, equipment, vehicles, communications, civil engineering items, Chemical Warfare Defense Equipment (CWDE), uniform items, and base reconstitution supplies.

2.7.13.7. Prepositioning WRM, surging depots, and resupply management efforts must be based on coordinated actions between AFMC, the lead command and operating commands.

2.7.13.8. Range and depth of support will depend upon the nature/anticipated length of the contingency and total units to be supported, i.e., deployed units as well as those already in place (support infrastructure).

2.7.13.9. Coordination with AFMC must be standardized as much as possible to accommodate any MAJCOM or contingency.

2.7.13.10. Contingency Materiel Management Concept.

2.7.13.10.1. In-place units will operate with materiel, available at the onset of hostilities, and critical parts, secured by whatever means is available, after the contingency operation begins.

2.7.13.10.2. Employment of mobile units will be comprised of two phases. The first phase involves the deployment of a materiel management advance echelon team (LRS/CC and materiel management infrastructure) to include the capability of processing materiel management IT system transactions in a degraded operations mode. The second phase involves the arrival of materiel management augmentation teams and connectivity with AFMC.

2.7.13.10.3. From the beginning of a contingency until normal materiel management operations are resumed, materiel management support will consist of POS, RSPs, follow-on RSPs and responsive "Express Delivery Service" of high priority items.

2.8. Life Cycle Product Support Planning.

2.8.1. The Product Support Manager (PSM) is responsible for developing a program's product support execution plan and documenting it in the Life Cycle Sustainment Plan. The Life Cycle Sustainment Plan specifically addresses materiel management support. It delineates the PSM's plan for identifying, resourcing, and implementing actions to acquire and repair spares, and all classes of supply to ensure the best equipment/capability is available to support the user. For additional detail, reference DAFI 20-101_63-101 and DAFPAM 63-128, Integrated Life Cycle Management.

2.9. AF Provisioning Policies.

2.9.1. AF provisioning policies will comply with requirements in DoDM 4140.01, DoD Supply Chain Materiel Management Procedures; DoDI 5000.02, Operation of the Adaptive Acquisition Framework; DoDM 4100.39, Federal Logistics Information Systems (FLIS) Procedures; DoDM 4140.27, Vol 1, DoD Shelf-Life Management Program: Program Administration, and Vol 2, DoD Shelf-Life Management Program: Materiel Quality Control Storage Standards; MIL-HDBK-502A, Product Support Analysis; DAFPD 23-1, Materiel Management; and DAFI 20-101_63-101 and AFMCMAN 20-106.

2.10. Participation in the Weapon System Support Program (WSSP).

2.10.1. AF participation in this DLA-managed program is required by DoDM 4140.01, Volume 2, and is essential to receiving the required level of DLA ICP support for DAF weapon systems. WSSP provides Services with the capability to identify DLA ICP-managed NSNs required to support specific weapon systems. DAF weapon systems using DLA ICP-managed NSNs are identified in the program by a WSDC. DLA ICP-managed NSNs are loaded in WRT against the specific WSDC on which the NSNs are used and each NSN is assigned a weapon system essentiality code (WSEC). WSECs indicate the degree to which failure (shortage/stock-out) of a WSSP item affects the ability of a weapon system to perform its intended operation. See DLAI 4140.38, Weapon System Support Program DLA Instruction.

2.10.2. WSSP Eligibility. Only those weapon systems requiring DLA ICP-managed NSNs support will be registered in the DLA WSSP. In addition, support systems/subsystems providing direct and immediate support to weapon systems (e.g., trainers, simulators, engines,

communications-electronic systems/subsystems, support equipment) relating to a priority weapon system may be nominated for WSSP inclusion.

2.10.2.1. The following guidance will apply for nominating weapon systems:

2.10.2.1.1. All new WSDC requests will initially be assigned Weapon System Group Code (WSGC) level "C". Upgrade to WSGC level "A" or "B" will be made, if required, during the next annual HAF/A8X WSDC-WSGC review.

2.10.2.1.2. WSGC level "A" will be limited to weapon systems designed as instruments of combat (either offensive or defensive) for issuance to destroy, injure, defeat, or threaten the enemy. These systems require the most intensive management to support performance goals and readiness objectives. WSGC level "A" may also include weapon systems experiencing long-term readiness problems or failures of supply support, where the condition can be improved by management and resource reallocation with DLA ICP.

2.10.2.1.3. WSGC level "B" will be limited to priority systems that are designed for and have a primary combatant function, or provide supplemental, direct, and immediate support to a combatant weapon system or situation. These systems require intensive management to support performance goals and readiness objectives.

2.10.2.1.4. WSGC level "C" will be assigned to systems not requiring intensive management to reach assigned performance goals and readiness objectives.

2.11. Spare Parts Breakout Program.

2.11.1. The objective of the AF Spare Parts Breakout Program (AFSPBP) is to reduce costs by purchasing parts from other than prime weapon-system contractors.

2.11.2. The DFARS PGI 217.7506, Spare Parts Breakout Program, requires DoD personnel involved with design control, acquisition, and management of any centrally managed replenishment or provisioned part to evaluate the part for competitive buy to reduce its cost. AFMC must buy parts without compromising configuration integrity, safety, and performance.

2.11.2.1. The AFSPBP applies to any centrally managed replenishment or provisioned part for military systems and equipment. All DoD personnel involved with design control, acquisition, and management of such parts include, but are not limited to, project, program, and system managers; technical personnel; contracting officers (CO); legal counsel; inventory managers; inspectors; small business specialists; and technical advisors.

2.11.2.2. The AFSPBP does NOT apply to:

2.11.2.2.1. Foreign military sale peculiar items.

2.11.2.2.2. INS items.

2.11.2.2.3. Local Purchase.

2.11.2.2.4. Obsolete items.

2.11.2.2.5. Phase out parts.

2.11.2.2.6. Parts acquired under other specifically defined initial support programs.

2.11.2.2.7. Items with annual buy values below the threshold developed by DoD components or field activities.

2.11.2.2.8. Component breakout.

2.11.2.3. An Acquisition Method Code (AMC) and AMSC are assigned to provide the best possible technical assessment of how a part can be procured. The technical assessment will be based on factors such as: the availability of adequate technical data, the government's rights to use the data, technical restrictions placed on the hardware, and breakout cost versus projected savings. A part does not have to be coded as noncompetitive based on an initial market survey that only uncovers one interested source. When sufficient technical data is in the government's possession to enable other sources to manufacture an acceptable part and there are no technical restrictions on the part, which would preclude other sources from manufacturing it, the part should be coded competitive. Note: Component breakout is under DFARS 207.171, Component Breakout.

2.11.3. General Guidance:

2.11.3.1. To aid breakout to competition or direct purchase, AFMC identifies, selects, and screens parts for breakout, as early in an acquisition as possible. This AFMC review should occur during the provisioning cycle. When parts are not fully standardized early in the acquisition process, the optimum solution may be a breakout to the actual manufacturer.

2.11.3.2. AFMC Breakout Program Managers apply resources and assign priorities to those parts that have the greatest opportunity for breakout and potential savings.

2.11.3.3. The AF may not deny any firm the opportunity to demonstrate its ability to furnish a part that satisfies AF needs. For specific guidance regarding qualifications, refer to FAR 9.202, Policy.

2.11.3.3.1. The evaluating AF activity expedites its evaluation and gives a decision to the demonstrating firm or provides status within 60 days. The CO need not delay a proposed award to give a potential offer or an opportunity to demonstrate its ability to meet the qualification standards.

2.11.3.3.2. The AFMC Air Logistics Complex may consider parts manufactured by approved sources and then offered by surplus or other non-manufacturing sources. Restrictive codes or low annual buy value do not preclude such consideration.

2.11.3.3.3. Dealer or other nonmanufacturing sources must give the AF all necessary facts to prove that the proposed parts meet the AF's needs. The AF considers authorized dealers and distributors identified through appropriate contracting documents as nonmanufacturing sources of commercial items.

2.11.3.4. To aid breakout decision making, the AF may use contractors' experience in developing, designing, manufacturing, and testing equipment.

2.11.3.4.1. The AF may get technical information from the contractor through the GEIA-STD-0007C, Logistics Product Data, as part of the provisioning process or directly from the contractor, applying DFARS PGI 217.7506.

2.11.3.4.2. The AF designates contractor technical information as Contractor Technical Information Codes (CTIC). The AF may not delegate responsibility for determining AMC and AMSC to a contractor.

2.11.3.4.3. AFMC requests contractor help in screening selected parts only after weighing the benefit expected from the contractor's technical information and the cost to the government of obtaining such help. Program managers may NOT request contractor help for:

2.11.3.4.3.1. Parts covered by government and industry specifications.

2.11.3.4.3.2. Parts that are commercially available.

2.11.3.4.3.3. Non-developmental items.

2.11.3.4.3.4. Parts for which data is already available.

2.11.3.5. Contracts to obtain technical information require impartial technical evaluations conducted by competent personnel using applicable technical data. The government incurs no cost for duplicate screening of parts.

2.11.3.6. Upon receipt of a funded requisition from an authorized AF activity or a Military Interdepartmental Purchase Request (MIPR) from an authorized agency/service, AFMC will screen for items for which the AF has engineering responsibility and are not assigned an Acquisition Method Code (AMC) for Interagency Acquisition.

2.11.3.7. Inadequate or incomplete procurement data packages limit competition for future procurement candidate items. Buying required data or acquiring the necessary data through reverse engineering may relieve the limitations. The life-cycle savings should clearly exceed the expected cost of acquiring data, or reverse engineering.

2.11.4. Identifying, Selecting, and Screening Parts:

2.11.4.1. Provisioned parts are subject to breakout.

2.11.4.1.1. Throughout this breakout process, the AF should purchase items directly from the actual manufacturer whenever possible to avert added distributor and retailer costs.

2.11.4.1.2. Actual screening of provisioned parts is not normally practical, because the parts lack design stability.

2.11.4.2. Generally, program managers need to periodically replenish provisioned parts.

2.11.4.2.1. Managers may use provisioning lists or similar lists of new parts for selecting parts for screening.

2.11.4.2.2. Managers base screening priorities on design stability, performance stability, and anticipated replenishment. They also consider buy values, buy quantities, and the availability of technical data.

2.11.4.2.3. Managers should make efforts to fully screen parts as they enter the inventory.

2.11.4.2.3.1. Parts should meet the above criteria.

2.11.4.2.3.2. The managing activity should program parts for replenishment

procurement.

2.11.4.3. AMCs and AMSCs are valid until the next assigned review date. The review may vary by organization and part. Coding activities may assign a review date of less than 5 years if available information indicates that no change in code is expected.

2.11.4.3.1. Suspense dates may vary with the circumstances surrounding each part.

2.11.4.3.1.1. AMSCs may receive suspense dates of 24 months or less, 3 years, 5 years, or 10 years.

2.11.4.3.1.2. Items with a 1G or 2G code do not require a suspense date. Management may dictate a periodic review of the parts assigned these codes.

2.11.4.3.2. Program managers track the availability of data and the technical status of proposed actions to improve the competitive status until completion.

2.11.4.4. When an activity generates a buy requirement estimated to be over the screening threshold for a part without the current AMC or AMSC, the part is submitted for screening actions according to either the full or limited screening procedures IAW DFARS PGI 217.7506.

2.11.4.5. Challenges to a suspect AMC/AMSC will be reviewed to verify the code.

2.11.4.6. When events occur, which may improve the competitive condition of a part and may result in recoding, management must conduct the screening and subsequent recoding promptly without waiting for future procurement requests. Examples of actions that fall into this class are:

2.11.4.6.1. Receipt of a technical data package.

2.11.4.6.2. Release of proprietary rights.

2.11.4.6.3. Completion of a reverse engineering project.

2.11.4.7. Screening procedures for parts may vary depending on circumstances. No set of rules covers all conditions. Program managers may make an informed decision to breakout without following the procedures step-by-step in every case. They should do the following in all cases:

2.11.4.7.1. Obtain, consider, and record the necessary supporting facts.

2.11.4.7.2. Involve contractors in the decision-making process only to the extent of providing technical information.

2.11.4.7.3. Document any coding conferences with industry.

2.11.4.7.4. Determine through screening whether a part is suitable for competitive acquisition.

2.11.4.7.4.1. It may be possible to breakout the part for direct purchase from the actual manufacturer.

2.11.4.7.4.2. Parts with data belonging to the actual manufacturer and not likely to be procured by the government are particularly suited to direct purchase. Such direct purchase is particularly appropriate if the manufacturer assumes total responsibility for the part, including its design, quality control, and testing.

2.11.4.7.5. For each screened part, establish a file to document and justify the decisions and results of all screening efforts. Keep this file on-hand to supply historical data for subsequent screening.

2.11.4.7.6. After a part gets an AMC and AMSC, screening does not cease. The screening process continues as the AF receives documentation or contractor responses, until management assigns a competitive code or exhausts all efforts to improve the code status.

2.11.4.7.7. Before completing the recoding action, the responsible engineering activity reviews and concurs with proposed changes to all screening packages.

2.11.5. Reporting Instructions:

2.11.5.1. The Spare Parts Breakout Screening Report (RCS: DD P&L [QS&A] 714A) is a cumulative semiannual report detailing the accomplishments of the breakout program. The report describes full and limited screening for provisioning and replenishment parts by the number of different NSN for each AMC.

2.11.5.2. The Spare Parts Acquisition Report (RCS: DD P&K [QS&A] 714B) is a cumulative semiannual report documenting all spare part purchases during the current fiscal year. The report describes the number and extended-dollar value of different NSNs purchased for each AMC.

2.11.5.3. The AF maintains actual cost-savings (or cost avoidance) data attributable to the AFSPBP and includes the data in the semiannual Spare Parts Acquisition Report.

2.11.5.4. The AF purchases reported in the Spare Parts Acquisition Report may not match the screenings reported in the Spare Parts Breakout Screening Report, because of time differences between screenings and actual purchases and procurement lead-times.

2.11.5.5. The AFSPBP Costs required for the Spare Parts Breakout Screening Report come from the SH069-LO3, RC Managers Cost Center Report. Activities should use Element of Expense Investment Code (EEIC) 392, Other Civilian Personnel Compensation: Gross Obligation to reflect their costs.

2.11.5.6. Reports are due to AF/A4LR 30 days after the end of each reporting period (October through March and April through September).

2.11.5.7. Correct and revise the midyear reports in the year-end reports. Year-end reports may not be revised.

2.12. Tanks, Racks, Adapters & Pylons (TRAP).

2.12.1. TRAP Categories.

2.12.1.1. WRM. WRM TRAP assets include the following subcategories: combat, current operations, and forward presence.

2.12.1.2. Peacetime Operating Stocks. POS TRAP assets include the following subcategories: Alternate Mission Equipment (AME), Normally Installed Equipment (NIE), Test and Evaluation, and training. Note: Not all categories of TRAP assets are subject to consumption during wartime and peacetime operations.

2.12.2. Funding.

2.12.2.1. TRAP consumables are procured with aircraft 3010/BP17 funds. This includes TRAP war consumables previously procured with aircraft 3010/BP17 funds. Care must be exercised to ensure TRAP procurement funds (3400/72834/63817) can be executed within the FY they are received, since these funds are one (1) year funds.

2.12.2.2. WRM are war consumables equipment purchased with aircraft 3010/BP17 funds. These additional TRAP items are used to replenish projected losses that are forecast to occur during wartime operations.

2.12.3. TRAP Requirements Determination.

2.12.3.1. WRM TRAP requirements will be determined annually through a year-long process that begins with the Munitions Working Group. Attendees will include various representatives from Air Staff, AFMC TRAP Activity, applicable sustainment depots, the combat MAJCOMs, and other key personnel.

2.12.3.2. The latest theater war plans, force structure documents, operational, and other pertinent inputs will be reviewed at the Theater Working Group (TWG) meeting(s) to develop and determine WRM TRAP requirements.

2.12.3.3. Modeling, war plan review, current and projected force structure review, and manual inputs will be used to develop viable, defendable WRM TRAP requirements.

2.12.3.4. WRM TRAP requirements are calculated and provided as part of the Munitions Requirements Process (MRP), these requirements are frequently referred to as NCAA requirements. Both beginning (Near Year) and end of the FYDP (Out Year) are calculated along with starter requirements. The TRAP Inventory Objectives are calculated by the 635 SCOW/GMO based on the requirements provided via the MRP.

2.12.3.4.1. Budget year requirements will be considered in determining near-term stockage levels.

2.12.3.4.2. The out year WRM requirement is based on projected inventories of TRAP items and supported munitions; it is the basis for determining excesses for demilitarization, foreign military sales, etc., when compared to IOs.

2.12.3.4.3. The out-of-year TRAP IO supports an optimum mix of existing and developing weapons and is used as a basis for procurement decisions. The IOs may be less than the sum of MAJCOM-identified WRM TRAP requirement.

2.12.3.5. WRM TRAP item apportionment will be computed in the NCAA and identified as theater starter objectives.

2.12.3.6. TRAP requirements will be forwarded to the AFMC TRAP Activity and TRAP IMs. TRAP requirements will be file maintained and implemented in the applicable AFMC materiel management IT system's instructions for scheduling TRAP depot repair actions. These coordinated instructions, along with the current near and out year NCAA TRAP requirements, will be transmitted to each applicable AFMC Air Logistics Complex for review.

2.13. Base Closure/Weapons System Transfer. Base closures and associated weapon system transfers due to mission changes involve numerous actions outside the Logistics Readiness Squadron (e.g., medical and library accounts, etc.) and are rarely alike. Close coordination with

all key players (e.g., MAJCOM, Maintenance, Comptroller, Materiel Management, etc.) is essential. Because of these characteristics, this paragraph provides only general base closure policy for stock record accounts B and E maintained under the APSR. References for base closure policy and procedures are further outlined in AFI 65-301, Internal Audit Services; DFAS-DE 7077.10-M, DoD Financial Management Regulation; AFI 25-201, Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures; TO 00-20-1, Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures, and other directives. Major command headquarters will answer questions about base closure policy and procedures not outlined in this section or the above-referenced directives.

2.13.1. Base Closures. These procedures apply to all MAJCOMs, LRS, satellite accounts, and all assigned or attached activities that maintain records on the ILS-S. Use Base Closure Checklist in **Attachment 4**, **Table A4.1**.

2.13.2. Supporting Operational Activities. The ILS-S has satellite Supply functions. During base closure, some satellites must remain operational. To ensure that these satellites are supported until they are deactivated, consider the following conditions of base closure:

2.13.2.1. Closure of an ILS-S account with autonomous satellites.

2.13.2.2. Relocation of satellites.

2.13.2.3. Phasedown Actions.

2.13.2.3.1. The phasedown plan must meet the following objective: To achieve a smooth, orderly closeout while the variety and number of supplies are gradually reduced. Resources and the closeout date determine the rate of supply reduction. Phasedown actions require careful attention and will be taken by the appointed personnel.

2.13.2.3.2. Phased Reduction of Stock Requisitioning. As items are identified for base closure, the base closure flag field (101-BASE-CLOSURE) of the item record will be equal to a numeric 1. Requisitioning programs will recognize this flag and requisition only for due-out and special level quantities. This requisitioning is done by re-computing the demand level for the item; the computer then forces zeros to this field on the requirements computation record.

2.13.2.3.3. Computing excess quantity. Special processing for excess reporting should not be required once items have been identified for base closure (the base closure field of the item record will be equal to a numeric 1). To ensure that excesses are promptly reported to the source of supply, AFMC must ensure that file status is processed after the base closure flag is set on the item record. The demand level for all items selected will be forced to zero under computer control. Items that exceed requirements (special level and due-out detail quantities) are considered excess and must be reported or disposed of. Note: If computing an excess quantity manually, use demand level zero.

2.13.2.3.4. QUP procedures. These procedures for normal processing do not apply during base closure. When the base closure flag is ON, the QUP is 1 or 0.

2.13.2.3.5. Facilitating disposition of excesses. Use the lateral requisitioning procedures to facilitate disposing of excess items. Accomplish extensive lateral redistribution before accelerated excess reporting, when possible.

2.13.2.3.6. Accelerated DIFM Processing and Disposition of Reparables. Be sure to clear delinquent DIFM items and dispose of reparables.

2.13.2.3.7. Compressed Inventory Schedule. Inventory is very important during the phasedown. To make sure all assets are physically disposed of, and balance fields are zeroed before final closeout, adjust, and closely monitor inventory schedules and accelerate inventory actions.

2.13.2.4. Closeout Action.

2.13.2.4.1. During closure of a Host or satellite, certain actions are standard practice and considered mandatory. AFMC and the LRS/Materiel Management Activity will make sure the following actions are taken:

2.13.2.4.1.1. The SRAN is deleted from the SNUD.

2.13.2.4.1.2. Nature of change (merger of accounts, or similar circumstances). Accounts, which are merged or consolidated with other accounts, will remain open for receipts only for six months to close out the account. Cancellation of backorders will be automatic after six months.

2.13.2.4.1.3. Terminating ILS-S Operations. When determined by the MAJCOM or HQ USAF as practical and necessary for early ADPE release, a satellite account may be established on another ILS-S account. Balances should then be transferred to that satellite account using lateral (JLS) shipments and receipts. Transfer equipment items on authorized/in-use detail records using the processes outlined in Equipment Management.

2.13.2.4.2. Mandatory Reports. The following reports and listings are scheduled and run, as they are mandatory for base closure and are the final ILS-S products produced for the closing account:

2.13.2.4.2.1. Normal end-of-day reports.

2.13.2.4.2.2. Normal end-of-month reports.

2.13.2.4.2.3. Conversion Audit List (R22/NGV803).

2.13.2.4.2.4. Accounting and Finance end-of year report (NGV946).

2.13.2.4.2.5. The last M32/NGV808 and M01/NGV972 reports are reviewed to verify the status of the following records.

2.13.2.4.2.5.1. Item records with zero serviceable balance equal the total number of item records.

2.13.2.4.2.5.2. Miscellaneous/detail record data equal zero.

2.13.2.5. Mass Cancellations of Requisitions.

2.13.2.5.1. Need for mass and universal cancellation requests. During base closure, requests for cancellation of multiple requisitions may need to be submitted. Because the base closure date usually is known well in advance, single line-item cancellations can be submitted. However, when insufficient advance notice does not permit

continued cancellation on a single line-item basis, a mass or universal cancellation request may be submitted.

2.13.2.5.2. Submitting mass and universal cancellation requests. AFMC will notify all applicable DoD sources of supply in accordance with Defense Logistics Management (DLM) 4000.25, Defense Logistics Management Standards. (T-0) Requests must be submitted in DLMS format and contain the identity of the base submitting the request, the effective base closure date, and the desired transportation diversion precedence. Mass or universal cancellation requests are submitted under the following conditions:

2.13.2.5.2.1. Mass cancellation requests are submitted when continued document and shipment processing is desired for selected requisitions. For requisitions identified for continued document or shipment processing that is already being processed, submit a requisition modifier (AMx) document to the source of supply as soon as possible. The requisition modifier document must contain an expedited handling Signal Code 555 in the Required Delivery Date (RDD) field, positions 62-64. For requirements produced after a mass cancellation request has been submitted, the requisition must contain the expedited handling Signal Code 555 in the RDD field.

2.13.2.5.2.2. Universal cancellation requests are submitted when all source of supply processing of requisitions is stopped. This request will also stop the processing of requisitions previously identified for continued document and shipping processing under mass cancellation situations. When a universal cancellation request is submitted to replace a mass cancellation, and outstanding requisitions contain (or are modified to contain) 555 in the RDD data field, supply sources must take action to cancel all outstanding requisitions regardless of whether they contain 555.

2.13.2.6. Base Closure Deactivation.

2.13.2.6.1. Special Instructions. AFMC and local Logistics Readiness Squadron will refer to Air Staff/Major Command phasedown plan, Program Action Directive (PAD), or other directives for special instructions for the following actions:

2.13.2.6.2. Use of Disposal Authority Code “I”.

2.13.2.6.3. Loading the base closure flag.

2.13.2.6.4. Transferring assets to the local community using AFI 25-201, Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures.

2.13.2.7. Special Excess Reporting Procedures. Note: When specific instructions are not provided, bases will request assistance from the MAJCOM.

2.13.2.7.1. Reporting Excess Personal Property. Excess materiel identified as personal property is reported to the Item Manager/Inventory Control Point (IM/ICP) using FTE procedures. The FTE must contain Project Code 3QQ. This code tells the IM/ICP the item is listed on the preliminary inventory of personal property to be transferred to the local community when the base closes.

2.13.2.7.2. Standard Disposal Procedures. After IM/ICP and command screening, items are distributed. Remaining items are disposed of according to the directives listed above. Standard disposal procedures are as follows:

2.13.2.7.2.1. Process transfers to DLADS using TRM with Disposal Authority Code "I". Selectively load the base closure flag to item records.

2.13.2.7.2.2. Process transfer of authorized/in-use detail record balances to the local community using FME or TIN, TRM, and FCI.

2.13.2.7.3. Processing Property Transferred to the Community. Process property to be transferred to the local community according to the paragraph above. Community screening of property is accomplished by processing from approved materiel management IT systems to list item records and authorized/in-use detail records. Note: Actual procedures vary for community screening of property. The base closure officer must decide which procedures to follow.

2.13.2.7.4. Closure of a Geographically Separated Unit (GSU).

2.13.2.7.4.1. MAJCOM actions. Closure of a GSU requires special procedures for caretaker responsibilities and item disposition. The GSU's MAJCOM must provide these special procedures to the supporting Logistics Readiness Squadron Commander/Accountable Officer. When specific guidance is not provided, the base must request assistance from its parent MAJCOM. Note: When the caretaker responsibilities are taken over by a MAJCOM other than that of the GSU, the supporting LRS APO must follow the procedures contained in AFI 25-201, Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures. (T-0)

2.13.2.7.5. Caretaker action.

2.13.2.7.5.1. Dispose of non-accountable property according to the following guidelines:

2.13.2.7.5.1.1. Assets to be transferred to the local community or GSA are processed with supporting paperwork for audit purposes. The MAJCOM normally issues supplemental instructions in PAD. In OCONUS, the host MAJCOM determines which accountable transfer documents to use.

2.13.2.7.5.1.2. Assets to be transferred to other Air Force bases are shipped on DD Form 1348-1A. Remaining assets are turned in, using Activity Code "P" document numbers, to the LRS APO as excess.

2.13.2.7.5.2. Dispose of accountable property according to current equipment IT system procedures identified in **Chapter 11**.

2.13.2.8. Financial Records.

2.13.2.8.1. Immediately prior to account closure, ensure all inventory and supply detail records have been cleared. However, if outstanding financial records are still in the ILS-S computer, then the following actions must be taken:

2.13.2.8.1.1. All outstanding financial records are closed by DFAS as outlined in DFAS-DE 7077.10-M.

2.13.2.8.1.2. Reduce all items to zero at the time of closure. Note: Do not reduce to zero due-ins and associated records for which cancellation/frustration has not been confirmed.

2.13.2.8.2. Establish a residual account to provide for the orderly phase out of due-ins not reduced to zero and certain Accounting and Finance records. This account will be established at a base chosen by the MAJCOM. To load records to this account and maintain them, take the following actions:

2.13.2.8.2.1. Limit records to be loaded to the residual account to the following: due-ins with shipped status, RNB details, BNR details, and SNC details with transportation status and all necessary supporting records.

2.13.2.8.2.2. Research SNC detail records without transportation status to determine and load the status or reverse-post the shipment, as applicable.

2.13.2.8.2.3. Establish and maintain the residual account as an autonomous (self-contained) satellite of the computer support base to which it is assigned. The residual account will retain the SRAN of the closed base.

2.13.2.8.3. Processing Receipts at the Transfer Base. If a closing base has outstanding due-ins when the residual account is transferred to a selected base, IM and ICP must be informed about the alternate shipment location. When ILS-S bases receive a frustrated shipment, the Receiving personnel must review the receiving document. If the receipt is from a standard ICP (SMS, Fxx, etc.) and the SRAN is not the SRAN of the receiving base, the receipt must be processed as a transfer-in (process the receipt with a JLS Routing Identifier Code as a receipt-not-due-in).

2.13.2.9. GSD Stock Fund Aspects.

2.13.2.9.1. Disposing of GSD Items. After notification of base closure is received, the best method for disposing of GSD items must be determined. (T-1) Consideration is given to the following methods: shipment to other bases, transfer to DLADS, and free issue to Military Assistance Program (MAP) countries. Free issue requires special approval by the Secretary of Defense before the Air Force can take action. (T-0) Normal staff actions of this type require 60-90 days to obtain OSD approval. Commands needs to inform HQ USAF about the estimated value of GSD items to be transferred.

2.13.2.9.2. Clearing Due-Ins. When the ILS-S account is to be deactivated, valid due-ins are cleared, and the receipt is processed.

2.13.2.9.2.1. The due-ins are cleared only upon receipt of one of the following documents: a completed copy of a receiving document from the account receiving the frustrated shipment; a confirmation of cancellation from the ICP; or a Report of Discrepancy (ROD)/Supply Discrepancy Report (SDR) from the Logistics Readiness Squadron/Transportation activity.

2.13.2.9.2.2. The receipt is processed, using normal procedures, by the autonomous satellite. The satellite must then process a shipment with Advice Code 2E and use the document number of the receipt to the account that received the frustrated shipment. The shipment is then processed as a transfer-out (General

Ledger Account (GLA) 61602 or 61603, as appropriate). The shipping document must be marked "BASE CLOSURE TRANS ONLY" and filed with the receiving document in Document Control.

2.13.2.9.2.3. Receiving Frustrated Shipments. Each Air Force activity, which is affected by the base closure (for example, ICPs, IMs, bases identified for receipt of frustrated shipments), is advised of the base closure by account number. When a base receives a frustrated shipment as a result of base closure, the receiving base or depot must pick-up the shipment as a transfer-in (GLA 62902 or 62903, as appropriate). The base or depot GSD manager must make the necessary adjustments for any changes in the operating program resulting from the receipt of frustrated shipments.

2.13.2.10. Follow-up/Termination of Residual Detail Records.

2.13.2.10.1. Billed Not Received (BNR) Details. Termination of residual BNR detail records is directly related to termination of residual due-in details: a BNR detail record is automatically deleted when a receipt is processed. BNR detail records related to due-ins, which are terminated because of a cancellation or SDR, are deleted by Accounting and Finance (A&F) personnel. A&F deletes these BNR details when appropriate billing adjustment actions are completed.

2.13.2.10.2. Follow-up actions. AFMC will perform normal supply and transportation action on residual due-in detail records. Before Tracer Action Required (TAR) inputs (blank in position 7) are processed, AFMC Stock Control must contact the receiving account to determine whether the frustrated shipment was received. If the account received the shipment, the due-in details can be deleted.

2.13.2.10.3. Termination procedures. After frustrated shipments are received, a copy of the completed receiving document is requested, and the applicable TAR input is destroyed. Because due-in detail records do not have a specified termination period, AFMC Stock Control must continually review residual due-in details for validity.

2.13.2.10.4. Residual Received-Not-Billed (RNB) Details. Conduct normal Accounting and Finance follow-up on residual RNB detail records as outlined in DFAS-DE 7077.10-M. (T-0) To terminate, delete residual RNB detail records from the ILS-S 360 calendar days after the date the receipt was processed. For procedures to delete the RNB details, see DFAS-DE 7077.10-M. (T-0)

2.13.2.10.5. Shipped Not Credited (SNC) Details. Conduct normal Accounting and Finance follow-up on residual SNC detail records as outlined in DFAS-DE 7077.10-M. (T-0) Delete residual SNC detail records from the ILS-S 360 days after the date of shipment. Accounting and Finance will maintain these SNC details offline.

2.13.3. Weapon System Transfer.

2.13.3.1. This section is used to describe the procedures for transferring due-out, due-in, and credit DIFM details to a gaining base during mission change/base closure actions. These procedures should be part of a plan directed by the parent MAJCOM.

2.13.3.2. Weapon System Transfer. All weapon system and associated support equipment will be transferred in a complete and serviceable configuration. In the event the gaining

organization agrees to accept an incomplete weapon system, it is their responsibility to ensure the funds and records (supply and accounting) are transferred. Further, the gaining organization will ensure transferred funds will cover existing and necessary (not yet established) due-outs, before accepting the broken or incomplete weapon system. If the gaining organization accepts an incomplete system without the necessary funding, the gaining organization will pay for the missing components. Should the gaining organization be required to accept an incomplete system, the directing organization will identify a funding source to pay for missing components.

2.13.4. Coordination between Bases.

2.13.4.1. Requirements. Items transferred must have type SRAN “B” or “E”, or as otherwise specified in this manual. Items must not have routing identifier JBX. Organization codes must be between 100 and 999. See **Chapter 11** for ELMS procedures.

2.13.4.2. Item Records. The bases should coordinate efforts to have all item records required at the gaining base loaded. This can be done by formatting FIL images for the items to be transferred at the losing base and forwarding them to the gaining base along with the applicable documentation (e.g., DD Form 1348-6, DoD Single Line-Item Requisition System Document, (Manual-Long Form)).

2.13.4.3. Organization Codes. The gaining base should provide the losing base with the organization codes needed to transfer the details. If new organization loads are required, the gaining base should load them before the losing base transfers the details.

2.13.4.4. Losing Base. The 1TO program is used to delete due-out, due-in, status, and DIFM details. An AMx requisition modifier is sent through DLA Transaction Service to the source of supply so the requisition will be shipped to the gaining base. A 99S image is sent through DLA Transaction Service to the gaining base to load a due-in, due-out, and a DIFM detail, if required, for the transferred assets. Credit DIFM details will be transferred to the gaining base as credit DIFM details.

2.13.4.5. Gaining Base. A 99S image is received from the losing base through DLA Transaction Service. This image must be processed inline for establishment of the due-out, due-in, and DIFM details. It updates both current and prior fiscal year financial records as required. Note: If the due-out at the losing base has a "J" Activity Code, the 1TO program creates the 99S with an "X" Activity Code for the gaining account. This is to prevent Interactive Communications Interface (ICI) errors with the maintenance systems.

2.13.5. Weapon Systems Deactivation Action.

2.13.5.1. Requirements. Upon notification of a unit/weapon system drawdown, MAJCOMs must provide DLA Aviation and AFMC the projected deactivation date, number and type of weapons being deactivated, name and SRAN of the losing base. This action should take place at least 18 months prior to the scheduled deactivation date, if possible, and quarterly thereafter.

2.13.5.2. AFMC will process the R13/NGV890 or equivalent report with the following parameter inputs: all SRDs affected, percentage of the weapon system remaining active, and projected deactivation date.

2.13.5.3. MAJCOMs will notify HQ DLA Aviation and AFMC of any changes in the scheduled deactivation (e.g., increase or decrease in the number of affected units, projected deactivation date changes by more than 60 calendar days, or any other changes the MAJCOM believes will affect the validity of this program).

2.13.5.4. AFMC will process the R13/LIMS equivalent report, when directed by the supporting MAJCOM, and transfer output SIFS files to HQ DLA. Note: MAJCOMs will provide AFMC with the input data for the R13 parameter images.

Chapter 3

MATERIEL SOURCING

3.1. Overview. This chapter outlines DAF guidance for completing supply chain materiel management processes associated with the sourcing of materiel activities. These activities include Local Purchase and Retail Sales; Receipt Processing; Integrated Item Management; and Diminishing Manufacturing Sources and Materiel Shortages. For this chapter, DoDM 4140.01 and DoDM 4140.26, all volumes, serve as primary DoD sources and various AF publications also serve as references.

3.2. Local Purchase and Retail Sales. This section explains ILS-S processing of local purchase requisitioning. Processes are explained concerning submission, status, follow-up, and reconciliation of local purchase requisitions.

3.2.1. Local Purchase Submission Procedures. The LRS/Materiel Management Activity is responsible for local purchase requisitions. LP is a request for supplies and equipment that is initiated from a materiel management IT system and transmitted through an interface with the local BCO or equivalent. DoD and AF policy allows for the local purchase of items as another avenue to fulfill base requirements. Local purchase provides another method to obtain low-cost items locally, quickly, and efficiently. In ILS-S, local purchase requirements are normally assigned routing identifier code (RIC) JBB.

3.2.1.1. Requests for items of supply to be locally procured may be requested only after all government supply and mandatory sources have been exhausted. Public law requires all federal agencies to purchase products at or below the micro-purchase threshold IAW FAR Part 13. The procurement of Local Purchase items will comply with the Air Force Green Procurement Program which supports Executive Order 13834, Efficient Federal Operations; the FAR, Subpart 23.4—Use of Recovered Materials and Biobased Products; and AFI 32-7001, Environmental Management. See **Section 1B** for roles and responsibilities.

3.2.1.2. General Submission Procedures. Use the following steps for all local purchase requisitions.

3.2.1.3. Ensure four copies of DD Form 1348-6, DoD Single Line-Item Requisition System Document, (Manual-Long Form), are completed. At a minimum ensure the following blocks identified in **Table 3.1** are filled in:

Table 3.1. DD Form 1348-6, Local Purchase Entry.

BLOCK	INFORMATION
1	Manufacturer's Code and Part Number. Self-explanatory.
2	Manufacturer Name. Enter the manufacturer's name and address. If more than one, enter on the reverse side of the form. Customer Support will enter the Commercial and Government Entity (CAGE) Code of the manufacturer.
3	Manufacturer's Catalog. If applicable, enter commercial catalog number.

4	Manufacturer's Catalog Date. If applicable, enter commercial catalog and which identifies this item.
7	Name of Item Requested. Self-explanatory.
8	Description. Enter a complete description of the item.
9a	Source of Supply. Left blank by initiating activity.
9b	Make. Self-explanatory. If applicable.
9c	Model Number. Self-explanatory. If applicable.
9d	Series. Self-explanatory. If applicable.
9e	Serial Number. Self-explanatory. If applicable.
10	Requisitioner: Enter the organization identification, initiator name, and telephone.

3.2.1.3.1. Distribute DD Form 1348-6 as follows:

3.2.1.3.1.1. Copy 1: Customer Support.

3.2.1.3.1.2. Copy 2: Customer.

3.2.1.3.1.3. Copy 3 & 4: As locally determined when supported by the Standard Procurement System (SPS).

3.2.1.4. LRS/Materiel Management Activity will provide descriptions for local purchase items to the BCO to facilitate loading into the SPS when a new item is loaded into the ILS-S and ILS-S sends a local purchase requisition to the SPS, LRS/Materiel Management Activity will provide local purchase item descriptions to BCO to facilitate loading into the SPS. (T-2)

3.2.1.5. Follow general requisition steps for customers' orders discussed in this manual.

3.2.2. Special Submission Procedures. For AF retail supply accounts, LP provides procedures needed for special requirements. Cataloged NSNs with a unit price over $5,000 with an Acquisition Advice Code of "L".

3.2.2.1. Project Buy U.S. (BUSH) for Overseas Bases. When the base is located overseas (OCONUS), the RIC equals JBH (Federal Supply Schedule), and the REX code is not 2, BCO must accept and process the local purchase requisition to determine if Project BUSH applies. When applicable, BCO will notify LRS Materiel Management Activity to change the RIC to JBG (Project BUSH). When not applicable, the LRS/Materiel Management Activity will assign REX code 2 to the local purchase item record and process a request cancellation for the requisition. The ILS-S will produce a new requisition with the routing identifier code of GSA, DLA, or AFMC. Non-Cataloged items requiring equipment accountability with a unit price over $5,000.

3.2.2.2. Mandatory Requirements for Local Purchase of AF-Managed Investment Items. All local purchase requests for AF-managed investment items must be channeled through

the LRS/Materiel Management Activity. (T-1) The LRS/Materiel Management Activity will record the appropriate demand and consumption data for demand-based stock leveling purposes. (T-2) Note: Although the LRS/Materiel Management Activity may suggest a local contractor parts store as a supply source for AF-managed investment items, the Base Contracting Office (BCO) makes the final decision on vendor selection. Use the following instructions to process the local purchase of AF-managed investment items:

3.2.2.2.1. Establish Retail Supply System Due-In Detail. Process a special requisition (SPR) with RIC JBB, signal code A, and fund code 64 to establish the due-in detail for AF-managed items (budget code 8, A-H, J-X, or Blank) in the ILS-S.

3.2.2.2.2. Provide AF Funding Citation. Acquire a funds citation from the source of supply and manually prepare a DD Form 1348-1A requisition (A0*) transaction. The DD Form 1348-1A will contain the obligation authority and funds citation (received from the source of supply) in Block 3 (Ship To). (T-1) Note: Do not use local funds to locally purchase AF-managed items. The depot source of supply should provide a funds citation for the assets. (T-1)

3.2.2.2.3. Local Purchase of AF-Managed Recoverable Items. Local purchase of AF managed recoverable items is also authorized following the procedures described above for AF-managed investment items. AF-managed recoverable items contain Expendability/ Recoverability/ Reparability/ Cost Designator (ERRCD) XD2/XF*, budget code 8, and are purchased from base CSAG stock fund monies. To establish the due-in detail and create a local purchase requisition (A0*) for AF-managed recoverable items in the ILS-S, process a manual SPR transaction with RIC JBB. Note: The BCO will cite CSAG stock fund monies to purchase the requisitioned items.

3.2.2.3. Processing Emergency Local Purchase Requisitions. GSA items (budget code 9) with a DLA RIC of S** that have been locally purchased for emergency situations will be processed according to the following instructions.

3.2.2.3.1. Special Requisition Transaction Input. AFMC/AFSC/635 SCOW and the LRS/Materiel Management Activity personnel will process a SPR transaction to establish the due-in detail and create an output requisition (A0*) transaction. (T-2) Use RIC JBB in positions 4-6 and S** RIC in positions 57-59 (project code). When the ILS-S assigns the requisition number, leave positions 30-43 blank. When the requisition is prepared offline, enter the offline requisition number in positions 30-43.

3.2.2.3.2. Special Instructions for the BCO. BCO will use the special instructions contained in AF 64 series directives to locally purchase items for DLA (S**) RICs. (T-1)

3.2.2.4. Local Purchase Adjustment Transactions. The LRS/Materiel Management Receiving function will coordinate with the Customer Support Liaison for bulk deliveries to BCE. The Customer Support Liaison will process local purchase adjustment transactions in the materiel management IT system to adjust the requisition quantity or dollar value of the requirement when they are different from the original requisition quantity and dollar value. (T-2)

3.2.2.5. Local Purchase of Compressed Gases. To reduce costs for cylinder handling and transportation, purchase industrial grade compressed gases locally whenever possible. The

GSA federal supply schedule contains a list of vendors approved for local purchase of compressed gases. If there are not enough cylinders available, submit initial or increased requirements for compressed gases to DLA Aviation in the following manner:

3.2.2.5.1. Overseas Activities. OCONUS retail Materiel Management Activities submit a requisition for the NSN assigned to the filled cylinder if the acquisition advice code (AAC) is K and the Federal Stock Class (FSC) is 6830.

3.2.2.5.2. CONUS Activities. CONUS activities submit a requisition for the NSN assigned to the empty cylinder if the AAC equals D and the FSC equals 8120. Normally, DLA Aviation will supply the empty cylinder. Empty cylinders are filled with gas through local purchase requisitioning procedures. To satisfy a CONUS gas cylinder requisition, the IM may work with the customer to substitute full cylinders for empty ones. DLA Aviation can take this action only if stock levels permit, and there are unusual circumstances to justify the substitution, or the customer urgently needs the full cylinder.

3.2.2.5.3. Requisitioning Gases. CONUS or OCONUS activities will not use DLA Aviation to requisition any stock number assigned to gases only (FSC, 6830) as these stock numbers are for local purchase only. When local purchase sources are disrupted or unavailable, or when local purchase cannot meet the customer need, DLA Aviation will assist the customer to acquire gas as necessary. In any circumstance, requisitions to DLA Aviation must include either the NSN assigned to the empty cylinder (AAC D), or the filled cylinder (AAC K), not the gas itself (AAC L).

3.2.2.6. Requisitioning Intermodal International Organization for Standardization (ISO) Containers. AFMC/438 SCOS will contact the USAF Intermodal ISO Container Manager at AFMC, before requisitioning any containers (FSC 8150). REX code 6 will be assigned to all NSNs to identify assets requiring ISO containers.

3.2.3. Local Purchase Requisition Status and Base Level Requests.

3.2.3.1. Originators of LP requests will ensure funding is available, provide a full description of the requested item, provide required multiple commercial sources as defined by the FAR and if requested, justification letters through the organization commander or designated authority. (T-1) For HAZMAT, the originator must obtain Hazardous Materials Management Process (HMMP) authorization in accordance with AFMAN 32-7002 for the specific hazardous item prior to procurement. (T-1)

3.2.3.2. The LRS manages local purchase requisition procedures for SPS. BCO assigns status to local purchase requisitions for input to the ILS-S during daily (inline) processing. BCO produces a variety of local purchase status transactions (with local purchase coding) to the ILS-S to update internal records.

3.2.3.3. LRS/Materiel Management Activity personnel will validate documentation and process the LP requests in a materiel management IT system and provide item descriptions to BCO. (T-2)

3.2.3.4. LPS transaction. DoD and AF local purchase status is provided to update status concerning a purchase order or contract. BCO assigns the purchase order number and

provides a local purchase status (LPS) transaction to update the purchase order number, date, and all associated coding on ILS-S local purchase status details.

3.2.3.5. BCO or equivalent approves and procures the item.

3.2.3.6. Local purchase status change transaction. BCO provides local purchase status change transactions to the ILS-S to update local purchase requisition status, Estimated Delivery Date (EDD), contract number, purchase order number, and the Blanket Purchase Agreement (BPA) call number in the ILS-S.

3.2.3.7. Contracting Response/Assistance on LP requisitions. MILSTRIP processing time standards do not apply to LP requisitions.

3.2.3.8. Local purchase cancellation (LCC) transaction. DoD and AF local purchase cancellation status is provided to cancel local purchase requisitions or decrease local purchase requisition quantities. BCO will provide the LCC transaction to the ILS-S for processing.

3.2.3.9. Local purchase status adjustment (LPA) transaction. LPA transactions are produced by BCO and forwarded to the ILS-S. The LPA transaction primarily notifies the ILS-S of adjustments to either the local purchase price or quantity.

3.2.3.10. Local purchase extra (LPX) transaction. The LPX transaction is a Civil Engineer Materiel Acquisition System (CEMAS) unique transaction that provides the ILS-S complete Procurement Instrument Identification Number (PIIN) and contract year, from the Award Purchase Request (AWDPR) file. The LPX transaction may also be used by the LRS/Materiel Management Activity to manually process local purchase detail updates.

3.2.3.11. Local purchase receipt acknowledgement (1RA) transaction. The 1RA transaction is used to update SPS purchase order records. When the LRS/Materiel Management Activity or equivalent Receiving function processes a local purchase receipt, the ILS-S produces a 1RA transaction and sends it to the SPS.

3.2.3.12. Local Purchase Requisition Cancellation Request (AC1) Transaction. Requests to cancel local purchase requisitions are created in the ILS-S through file status or the manual processing of a local purchase requisition cancellation request transaction. The ILS-S computes and requests cancellation for due-in excess each time requirements computation is performed. When the ILS-S computes due-in excess, it automatically formats an AC1 transaction, assigns status code ZD to the local purchase status detail, and forwards to the SPS. If a manual requisition cancellation request is made, the ILS-S formats an AC1 transaction with status code ZC.

3.2.3.13. Local purchase requisition cancellation request follow-up (AK1) transaction. An AK1 transaction is created in the ILS-S if BCO does not reply to the first AC1 transaction within 10 calendar days. BCO processes both cancellation request and cancellation request follow-up transactions and automatically reply with Local Purchase Cancellation, Local Purchase Status or Supply Status transactions to acknowledge, change, update, or cancel the local purchase requisition.

3.2.4. Local Purchase Requisition Follow-up. Management Method for AF-Managed Items

3.2.4.1. AFMC/437 SCOS will not catalog items as LP if they are end items or if any of the following conditions exist:

3.2.4.2. The item is coded NWRM or COMSEC/CCI.

3.2.4.3. The item affects safety of flight.

3.2.4.4. The item affects the configuration of the NHA.

3.2.4.5. The item is design unstable, i.e., number of design changes may occur in the future.

3.2.4.6. The item requires inspection and QA in the manufacturing process to comply with specific government technical specifications and standards.

3.2.4.7. The item requires technical data beyond the normal commercial handbook or operating instructions and parts list.

3.2.4.8. The item is classified or requires special security characteristics.

3.2.4.9. The item is required to support a number of end items or locations to make central procurement more cost effective.

3.2.4.10. The items are on hand in depot stock.

3.2.5. Local purchase requisition follow-up. The LRS/Materiel Management Activity performs follow-up for local purchase requisitions. Requisition follow-up (AF*) and reinstatement (AT*) transactions are also produced by the ILS-S for local purchase requisitions. The type of follow-up transaction produced depends upon whether the status detail contains status or not. Local purchase follow-up transactions are produced as follows:

3.2.5.1. AFMC/437 SCOS will catalog item as LP if none of the conditions above apply, and if one or more of the following conditions exist:

3.2.5.2. Local purchase requisition with status. The ILS-S produces automated follow-up (AF*) transactions when updated procurement status has not been provided within established timeframes. The type of requisition AF* transaction produced depends on the base location, priority, estimated delivery date, and the date of last transaction (DOLT).

3.2.5.3. The item is available as a standard commercial item.

3.2.5.4. Local purchase requisition without status. The ILS-S produces automated requisition reinstatement (AT*) follow-up transactions when initial procurement status has not been provided within established timeframes. The type of requisition follow-up (AT*) transaction produced depends upon base location, priority, requisition date, and DOLT.

3.2.5.5. The item is an investment item that is required for initial installation.

3.2.5.6. The item is a non-logical spare that is procured on a one-time basis.

3.2.5.7. The item is system designated as command supported.

3.2.5.8. The item has a base identifiable source other than a prime AF contractor (Lockheed, Boeing, Pratt and Whitney, etc.).

3.2.5.9. Action Required (ARC) Report Transaction for Local Purchase Requisitions. The LRS/Materiel Management Activity is responsible for ARC transactions for local purchase requisitions. ARC transactions create Status Details with status code of 99. Status codes 9* are termed status counters. The status counter identifies the number of follow-up transactions produced for requisitions without status. The status counter begins with 99 for

the first follow-up and is reduced by one (1) for each subsequent follow-up transaction produced. ARC transactions can be retrieved from the Supply Interface System (SIFS), which are produced in AT* format, or comparable ILS-S Query for status counter 99 and below.

3.2.5.10. ARC transactions or status counters are created on the third and subsequent follow-ups for local purchase requisitions. SIFS produced ARC transaction position 71 will be blank and positions 72-76 will contain the purchase order number. When BCO has not replied to follow-up transactions within established schedules, an ARC transaction or status counter will be created by the ILS-S and forwarded to Customer Support for processing.

3.2.5.11. The SPS does not accept ARC transactions. Therefore, prior to submission to Base Contracting, Customer Support must review the SIFS residual file and change the transaction Document Identifier Code (DIC) to the appropriate follow-up transaction DIC or process ILS-S query for counter status and format accordingly. Customer Support will contact BCO to obtain current status for local purchase requisitions that have produced ARC output transactions.

3.2.5.12. When the local purchase requirement no longer exists, Customer Support Liaison will process LCC transactions the same day to cancel local purchase due-in details.

3.2.5.13. Once ARC transactions or status counters have been produced, no other automated follow-up (AF*) transactions will be produced by the ILS-S.

3.2.5.14. New ARC transactions or status counters are programmatically created every 10 calendar days until updated status is processed in the ILS-S, or local purchase requisitions are canceled.

3.2.6. Local Purchase Requisition Reconciliation.

3.2.6.1. LP of AF Centrally Managed Items. The policy for LP of centrally managed items comes from the DFARS. LP of centrally managed items is authorized if judged to be in the best interest of the government, in terms of quality, timeliness, and cost.

3.2.6.2. Exceptions. It is not necessary that every item be advantageous. This exception does not apply to:

3.2.6.2.1. Items necessary for war reserve or war mission requirements, required for unit deployment, or to support the industrial base. This includes weapons of military application.

3.2.6.2.2. The item is coded NWRM or COMSEC/CCI.

3.2.6.2.3. Items with special security characteristics.

3.2.6.2.4. Items which are dangerous such as explosives or munitions Refer to DAFMAN 21-201

3.2.6.2.5. Drugs or pharmaceuticals.

3.2.6.2.6. Items directly related to the operation of a weapon system, subsystem, or its support equipment. Weapon systems include aircraft, space, missile, engine, or ground command/control/communication. Approval to purchase weapon system items will be accomplished IAW DAFI 64-117.

3.2.6.3. The LRS/Materiel Management Activity personnel will process the Local Purchase SPS Reconciliation Program (NGV583) quarterly to perform a complete reconciliation of requisitions between SPS and the ILS-S. (T-2) All ILS-S local purchase due-in details are reconciled, except those with status codes Z2 (overseas foreign procurement) and Z3 (valid description required). When large numbers of mismatched records exist, local management may schedule local purchase reconciliations more often.

3.2.6.4. Production of Local Purchase Reconciliation Header /Local Purchase Reconciliation Transactions. Prior to conducting reconciliations, the Local Purchase Reconciliation Header transaction is produced. The Local Purchase Reconciliation Header transaction provides the SPS the base PIIN and Stock Record Account Number (SRAN). Customer Support must contact the BCO to obtain the correct contracting installation numbers used for the reconciliation.

3.2.6.5. After the Local Purchase Reconciliation Header is created, a Local Purchase Reconciliation transaction output image will be produced for all local purchase requisitions contained in the ILS-S. If status is loaded in the ILS-S for the requisition, the Local Purchase Reconciliation transaction will provide corresponding status to the BCO.

3.2.6.6. LRS/Materiel Management Activity Reconciliation Processing. Customer Support requests program SPS Due-in Reconciliation Listing.

3.2.6.6.1. BCO Reconciliation Processing. BCO processes the Local Purchase Reconciliation Header transaction header to build a table of the SRANs being reconciled. Once the SRAN table is built, the SPS processes the reconciliation output transactions as follows:

3.2.6.6.2. When the Local Purchase Reconciliation transaction record matches the SPS file exactly, no response will be provided to the ILS-S. The requisition data will be printed on the Reconciliation Matched Listing.

3.2.6.6.3. When the Local Purchase Reconciliation transaction matches SPS, but the estimated delivery date differs, the SPS sends the ILS-S a Local Purchase Status Change EDD transaction update. The requisition data will be printed on the Reconciliation Matched Listing.

3.2.6.6.4. When the Local Purchase Reconciliation transaction matches SPS, but the status is different, the SPS will create a local purchase status or local purchase adjustment transaction for ILS-S processing and update. The requisition data will be printed on the Reconciliation Matched Listing.

3.2.6.6.5. When the Local Purchase Reconciliation transaction matches SPS, but SPS shows the requisition was canceled, the SPS will generate a new local purchase cancellation transaction to cancel the requisition in the ILS-S. The requisition will print on the Reconciliation Matched Listing.

3.2.6.6.6. When the Local Purchase Reconciliation transaction does not match SPS and the Local Purchase Reconciliation transaction does not contain BD (delayed) status, the SPS will generate a Defense Logistics Management Standards Electronic Data Interchange (EDI) Status transaction with BF (no record) status for ILS-S

requisition update action. The requisition will print on the Reconciliation Unmatched Listing.

3.2.6.6.7. When the Local Purchase Reconciliation transaction does not match SPS and the Local Purchase Reconciliation transaction indicates the contract was awarded, the SPS will generate a DLMS EDI Status transaction with B5 (updated status) status will be provided. The requisition will be printed on the Reconciliation Action Listing - Contracting.

3.2.6.6.8. When the Local Purchase Reconciliation transaction does not match SPS awarded contracts file, but the requisition has been received by SPS, the SPS will generate a DLMS EDI Status transaction with Z3 (description) status requesting additional item description from the ILS-S. The requisition will be printed on the Reconciliation Matched Listing.

3.2.6.6.9. When the Local Purchase Reconciliation transaction indicates requisition assignment to BCO personnel in SPS, but the requisition has been awarded or suspended for further information, the SPS will generate a DLMS EDI Status transaction with BD (delayed) status for the ILS-S. The requisition will print on the Reconciliation Matched Listing.

3.2.6.6.10. When the Local Purchase Reconciliation transaction and SPS indicate BD (delayed) status, the SPS will print this item on the Reconciliation Action Listing – Contracting. This action indicates offline research is required for this requisition by the BCO.

3.2.6.6.11. When a SRAN is listed in the Local Purchase Reconciliation Header and no Local Purchase Reconciliation transaction is received for records contained in SPS, a listing of all the records SPS contains for that account will be printed on the Reconciliation Action Listing for offline research by the LRS/Materiel Management Activity.

3.2.6.7. LRS/Materiel Management Activity Investigation of Mismatched Records. Upon receipt of the Reconciliation Unmatched Listing and Reconciliation Action Listing, Customer Support actions are:

3.2.6.7.1. Identify the Problem. Customer Support personnel review the Reconciliation Action Listing and check all mismatched records found during the reconciliation to find out what caused the problem and take all necessary actions.

3.2.6.7.2. Verify the Local Purchase Requisition. When the requisition is for a valid requirement, LRS/Materiel Management Activity processes a SPR to load the requisition. Additionally, all necessary DLMS EDI Supply Status transaction inputs will be processed to correct ILS-S due-in details.

3.2.6.7.3. Received Requisition. When the requisition is received, process a local purchase receipt acknowledgement transaction, and notify BCO.

3.2.6.7.4. Canceled Requisition. When the requisition is canceled, process an AC* transaction and notify BCO.

3.2.6.8. Contracting Investigation of Mismatched Records. The BCO reviews the Reconciliation Action Listing-Contracting, to determine the cause for mismatched records.

BCO personnel may request Customer Support's assistance in correcting their records. Some of the more common requests will be for stock number change transactions, and research of supply records to assist in correction of local purchase requisition mismatches.

3.2.6.9. Local Purchase Reconciliation Management Reports. A suspense will be established to ensure the reconciliation is completed not more than 10 duty days after receipt. After completion of actions by both the BCO and the LRS/Materiel Management Activity, a meeting between the two offices will be held to ensure all required system inputs are completed and the reconciliation listings are properly documented. To ensure management personnel are aware of the LRS/Materiel Management Activity and BCO interface problems, the results of the local purchase reconciliation process will be reviewed, dated, and signed by the LRS/Materiel Management Activity Logistics Readiness Officer and the Chief of the Management Analysis Flight in the BCO. (T-2) Once the listing is signed, must be filed and any previous listings may be disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

3.2.6.10. Using the Integrated Accounts Payable System (IAPS) Billed Not Received (BNR) Follow-up to Supply for Receiving Report. This report identifies items that have a vendor bill presented for payment, but the receipt has not processed by the ILS-S. Use this listing to reconcile vendor bills with the LRS/Materiel Management Activity receiving records. Local purchase items will appear on the listing 7 days after the vendor bill is received and processed in BCO.

3.2.6.11. LRS/Materiel Management Activity Processing Actions. The Customer Support processes document number inquiries on all items. When the local purchase due-in detail is on file in the ILS-S, annotate the listing with the current status and EDD. When a Received Not Billed (RNB) detail is on file indicating LRS/Materiel Management Activity receipt processing, annotate the listing with RNB and the DOLT from the RNB detail. When no detail exists in the ILS-S for the requisition document number, perform a transaction history from the current Julian date back to the original date the requisition was established. Note: Use the document number date in most cases to establish the date of requisition creation. When the local purchase due-in was previously canceled, annotate the listing with cancellation status and date. When the item was previously received, annotate the listing with the word "Received" and "Date." When no record of the local purchase requisition is found during transaction history research, annotate the listing with the statement "No Record of Due-In."

3.2.7. Local Purchase Open Item List.

3.2.7.1. Retail Sales functions (formerly Base Service Store (BSS), Individual Equipment Element (IEE) and Tool Issue Element (TIE)).

3.2.7.2. For bases not supported by the SPS, the Local Purchase Open Item List provides a means to determine and verify the status of purchase orders with the BCO.

3.2.7.3. Operational Scope. Retail Sales items are defined as Commercial type items, including items obtained from commercial sources and GSA. These items fall within the LP micro purchase threshold outlined in the FAR 2.101, 13.2 and 13.301.

3.2.7.4. Bases supported by the SPS may eliminate the manual Local Purchase Order File in Receiving. SPS supported bases are not required to complete the actions in the

subparagraphs listed below; however, all other actions are required. The LRS/CC may assign Customer Support Liaison and Funds Management responsibilities listed below as deemed necessary to accomplish the tasks effectively and efficiently. When a mandatory source is applicable that source must be used.

3.2.7.5. In the absence of a mandatory source, the use of the GSA Global Supply and GSA Advantage are the primary and preferred platforms to purchase Retail Sales items. If GPC is the method of procurement, ensure compliance with DAFI 64-117, Government Purchase Card Program. MAJCOMs must obtain approval from AF/A4LR to establish operations in support of Retail Sales items in ILS-S. (T-1) EXCEPTION: ARC Component (Air National Guard and Air Force Reserve Command) LRS units are allowed to requisition uniform clothing items through Integrated Logistics System-Supply (ILS-S) in cases of non-availability and/or non-management from the current clothing management IT system, which is the ARC's primary source for ordering standard clothing items.

3.2.7.6. Active Duty and Reserve units when utilizing the Government-wide Purchase Card (GPC) to make purchases through GSA Advantage or DLA FEDMALL will use the FA type DoDAAC associated with the cardholder's profile in Joint Appointment Module (JAM). Air National Guard units when utilizing the GPC to make purchases through GSA Advantage or DLA FEDMALL will use the W type DoDAAC associated with the cardholder's profile in Joint Appointment Module (JAM). Information related to FA or W type DoDAACs can be found at: **https://usaf.dps.mil/teams/11813/Pulse/SitePages/Home.aspx**.

3.2.7.6.1. All GPC purchases will use Fund Code 30, except AFR/ANG as directed. Donot use Fund Code 6C for GPC purchases.

3.2.7.6.2. Customer must change the shipping address to that of their unit during the checkout process to ensure the proper delivery of the order and avoid unnecessary delay.

3.2.7.7. Funds Management Actions. Funds Management will receive three copies of the Local Purchase Open Item List and send one copy to Receiving and one copy to Customer Support.

3.2.7.8. Use of Materiel Management IT systems for Retail Sales items is restricted to T.O. weapon system assets, GSA approved security containers and safes, and WRM managed assets (i.e. BEAR, AGE, FSE, FORCE, ADR etc.). Use of the GPC, GSA Advantage, GSA Global Supply or other mandatory sources are the primary and preferred method to support Retail Sales items. MAJCOMs must obtain approval from AF/A4LR to establish operations in support of Retail Sales items in ILS-S. (T-1) EXCEPTION: ARC Component (Air National Guard and Air Force Reserve Command) LRS units are allowed to requisition uniform clothing items through Integrated Logistics System-Supply (ILS-S) in cases of non-availability and/or non-management from the current clothing management IT system, which is the ARC's primary source for ordering standard clothing items.

3.2.7.9. Customer Support Liaison Actions. Within 10 workdays of receiving the annotated list from Receiving, Stock Control completes the following actions:

3.2.7.10. Retail Sales at Contingency locations.

3.2.7.10.1. Obtain Missing DD Form 1155, Order for Supplies or Services and DD Form 1348-1A. If Inbound Cargo annotated the listing indicating missing DD Forms 1155 and 1348-1A, Customer Support will obtain the forms from BCO and send to Inbound Cargo.

3.2.7.10.2. Request for items which are defined as Retails Sales will be supported by use of GPC, Blanket Purchase Agreements or other methods defined by DoD Contingency Contracting Policy.

3.2.7.10.3. Determine Status of Unlisted Purchase Orders. Customer Support will contact BCO to determine the status of unlisted purchase orders on the open item listing. If a purchase order was canceled, Customer Support personnel coordinates with Inbound Cargo to close the file. Otherwise, Customer Support updates local purchase due-in and status detail records in the ILS-S.

3.2.7.10.4. AF personnel supporting contingency operations in the Area of Responsibility are authorized to purchase assets from local DoD materiel management activities (e.g., U.S. Army). Prior to going to the local DoD materiel management activities, all AF units in the Area of Responsibility will obtain written approval from the AF activity responsible for materiel management support within the Area of Responsibility (e.g., the host Expeditionary Logistics Readiness Squadron).

3.2.7.10.5. Screen BNR Details for Processing Errors. Customer Support ensures that BNR detail records are screened against the document files and transaction history records. Customer Support reconciles any corresponding due-out detail records with the customer if required and takes the appropriate actions to correct any errors.

3.2.7.10.6. Process the Annotated Listing. The open item list is annotated with actions taken and one copy provided to Funds Management. Customer Support retains one copy of the annotated listing to avoid duplicate research actions on the next listing.

3.2.7.11. Final Funds Management Actions. After receiving the annotated list from Customer Support, Funds Management performs the following actions:

3.2.7.11.1. Check Signed Invoices. LRS/Materiel Management Funds Management personnel will identify BNR detail records which Accounting and Finance contains a signed invoice. Funds Management will initiate action with the appropriate sections to ensure a receipt (REC) and request for special inventory (1GP) transactions are processed. The signed invoice will be used as supporting documentation for any inventory adjustment transaction processed.

3.2.7.11.2. Check for Proof of Delivery. LRS/Materiel Management Funds Management personnel contacts Accounting and Finance for proof of delivery for each BNR detail record. Once obtained, Funds Management forwards proof of deliveries to Receiving for receipt (REC) and special inventory (1GP) processing. Funds Management will identify which BNR detail records reflect Records Reversal in the purchase order number columns and determine why receipts were not reprocessed correctly.

3.2.8. Other Local Purchase Management Reports and Notices.

3.2.8.1. The following paragraphs describe some of the other products that may be used to ensure the LRS/Materiel Management Activity and contracting requisition records match. Aside from the quarterly local purchase requisition reconciliation process, there are a number of other local purchase management reports and notices produced.

3.2.8.2. Holdover listing. Each day, SPS produces the Holdover Listing. This listing identifies supply local purchase requisitions "held over" because either the stock number or descriptive data are not loaded in the SPS system. The LRS/Materiel Management Activity should use this listing to identify items with status statements "NEW ITEM" and "NEW PRI." These status statements indicate there is a mismatch between and the LRS/Materiel Management Activity records that must be corrected before further procurement action is taken. Coordinate with base contracting to determine the cause of the mismatch and provide the required data to correct the situation.

3.2.8.3. Item listing. The Item Listing is printed as required. This listing identifies all stock numbers currently loaded in the SPS database. Note: The listing is printed in stock number, part number, and nomenclature sequence. The LRS/Materiel Management Activity personnel use the Item Listing to research part numbers for local purchase customer requests when the SPS system is not available.

3.2.8.4. Error notices. SPS error notices are produced when an error condition is detected during SPS processing. Error notices resulting from the LRS/Materiel Management Activity inputs are normally sent back to the ILS-S for correction. Supply will correct the error and then return the error notice to the BCO for reprocessing. Contact BCO for explanations of Supply error notices and associated corrective actions.

3.2.8.5. Procurement notices. When supply requisition, status, and other transactions do not meet Uniform Materiel Movement and Issue Priority System (UMMIPS) standards, the SPS system creates Procurement Notices. For some Procurement Notices, the LRS/Materiel Management Activity may have to correct the specific problem. Contact BCO for explanations of Procurement Notices and associated corrective actions.

3.3. Receipt Processing.

3.3.1. Local Manufacture Receipts. AF/A4L shall retain final approval authority for receipt processing policy.

3.3.2. To reduce transportation and handling costs, LRS/Materiel Management Activity Flight Service Center will process receipts for local manufacture items. (T-2) All other receipts should be processed by Cargo Movement personnel. Materiel Receipt Acknowledgement Notice (DRA) is not produced for local manufacture (JBD) receipts.

3.3.3. Once a work order request (DD Form 1348-1A) and the manufactured items are received from a base maintenance activity, the following actions are performed:

3.3.3.1. Receipts Due-In. Local manufacture receipts will be processed as receipts due-in. Ensure the form contains the requisition number assigned.

3.3.3.2. Acknowledge receipt by forwarding a receipted copy of the work order request to the maintenance activity. The remaining copies of the work order request will be used as a receiving document.

3.3.3.3. Process the receipt transaction in the ILS-S (see DAFI 24-602, V2 for receipt format).

3.3.3.4. Credit Determination. Credit will not be allowed on local manufacture items unless they are a part of the GSD (budget code 9). Contact Customer Support Section to determine if credit is allowed. If the local manufacture receipts are for GSD items, the receipts must contain a Y in position 45. The organization and shop code of the fabricating activity must appear in positions 46-50. The total cost (actual or estimated) of all items used to fabricate the end item must appear on the receipt document. The total cost must be divided by the number of units to obtain the cost, which is also the input cost. Based on the input unit price, credit will be provided to the fabricating activity. The unit cost, not the total cost, is to be entered in positions 74-80 of the receipt input.

3.3.3.5. Receipt Acknowledgement in this chapter is used to describe the automated processes and transactions used by the ILS-S to acknowledge receipt processing and to respond to follow-ups from wholesale activities.

3.3.3.6. The ILS-S acknowledges receipts with wholesale activities through two distinct automated methods.

3.3.4. Retail materiel management receiving tasks are performed by the Deployment and Distribution Flight (LGRD). Reference DAFI 24-602,V2, for additional information on receipt processing.

3.3.4.1. Excluding Local Manufacture, performance of receipt process duties other than by Receiving Element (LGRDD) of the Deployment and Distribution Flight (LGRD) will only take place to maximize efficiencies and only if approved in writing by the Installation Transportation Officer and unless otherwise exempted in DAFI 24-602, V2.

3.3.4.2. Materiel Management IT systems will acknowledge receipt processing and respond to follow-ups from wholesale activities.

3.3.4.3. F-35 Materiel Processing. Autonomic Logistics Information System (ALIS) receipts are processed in accordance with DAFI 24-602, V2. To fulfill deployment taskings, UTC training objectives, or home station F-35 operational requirements, 2S0XX personnel, in the event 2T0XX are unavailable, may perform F-35 receipt processing only with approval by A4LR Distribution and Vehicle Management Branch.

3.4. Item Management. Item Management includes world-wide distribution and redistribution, quantitative materiel requirements determinations, budget estimates, provisioning, cataloging, repair programs, marketing, and other related functions (e.g., Reliability Improvement Warranties [RIW], Plant Clearance Automated Reutilization Screening System (PCARSS), Special Tooling/Special Test Equipment [ST/STE]). AF IM policies will comply with requirements in DoDM 4140.01; DLM 4000.25, DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP); DLM 4000.25-2, Military Standard Transaction Reporting And Accountability Procedures (MILSTRAP); DoDM 4100.39; DoDM 4140.26;Volumes 1-4, DoDM 4140.27, Volume 1 and 2; DoDM 4140.68 Integrated Materiel Management of Non-consumable Items, Federal Acquisition Regulation (FAR); Defense Federal Acquisition Regulation Supplement (DFARS); DoDM 5010.12, Procedures for the Acquisition and Management of Technical Data; DAFPD 23-1; DAFMAN 20-110; and AFMAN 23-120, Spares Requirement Review Board (SRBB). See **Chapter 1** for Delegation of Authority reference.

3.5. Diminishing Manufacturing Sources and Material Shortages (DMSMS). DMSMS is the loss or impending loss of manufacturers of items or suppliers of items or raw material. DMSMS is caused when manufacturers of items or raw material suppliers discontinue production. DMSMS policies will comply with requirements in DoDM 4140.01; DoD Standardization Document 22 (SD-22), Diminishing Manufacturing Sources and Material Shortages; DoD SD-5, Market Research; and DAFI 63-101_20-101, Integrated Life Cycle Management, AFMCI 20-105, Diminishing Manufacturing Sources and Material Shortages (DMSMS). See **Chapter 1** for delegation of authority.

Chapter 4

MAKE AND MAINTAIN MATERIEL

4.1. Overview. This chapter outlines AF guidance to complete supply chain materiel management processes associated with making and maintaining materiel. These processes include Time Compliance Technical Order (TCTO), Repair, and Time Change Items. For this chapter, DoDM 4140.01, Vols 4 and 11, serves as a primary DoD reference source.

4.2. Time Compliance Technical Order (TCTO).

4.2.1. TCTOs are intended to expedite the accomplishment of retrofit changes to end articles items, parts, and materiel within specific time-periods. These changes reduce the probability of accidents and or unreliability of systems or equipment due to non-compliance IAW TO 00-5-15, AFMAN 21-202 and DAFI 21-101. For maintenance activities that are non-Aircraft refer to AFPD 21-1 for the governing maintenance publication. See **Section 1B** for roles and responsibilities.

4.2.1.1. Accurate management of Time Compliance Technical Order's is key to end item upgrade such as aircraft, missiles, vehicles, and equipment used to support these platforms.

4.2.1.2. Items requiring TCTO compliance will be identified in one of two ways: items requiring modifications which change their form, fit, function or interface will be assigned NPPC 4; items requiring issue to maintenance for modification and then returned under the same stock number will be assigned a TCTO flag.

4.2.1.2.1. Processing TCTO Receipts. When receipts are processed that require TCTO compliance, the phrase "TCTO MODIFICATION REQUIRED" will be printed on line 4 of the bin notice. Inspectors determine TCTO compliance; if the item is not compliant, the inspector issues the item to maintenance using procedures outlined in **paragraph 5.4.4** of this manual.

4.2.1.2.2. TCTO Identified on Document. When a document contains "TCTO MOD REQ'D" (block 27 of the DD Form 1348-1A, line 16 of the DD Form 1348-1A (computer generated) or a IT produced label) the inspector will tag all items in storage requiring TCTO modification with a DD Form 1576 (Test/Modification Tag – Materiel – Blue Tag) as specified in TO 00-20-3 (Maintenance Processing of Reparable Property and the Repair Cycle Asset Control System). (T-0) Pull modified assets (if they are available) upon receipt of an issue document containing the phrase "TCTO MODIFICATION MAY BE REQUIRED." Contact the customer if only unmodified assets are available to see if an unmodified item is acceptable.

4.2.1.3. When TCTO modification results in a change in the form, fit (specification of size), function, or Interface the modified item will be re-identified and assigned a new NSN. The inspector loads a numeric parts preference code (NPPC) of 4 to the unmodified NSN.

4.2.1.3.1. Assignment and Retention of NPPC 4. NPPC 4 is assigned either through the AFMC Interchangeability and Substitution Edit and Suspense System (D043B) or a Stock Control Data (TRIC FCD) Load/Change/Delete input.

4.2.1.3.2. The NPPC 4 is normally retained on the item record until the TCTO modification is complete. The following conditions may cause deletion of the NPPC 4 from the item record before the modification is completed.

4.2.1.3.2.1. When a cataloging transaction from AFMC removes the NPPC 4, the materiel management IT system will automatically produce a TCTO Code management notice with the phrase "D043B UPDATE" in the remarks field. When LRS/Materiel Management Activity inspectors believe the code was removed in error and the item in question meets the criteria for assigning the NPPC 4, they assign a TCTO flag and contact the applicable ALC Technical Service Branch.

4.2.1.3.2.2. When the ALC Technical Service Branch determines the item requires TCTO, process a Stock Control Data Input (TRIC FCD) to load NPPC 4. Note: Delete the TCTO flag once the ALC Technical Service Branch resolves the issue

4.2.1.3.2.3. When the ALC Technical Service Branch determines the NPPC 4 is not applicable, Stock Control will delete NPPC 4 and inform inspection personnel to remove the DD Form 1576.

4.2.1.3.3. If an NPPC 4 was assigned locally with Stock Control Data Input (TRIC FCD) but the AFMC D043B system does not yet contain the correct parts preference code, cataloging actions from D043B processing may remove the NPPC 4. When the NPPC 4 is removed, a TCTO Code management notice with the phrase "D043B UPDATE" in the remarks field will be produced.

4.2.1.3.3.1. Inspection personnel may contact the applicable ALC Technical Service Branch and provide a copy of the TCTO for NSN requiring NPPC 4 cataloging activity.

4.2.1.3.3.2. Inspection personnel will load the TCTO flag to the item record of the item in question to maintain control of the item until the issue is resolved.

4.2.1.3.3.3. Once D043B records are updated, ILS-S automatically produces a TCTO Code management notice.

4.2.1.3.3.4. Inspection personnel delete the TCTO flag when the TCTO is rescinded or completed.

4.2.1.3.4. Items requiring TCTO modification for reasons other than having changed in form, fit, function, or interface do not qualify for NPPC 4. These items are assigned a TCTO Flag using the Stock Control Data Input (TRIC FCD) to prevent issue of unmodified items. Items assigned a TCTO Flag are issued to maintenance for modification and then returned under the same stock number. Retain the TCTO flag on the applicable item records until the TCTO recession date.

4.2.1.3.5. TCTO Code Management Notices. When an NPPC 4 is loaded to an item record, a TCTO Code management notice will be produced. Upon receipt of the TCTO Code management notice, the materiel management inspector determines the availability of the TCTO publication.

4.2.1.3.5.1. If the TCTO publication is available in the Inspector's TCTO publication file, then the inspector will follow published procedures. If the TCTO publication is not available, inspection will contact the Maintenance Plans,

Scheduling and Documentation (PS&D) to obtain the TCTO publication.

4.2.1.3.5.2. When maintenance has no record of the TCTO publication requiring assignment of NPPC 4 to the item, the Inspector must contact AFMC to obtain the TCTO number. (T-2) The Inspector must contact ALC's Technical Service Division/Branch to obtain the TCTO number, immediately provide it to Maintenance PS&D to requisition the required TCTO publication. (T-2) Technical data may also be obtained by contacting the applicable ALC's Technical Service Division/Branch.

4.2.1.4. Items requiring TCTO kits will not be issued to maintenance for modification until the kits are available and maintenance has requested them. When maintenance returns the modified item, enter the TCTO number in the remarks block of the DD Form 1574/-1 (Serviceable (Yellow) Tag). Annotate the form to indicate TCTO compliance.

4.2.1.5. Each month Inspection personnel verify stocked items assigned either NPPC 4 or a TCTO flag comply with TCTOs requirements. (T-2) Inspection personnel inspect items in storage or on details to ensure they comply with TCTO requirements. Documents, management notices or product/listing are produced in warehouse/detail location sequence to facilitate inspections.

4.2.1.6. When the LRS/Materiel Management Activity Inspection personnel cannot determine if an item complies with a TCTO, inspection issues the asset to maintenance using an activity code "C" document number. Maintenance tests or inspects the item to determine TCTO compliance.

4.2.1.7. If the item does not comply and the appropriate TCTO publication is not available, maintenance requests the TCTO publication. The LRS/Materiel Management Activity Inspection activity assigns a TCTO flag to the item record to control the asset until Maintenance receives the TCTO publication or disposition instructions. Once maintenance receives the TCTO publication, normal TCTO processing takes place. When the item complies with the TCTO requirements, annotate TCTO compliance on the DD Form 1574/-1 (Serviceable Tag) remarks block.

4.2.2. TCTO Kit Management.

4.2.2.1. Due-outs for TCTO kits are not released automatically. Inbound Cargo will process the receipt of the TCTO kit. The TCTO kit will produce a notice to stock and a TCTO availability notice. The notice indicates the total on-hand balance and all existing due-out detail records. Inbound Cargo forwards all TCTO kits and I029 management notices to the LRS/Materiel Management Activity TCTO Kit Manager. To ensure a TCTO asset availability notice is produced, personnel will not bypass due-out release by entering a TEX code on the receipt input.

4.2.2.2. The LRS/Materiel Management Activity manages TCTO Kit Files that contain documents pertaining to the TCTO upon notification from PS&D. The TCTO Kit File is composed of:

4.2.2.2.1. The TO publication.

4.2.2.2.2. AF Form 2001, Notification of TCTO Kit Requirements.

4.2.2.2.3. Copy of receipt documents.

4.2.2.2.4. Kit availability notice or copy of transaction history showing transaction (latest I029 management notice only).

4.2.2.2.5. Notification of kit shipments. These notifications may be maintained in a central file provided that the letters, messages, and the AF Form 2001 are cross-referenced.

4.2.2.2.6. TCTO kit reconciliations. These assets are reconciled with the LRS/Materiel Management Activity monthly. The purpose of this reconciliation is to validate kit availability, shortages, excesses, due-outs, and due-ins.

4.2.2.2.7. The LRS/Materiel Management Activity TCTO Kit Manager places the TCTO Kit file in the completed file when all balances have been reduced to zero and no requirements exist. The completed file is retained as specified in the Air Force Records Disposition Schedule. (T-2)

4.2.3. TCTO Kit Guidance.

4.2.3.1. TCTO kits will contain all parts/material necessary to accomplish the modification, except as noted in TO 00-5-15.

4.2.3.2. Kitted TCTOs are assembled at the wholesale level and provided free of charge to base units.

4.2.3.3. Non-kitted TCTOs are assembled by the end user or customer at the base level when directed by AFSC/635 SCOW and lead command concurs.

4.2.4. TCTO Publications.

4.2.4.1. Explain the proper actions taken upon receipt of TCTO publications.

4.2.4.2. Procedures for handling TCTO publications. Maintenance Quality Assurance forwards a copy of all TCTO publications (except for munitions) to the LRS/Materiel Management Activity Inspectors and TCTO Kit Manager. The TCTO publication copies are filed separately in the TCTO kit files and are used to manage items in stock requiring modification. Inspection and Kit Manager sequences TCTO Kit Files in TCTO number sequence.

4.2.4.3. The LRS/Materiel Management Activity Inspector accomplishes the following:

4.2.4.3.1. Process an inquiry to list all item records, IS&G related item records, and detail records for the listed stock numbers.

4.2.4.3.2. Initiates actions to load an NPPC 4 or TCTO Flag to the item record for the modified asset. Enters the TCTO number on the Stock Control Data-Load/Change/Delete (FCD) input in the source of restriction field (position 49-80).

4.2.4.3.3. Tag materiel awaiting TCTO modification with the applicable DD Form 1576 series label or tag. Use the stock number or part number tag/label physically located on the asset as the identifying source.

4.2.4.3.4. Load a suspect item flag to assets assigned a NPPC 4 or TCTO flag to ensure assets are properly inspected/tagged prior to stocking or releasing to due-outs.

4.2.4.3.5. Determine the number of TCTO kits needed to modify base stocks. Inventory all unmodified on-hand spares (serviceable, unserviceable, readiness spares packages, missions support kit, and supply points).

4.2.4.3.6. Review Due-Ins associated with TCTO modifications. If the modification does not apply to a specific serial numbered item; then due-in quantities either shipped or released for shipment will be included in the total kit requirement. When the modification applies to specific serially numbered items; due-ins are not considered during the review. Requirements for serially numbered items will be determined upon their receipt from the depot.

4.2.4.3.7. Send correspondence to forward stock locations (supply points, Aircraft Control and Warning (AC&W) sites; relay sites, etc.) when these locations are included as part of the TCTO modification. Forward the TCTO publication with a cover letter to these forward sites for their evaluation. Route the correspondence for AC&W sites and radio relay sites through the Electronic Asset Control Center (EACC).

4.2.4.3.8. When the host base provides maintenance support for the forward base, include the number of assets at the forward base requiring modification in the total kit requirements.

4.2.4.3.9. When the forward base cannot modify the item, the forward base requests modified spares from the host base and returns unmodified spares to the host base for modification. Inbound Cargo receives unmodified spares and forwards to inspection who then issues to maintenance for modification. Note: EACC coordinates the return of unmodified spares for AC&W and radio relay sites.

4.2.4.3.10. Upon completing kit requirements review, inspection personnel provide the total number of kits required to modify base stocks (and in transit items when applicable) to the appropriate maintenance activity.

4.2.4.3.11. When the TCTO stipulates demand or adjusted stock level reduction or elimination, inspection advises the applicable Stock Control to process the required transactions.

4.2.5. Assembly of Kits.

4.2.5.1. TCTO's indicate how the TCTO kit are assembled, provide directions for obtaining and funding the kits. Most TCTO kits are assembled at the wholesale level and provided free of charge to base units. There are occasions where the TCTO, AFMC, or HQ USAF may direct base assembly of TCTO kits. When base assembly is directed and funds are provided, the base will track expenditures as identified below:

4.2.5.2. To make it easier to bill expenses incurred for the base assembly of TCTO kits, an OCCR and Project Funds Management Record (PFMR) are loaded for each kit or source of funds. The supply activity will load the OCCR using an organization code in the 100-999 series and type organization code "K". The responsibility center/cost center code will be 99xxxx, as provided by Accounting & Finance (A&F). Upon receiving authority to assemble a kit at base level, the TCTO Kit Monitor will furnish A&F the TCTO kit number, the appropriate funding source, and the A&F disbursing station number.

4.2.5.2.1. When a TCTO modification requires materiel not authorized for inclusion in the kit (explosives, munitions, medical items, etc.) the responsible IM/SM for the modification will provide funding for the required materiel to the activity developing or assembling the kit. The base will not be funded for items not normally included in TCTO kits. The costs for these items are included in the base's operating budget and will be purchased thru normal supply channels. All such items will be kitted separately and identified as part of the total TCTO kit so proper storage and safety measures can be taken.

4.2.5.2.2. Deviations from the complete kit policy require waivers agreed to by the MAJCOM. Base level will accept the financial and manpower burden upon acceptance of a deviation from the complete kit. (T-1) Host command LRS/Materiel Management activities accept the responsibility for kit buildup of incomplete TCTO kits waived by a tenant unit's MAJCOM. Items excluded from TCTO kits by waiver are acquired from existing organizational resources or purchased through regular supply channels. When the need is urgent and the using command has adequate materiel assets at another location, they will redistribute the materiel laterally to complete their TCTO kits.

4.2.5.2.3. As base assembled TCTO kits are completed, the LRS/Materiel Management Activity TCTO Kit Manager prepares a receiving document on DD Form 1348-1A. The receiving document includes routing identifier code JBD and the appropriate due-in requisition document number. The LRS/Materiel Management Activity TCTO Kit Manager signs the receiving document to indicate the requisition number, NSN, and kit quantity completed. FSC picks up, signs for, stores and processes all TCTO kits.

4.2.6. Shelf-Life Item Control.

4.2.6.1. Kitted TCTOs containing shelf-life items are assigned a shelf-life code equal to the shortest shelf-life item contained in the kit.

4.2.6.2. When shelf-life items become outdated, normal shelf-life control procedures apply.

4.2.7. TCTO Release. TCTO items will only be released for MICAP conditions.

4.2.8. Establishment of TCTO Kit Item Records.

4.2.8.1. Establishment of TCTO Kit Item Records. If a new TCTO is required, maintenance coordinates with the LRS/Materiel Management Activity TCTO Kit Monitor to request AFMC/ 437 SCOS Records Maintenance to load the item record. The item record will be assigned ERRCD XD2 and the appropriate Routing Identifier Code.

4.2.8.2. Recoverable Assembly Management Process System (RAMP) Reporting. All TCTO kits assigned a depot RIC (e.g., FHZ, FLZ, F77) are included in the daily RAMP reports and are subject to depot management or redistribution.

4.2.9. Incomplete Kits. AF bases/activities will notify the PM/Technical Content Manager responsible for the TCTO of any kit shortages.

4.2.10. Identification of TCTO Kit Requirements. Maintenance activities review incoming technical publications to determine the number of TCTO kits required. Usually, only one kit for each aircraft, missile, end item of equipment, spare part, or component to be modified is

authorized. The maintenance activity sends a copy of the technical order to the LRS/Materiel Management Activity inspection personnel to determine kit requirements for items in stock (and in transit when applicable).

4.2.11. Rescission of TCTO. Rescission of the TCTO will be done IAW TO 00-5-15.

4.2.12. Releasing TCTO Kits to Maintenance.

4.2.12.1. TCTO kits are ordered through the TCTO Kit Monitor. When complete kits are available for release to the user, the TCTO Kit Monitor processes a DOR at which time the TCTO kit may be distributed.

4.2.12.1.1. Releasing TCTO Kits to maintenance. When TCTO kits are required, the following actions are accomplished:

4.2.12.1.2. The maintenance activity furnishes the TCTO Kit Monitor with a Maintenance IT system report product/listing specifying the technical order number, and the serial number of the end item listed on the AF Form 2001, Notification of TCTO Kit Requirements. The TCTO Kit Monitor processes a force due-out release to the applicable due-out listed in the TCTO Jacket File.

4.2.12.1.3. When a consolidated issue request has been used, the TCTO kit monitor enters the quantity to be released and verifies the completeness of available kits (all components may not be available).

4.2.12.1.4. When complete kits are available, the TCTO kit monitor prepares and processes a forced DOR.

4.2.12.1.5. When complete kits are not available, the TCTO kit monitor advises maintenance of the current supply status of the items still required. The incomplete kits may be released at the option of the maintenance activity.

4.2.12.1.6. The TCTO Kit Monitor enters the date of release for each TCTO kit on the AF Form 2001.

4.2.12.2. Free Issue of TCTO Kits. Modification-driven TCTO kits will be free issued. Only one kit per asset requiring modification will be funded. When in-stock assets (RSP, POS, Supply Points, etc.) require modification, the asset will be issued using activity code “C” to the appropriate repair shop, and one TCTO kit for each asset requiring modification will be free issued to the appropriate repair shop.

4.2.12.3. Exceptions. Non-modification driven TCTO kits and replacement kits or components for assets which are lost or used for purposes other than modification must be purchased using the organization's O&M funds unless type organization code 3 is used.

4.2.13. Completed TCTO Kit Files. Upon completion of TCTO, the completed jacket file will be retained as specified in the AF Records Disposition Schedule.

4.2.14. Storage and Control of TCTO Kits.

4.2.14.1. Establish controls to prevent the loss or unauthorized use of kits and their components.

4.2.14.1.1. Shelf-Life Monitoring. TCTO kits may contain shelf-life items. Each kit is inspected to be certain the shelf-life items listed in the TCTO bill of materials are still

serviceable. The TCTO Kit Monitor uses kit stock numbers to control the shelf life items in the kits. When items become outdated, normal shelf-life control procedures will apply. The LRS/Materiel Management Activity TCTO Kit Monitor tags kits containing outdated items with condition code E (limited restoration). The kits remain in this status until the outdated items have been replaced or shelf life has been extended.

4.2.14.1.1.1. Type I items are replaced through normal requisitioning procedures.

4.2.14.1.1.2. The Inspector will examine type II items and update the DD Forms 1574/-1, or DD Form 2477 on the containers. When the inspection is completed and the outdated materiel is replaced, the kit will be assigned the appropriate supply condition code (A, B, or C).

4.2.14.1.1.3. Items Needing Repair. TCTO kits found to contain items needing repair will be tagged condition code G (incomplete) by an authorized Inspector. The reparable items will be tagged condition code F (reparable) and turned in for repair. The LRS/Materiel Management Activity Inspector will notify the LRS/Materiel Management Activity TCTO Kit Monitor immediately to requisition replacements to return the kits to complete (issuable) status. (T-2)

4.2.15. Transferring TCTO Kits.

4.2.15.1. Transferring TCTO Kits. Maintenance Plans, Scheduling and Documentation (PS&D) advises the TCTO Kit Monitor of impending transfers of aircraft or end items. This notice should be issued as far in advance of the transfers as possible to ship applicable TCTO kits with the aircraft or end items.

4.2.15.2. PS&D provides identification data, including date of transfer, specific TCTO number involved, destination base, type, and tail or identification number.

4.2.15.3. The TCTO kit monitor determines; 1) the availability of the kits designated for transfer, and 2) the weight and cube of those kits (by estimation if exact figures are not available).

4.2.15.4. The TCTO kit monitor prepares a degraded operations shipping document and Nondirected Shipment Transaction input for each kit being shipped. The type of aircraft, end item of equipment, or tail identification number will be entered in Block V of the shipping document. The TCTO kit monitor coordinates with the LRS/Transportation activity to establish the date the kits and shipping documents should be forwarded. After the LRS/Transportation activity has received and signed for the kits, the Nondirected Shipment Transaction input and document file copies will be processed. Upon shipment of the kits the TCTO kit monitor cancels all TCTO kit Due-Outs and Due-Ins for the transferred aircraft or end items, and, when applicable, annotates AF Form 2001 to show the cancellation and shipment.

4.2.15.5. Once the TCTO kit monitor has completed the shipment, it advises the consignee (ship-to Stock Record Account Number (SRAN)) LRS APO by message that the TCTO kits are being shipped with the transferred aircraft or end items of equipment. This message will include the TCTO kit stock number, technical order number, quantity, shipping document number, type of aircraft or end item, tail or identification number, and mode of shipment.

4.2.15.6. When the TCTO kit monitor at the consignee (ship-to SRAN) receives the shipping notice and work closely with the PS&D and the Materiel Management Flight, Ground Transportation Element to make sure that all kits arriving with the aircraft or end items are delivered to the LRS, Inbound Cargo. The TCTO kit monitor, and the PS&D ensure that all outstanding kit requirements for the new aircraft and end items are properly recorded on AF Form 2001 and incorporated into the base TCTO kit system. When requested by PS&D, the TCTO kit monitor adds the new aircraft, end item, or identification number to any existing AF Form 2001. The PS&D prepares and processes a new AF Form 2001 if required by an outstanding TCTO.

4.2.16. Not Used.

4.2.16.1. TCTO Kit Reconciliation and Status Report. The LRS/Materiel Management Activity and maintenance reconcile all TCTO kit assets and requirements monthly in accordance with AFI 21-101, Aircraft and Equipment Maintenance Management. (T-2) The purpose of this reconciliation is to validate kit availability, shortages, excesses, due-outs, and due-ins.

4.2.16.2. Local Program. Bases will process a locally developed program or an as-required report using Basing & Logistics Analytics Data Environment applications to obtain reconciliation data from applicable IT applications. (T-2) The program should list data from the item record, due-out detail, due-in and status detail records.

4.2.16.3. Item Record (technical order number obtained from item record nomenclature field, TCTO kit stock number, on-hand serviceable balance, routing identifier code, and the unit cost).

4.2.16.4. Due-out Detail Record (due-out document number, due-out mark for field, quantity due-out, urgency justification code).

4.2.16.5. Due-in and Status Detail Records.

4.2.16.5.1. Actions. The following actions are necessary:

4.2.16.5.1.1. Maintenance advises the TCTO Kit Monitor of all excesses found in the reconciliation.

4.2.16.5.1.2. Maintenance advises the TCTO Kit Monitor of tail number changes required in existing due-outs and of additional requirements not stated in the Reconciliation Listing (Report).

4.2.16.5.1.3. The TCTO Kit Monitor ensures all changes requested by maintenance are processed.

4.2.16.5.2. An actual face to face meeting will be held. The Materiel Management Officer determines attendance requirements for the LRS/Materiel Management personnel. MX Plans, Scheduling and Documentation will chair the meeting. Both the Materiel Management Officer and the Maintenance Control Officer must sign the TCTO Reconciliation product/listing. (T-2) The chair prepares the minutes and distributes them to the MX Group Commander and the LRS/CC within 5 working days. Both the LRS/Materiel Management Activity and Maintenance TCTO monitors will use the minutes or the Reconciliation Listing (Report) to administer the TCTO program. (T-2)

4.2.16.5.3. Reporting of Excess Kits. Report excess kits to the IM by e-mail. IMs provide disposition instructions for excess kits. At the option of the MAJCOM, excess locally manufactured kits with routing identifier JBD are reported to a command redistribution system for disposition instructions. If a command redistribution system does not exist, then maintenance disassembles all excess locally assembled kits having routing identifier code JBD and returns the components to stock.

4.2.17. Redistribution/Disassembly of TCTO Kits.

4.2.17.1. Redistribution/Disassembly of TCTO Kits. IMs use Redistribution Orders (RDO) to direct redistribution or disassembly of excess centrally managed TCTO kits; those with a routing identifier code (RIC) other than JBD.

4.2.17.2. RDOs directing disassembly contain the constants YBRKDN in the supplementary address field.

4.2.17.3. In lieu of disassembly, MAJCOMs may use non-directed shipment requests (SHP) to redistribute locally assembled kits with RIC of JBD.

4.2.17.4. When kits are to be disassembled:

4.2.17.4.1. The TCTO kit monitor will issue the kits to Maintenance. (T-2)

4.2.17.4.2. Upon disassembly of the kits, all components are to be turned into base stocks.

4.2.17.4.3. The TCTO kit monitor works closely with the appropriate Maintenance Materiel Control to ensure that all documents for turned-in, removed, or replaced parts are properly marked and controlled throughout the redistribution process.

4.2.18. Re-Identification and Stock List Changes.

4.2.18.1. General procedures to identify steps taken when an asset is modified due to TCTO compliance. When a TCTO affects parts, subassemblies, assemblies, or complete articles to the extent that physical modification of the part is required, a new part number will be assigned, and the national stock number (NSN) will be changed. When the TCTO requires a condition inspection to identify defects which will be corrected through the replacement of a like new item, no NSN or part number change is required.

4.2.18.2. When retrofit changes are made that result in new parts, parts being modified, or changes in installation and assembly of new parts, new drawings, models shall be prepared or existing drawings, models revised to include new part numbers, as applicable, (MIL-STD-31000, Technical Data Package) to reflect the retrofit change being performed.

4.2.18.3. When a part number or NSN is stamped, etched, stenciled, brazed, etc., on the article being modified, removal or change to re-identify the modified article with the appropriate new part number or NSN will be accomplished (MIL-STD-130, Identification Marking of U.S. Military Property). (T-1)

4.2.18.4. When an item is altered according to an engineering change or a TCTO change, new or revised drawings models will be required.

4.2.18.5. Item interchangeability and substitution (I&S) relationships are updated, and changes reflected in records and through revised I&S group stock list publications.

4.2.18.6. End article IMs issuing TCTOs will notify the applicable cataloging activity to have expedited change actions initiated. Prompt re-identification changes in the next AF stock list change or AF service supplement change cycles, and any changes to the MCR-1 publication file will be accomplished. It is the intent to issue the applicable stock list change notice concurrently with release of the routine TCTO.

4.2.18.7. Upon determining applicability of the TCTO, the Maintenance Plans, Scheduling and Documentation Section immediately furnishes an action copy of the TCTO to the LRS/Materiel Management Activity. The LRS/CC uses the published TCTO as authority to freeze item records and warehouse bins, challenge all requisitions for validity of end item application as a controlled exception, and apply management codes as required per this chapter.

4.2.19. Management Coding on Supply Records.

4.2.19.1. General procedures to outline coding on Supply Records for TCTO kits. All TCTO kits will be assigned manager review code "L" per AFMC/448 SCMW guidance. This degree of management gives visibility of transactions and requires positive manager action before any shipments are made. This control is required to ensure that kits are not used for unauthorized requirements. The visibility of actions assists the Technical Content Manager (TCM) in the release of backorders to maintain the TCTO schedule. IMs coordinate with applicable MAJCOM TCTO Kit Manager(s) prior to force release actions to ship kits. The TCM(s) documents coordination actions in the TCTO kit management files.

4.2.19.2. All items/spares affected by TCTOs that jeopardize life, safety of flight, and condemnation/mutilation will be assigned manager review code "T" per AFMC guidance. This degree of management gives visibility of transactions and requires positive manager action before any shipments are made. This control is required to prevent wrong spares/items from being issued to a user and to ensure that critical parts affecting safety that have been removed by a TCTO are not reissued to maintenance for the same application. Manager review codes are assigned to those affected items immediately upon receipt and processing of AFTO Form 874, Time Compliance Technical Order Supply Data Requirements, and AFTO Form 873, Time Compliance Technical Order Requirements, and the manager review code will remain in place during the life of the TCTO.

4.2.19.3. Items identified for removal and mutilated to prevent inadvertent reinstallation are processed as follows:

4.2.19.3.1. Assign manager review code "T."

4.2.19.3.2. Determine approximate number of items in the ILS-S and prepare an AFMC Form 206 Temporary Work Request to have these items mutilated or salvaged. Items containing precious metal should be mutilated and all scrap residue processed to disposal. These items will be processed to DLADS, in accordance with the Precious Metals Recovery Program.

4.2.19.3.3. When the AFMC Form 206 is approved and the work center that will do the mutilation/ salvage is known, the TCM will establish a maintenance contact for the work center; this will allow the work center to be notified of any subsequent items that generate into the ILS-S. The TCM of the item being mutilated will prepare a save list

and coordinate it through the Product Director for use by the work center that is required to do the mutilation or salvage operations.

4.2.19.3.4. A priority book message will be prepared to all LRS/Materiel Management Activities using "Safety of Flight Warning" as the subject. The message will require mutilation/salvage of the item and will give directions for accomplishing the mutilation/salvage operation. This message will require an answer, giving the number of items salvaged or mutilated or a negative reply "No assets this activity."

4.2.19.3.5. The TCM will review procurement records. When it is determined that a production contract is in existence, the Directorate of Procurement will be advised and requested to stop all production, and to hold the contract in abeyance until work/re-identification/disposition can be determined and formalized. Any administrative pause in the contract will be consented to and implemented by the applicable contracting officer.

4.2.19.3.6. The Item Manager Wholesale Requisition Process (IMWRP) D035A subsystem records will be file maintained with a constant reject code "CJ" according to AFMC guidance.

4.2.19.3.7. An AF Form 86, Request for Cataloging Data/Action will be prepared and submitted by the TCM in accordance with **paragraph 8.2** of this manual, to have the item cataloged as obsolete in the federal supply system. (T-1)

4.2.19.4. All TCTO kits will be assigned ERRCD "XD2." This designator is used in accounting records, to ensure that all TCTO kit identification numbers assigned by the ALCs are reported in the RAMPS/D035C, regardless of unit cost, for management control.

4.3. Repair.

4.3.1. The repair cycle includes the LRS/Materiel Management Activity, FSC, Documented Cargo, Maintenance and Back shop repair activities. See **Section 1B** for roles and responsibilities.

4.3.2. Due-In from Maintenance (DIFM) Management Quarterly Reconciliation.

4.3.2.1. DIFM Quarterly Reconciliation Procedures. The following actions will be performed by the FSC for all DIFM Quarterly Reconciliations:

4.3.2.1.1. Obtain current copy of the D23 listing.

4.3.2.1.2. Contact all shops having on hand DIFM assets which appear on the Repair Cycle Asset Management product/listing. Draft/release memo notifying shops date/time FSC representative will visit the work center to reconcile on-hand DIFM asset(s) with the D23 listing.

4.3.2.1.3. Conduct Shop Visits. FSC representative(s) will perform “eyes on” for all DIFM assets. (T-2) For GSUs, the GSU DIFM monitor will perform "eyes on" for all DIFM reconciliation actions in accordance with this section and provide the status to the host base FSC. (T-2)

4.3.2.1.4. FSC representative validates the following information against the D23 listing and takes identified actions:

4.3.2.1.5. Review and annotate the D23 listing to ensure it reflects the correct status and location. When discrepancies are identified FSC personnel will work closely with the applicable shop's DIFM monitors to resolve problems.

4.3.2.1.6. 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 TO 00-20-2.

4.3.2.1.7. Property Not Listed. Immediately research property found during the reconciliation which is not on the D23 report. If it is determined that the property does not belong to the applicable shop, initiate found on base return procedures found in **paragraph 6.2** of this manual.

4.3.2.1.8. Missing Property. Take immediate action to locate missing items. Flight Service Center personnel are to work closely with the using shop/organization to locate the property. This includes such actions as interrogating the applicable ILS-S and ensuring that other shops do not have the property. If not found, a special inventory will be conducted per **paragraph 5.47** addition to: This includes executing standard research actions IAW AF Form 12, Supply Inventory Research Worksheet, as well as ensuring that other shops do not have the property. If not found, a special inventory will be conducted per **paragraph 5.47**."

4.3.2.1.9. FSC personnel will complete a final report within 10 workdays of identifying discrepancies and best practices found during the reconciliation. (T-2)

4.3.2.1.10. Report Disposition. Send an electronic copy of the report to the applicable shop.

4.3.2.1.11. Follow-up. Flight Service Center personnel are to closely monitor any noted discrepancies and continue follow-up actions until discrepancies are resolved. These actions include but are not limited to electronic messages and any other form of communication with the shop.

4.3.2.1.12. Filing of Report. FSC will file this reconciliation report in accordance with the Air Force Records Disposition Schedule. (T-2)

4.3.2.1.13. Filing of Report. FSC will file this reconciliation report in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Management System. (T-2)

4.3.3. DIFM management. The materiel management IT system establishes a DIFM record and tracks the unserviceable asset until it is repaired, evacuated, or condemned.

4.3.3.1. All DIFM monitors will complete Course Number MLMW1155 Repair Cycle Management (Block IIB) via myLearning annually and provide certificates to the LRS/FSC. (T-1)

4.3.3.2. Multiple DIFM indicators.

4.3.3.2.1. The materiel management IT system will reject a DIFM issue processed for a quantity of more than one each. If more than one of a particular item needs to be requested, the customer will submit a multiple DIFM request (with document

justification, e.g., TO reference) to the LRS/Materiel Management Activity for approval. The LRS will retain document justification for duration of the DIFM indicator.

4.3.3.2.2. Managing multiple DIFM indicators. This one position code indicates the DIFM assets that can be issued in quantities greater than one. This indicator is located on the item record. A value of zero shows an issue quantity of one only. A value of one shows an issue quantity of more than one.

4.3.3.2.3. Perform the following actions to load/delete multiple DIFM indicators:

4.3.3.2.4. The FSC will review/verify the justification.

4.3.3.2.5. Process multiple DIFM indicators. (T-1)

4.3.3.2.6. File document justification in office file plan for the duration of the DIFM indicator. (T-2)

4.3.3.3. Due In from Maintenance (DIFM) turn-ins (returns).

4.3.3.3.1. All DIFM assets will be returned to the LRS/Materiel Management Activity in the appropriate reusable container with the required documentation IAW **paragraph 6.2** of this instruction. (T-1)

4.3.3.3.2. Reparable items will be returned by Maintenance Activities. (T-1)

4.3.3.3.3. Repair Cycle items identified as Direct NRTS will be returned by the end of the 4th chargeable day from the date of issue. (T-1)

4.3.3.3.4. Base reparable assets assigned to back shops will be returned by the end of the 10th chargeable day from the date of issue. Chargeable Days is defined as number of days a DIFM is issued/released to customer based on current DIFM status which can change over time IAW with User Manual Appendix 12 **Table 4.1** (DIFM Status Codes). (T-2) Note: Failure to return reparable items to LRS in a timely manner will delay replenishment of serviceable items to the installation.

4.3.3.4. DIFM status/location update. To accurately control DIFM assets, the status and location of the item will be known and always reflected in ILS-S.

4.3.3.4.1. Base reparable assets. Within 4 chargeable days from the date of issue, the correct DIFM status code shall be applied to accurately reflect the status and location of the asset. DIFM Status should be loaded upon receipt of the item.

4.3.3.4.2. Customers with a maintenance information system will update DIFM location and status daily.

4.3.3.4.3. Customers without a maintenance information system will notify FSC of any status changes so appropriate inputs are reflected in the materiel management IT system.

4.3.4. The LRS/Materiel Management Activity and customers with access to a maintenance information system will perform the following actions daily to monitor the Repair Cycle assets. Note: For activities without a maintenance information system, materiel management will assist in updating repair cycle records.

4.3.4.1. Obtain Current Repair Cycle Listing.

4.3.4.2. Verify Current DIFM Status Code and Location. Ensure proper DIFM status codes are assigned and location is updated to reflect physical location of item(s).

4.3.4.3. Review DIFM Status compared to Status Days identifying items issued greater than four duty days. DIFM items not inducted into maintenance repair will be returned to the LRS/Materiel Management Activity within four duty days from the issue date. (T-2)

4.3.4.4. Track updates and discrepancies as necessary on the Repair Cycle product/listing. Follow up with unit DIFM monitors daily when issued DIFM exceed return timeframes until resolved.

4.3.4.5. Prior to archiving last listing (report), compare previous status and location of DIFM items to the latest Repair Cycle product/listing to ensure status and location updates were processed. (T-2)

4.3.5. DIFM Status Code and Location Updates.

4.3.5.1. The LRS/Materiel Management Activity and Maintenance will use the DIFM status code and location to track status and physical location of item(s) on repair cycle records. The DIFM status code and location are identified on the DIFM detail record. These codes are loaded and changed by processing a DFM input to update detail records within ILS-S.

4.3.5.2. The following actions will be performed by the LRS/Materiel Management Activity/customers with a maintenance information system to update DIFM status/location. Note: For activities without a maintenance information system, materiel management will assist in updating repair cycle records.

4.3.5.3. Verify Status Codes validity. (T-1) Perform a DFM input to update status codes and appropriate location. (T-1)

4.3.6. Maintenance Turnarounds (TRN).

4.3.6.1. TRN is a transaction to capture when an authorized repair is accomplished by a local backshop, sometimes a repair cycle item is not physically turned-in to the LRS because the item is repaired and reinstalled on the aircraft or end item without placing a demand on the materiel management system.

4.3.6.2. Effects of TRN Processing. Processing a TRN will have the same effect as an issue, repair and subsequent serviceable turn-in of a XD*/XF* asset. The TRN will update both the demand data on the item record and the repair cycle data on the repair cycle record.

4.3.6.3. The LRS/Materiel Management Activity will maintain close coordination with maintenance activities to expedite turnaround processing.

4.3.6.4. The LRS/Materiel Management Activity will appoint a primary and alternate TRN manager in writing to act as the single point of contact for all TRN actions.

4.3.6.5. The Maintenance activity, Decentralized Material Support (DMS) or LRS/Materiel Management Activity will perform the following to update and monitor TRNs. (T-2)

4.3.6.5.1. The Maintenance activity, DMS or LRS/Materiel Management Activity will process a TRN any time a repair action is taken. (T-2)

4.3.6.5.2. The Maintenance activities will complete AFTO Form 350 in accordance with TO 00-20-2, Maintenance Data Documentation. (T-0)

4.3.6.5.3. Local quick reference lists of items may be developed to allow for identification of high demand items by the TRN manager.

4.3.6.6. The organization and shop code of the maintenance activity will be used to construct the TRN document number.

4.3.6.7. The bottom portion of AFTO Form 350 will be filled out completely to include the maintenance action taken code. Maintenance action taken codes for TRNs must be A, F, G, K, L, or Z.

4.3.6.8. The LRS/Materiel Management Activity will return material and invalid/incomplete AFTO Form 350 tags to the customer for correction. (T-2)

4.3.6.9. Process TRN. Note: 439 SCOS will capture and process DHAs (DLA ERRC-XF3 assets) for all bases.

4.3.6.10. The Daily Document Register (D04) or equivalent IT system report will be used to monitor TRN processing. AFTO Form 350 will be compared to the D04 to ensure the TRN input has been processed.

4.3.7. Awaiting Parts (AWP) Management.

4.3.7.1. Ensure all wing AWP monitors attend repair cycle training within 30 days of appointment and be certified in AWP management core tasks. (This certification will be documented in training records. Monitors will closely manage the AWP program to ensure assets are returned to serviceable condition and pieces are feasible.

4.3.7.2. The LRS/Materiel Management Activity will perform the following actions to obtain and monitor the AWP Management product/listing.

4.3.7.3. The AWP Monitors will pay close attention to the AWP program to ensure assets are returned to serviceable condition as soon as possible. Additionally, identify opportunities where cross- cannibalization of serviceable bits and pieces are available to return AWP DIFM items to a serviceable condition.

4.3.7.4. The AWP Monitor will monitor the DIFM/AWP disposition report daily for AFMC directed evacuations.

4.3.7.5. When cross-cannibalization is possible, maintenance activities are responsible for providing the LRS/Materiel Management Activity with the end-item DIFM document number(s) and the bits and pieces involved. Note: This only applies to base (retail) level activities.

4.3.7.6. Closely monitor AWP status using the AWP Management product/listing.

4.3.7.7. When an unserviceable end-item has been in the AWP status for 30 days, AWP monitor will contact the item manager responsible for the bits and pieces or SRUs on order to repair the unserviceable item to obtain updated status. When bits and pieces or SRUs delivery cannot be guaranteed within 45 days, the AWP monitor will contact the item

manager or end-item manager and AFMC Repair Network Manager (RNM) workflow, for coordination of disposition and evacuation instructions. The RNM will collaborate with the IM, to determine appropriate action based upon repair status and seeking to keep repair at the lowest level. The IM will then send agreed upon recommendation(s), to the AWP monitor and RNM workflow, providing disposition and evacuation instructions. Final determination authority will reside with the end-item manager. AWP monitor will ensure customers are aware of final disposition.

4.3.7.8. Upon evacuation receipt approval, the LRS/Materiel Management Activity AWP monitor will cancel due-outs for bits and pieces parts not received.

4.3.7.9. The LRS/Materiel Management activity AWP Monitors will follow-up with AFMC on any noted discrepancies until they are resolved. (T-2)

4.3.8. Ordering AWP Assets.

4.3.8.1. The LRS/Materiel Management activity customers, who use a maintenance system or ILS-S to order AWP assets, will perform the following actions to order AWP assets:

4.3.8.1.1. Complete AF Form 2005. (T-2) This document is required when ordering assets through the applicable IT system. Particular attention should be placed when completing AF Form 2005 for an AWP request:

4.3.8.1.2. Project Code. For AWP requests, enter the standard reporting designator (SRD) in the project code field.

4.3.8.1.3. Urgency Justification Code. The use of “AR” or “BR” is required.

4.3.8.1.4. Mark For Field. The DIFM or EAID end-item document number must be placed in this field.

4.3.8.2. Place Request in Applicable IT system. (T-2)

4.3.8.3. Follow-up. AFMC/AFSC/635 SCOW personnel will work AWP backorder and input status in the applicable ILS-S. (T-2)

4.3.8.4. SPRAM AWP. Process a material Return (see Chapter 6) and issue for in-house repair (see **Chapter 5**). (T-2)

4.3.9. Management of Product Quality Deficiency Report items. Guidance regarding these items can be found in TO 00-35D-54, USAF Deficiency Reporting, Investigation, and Resolution. Deficiency report exhibits. Items identified to show materiel deficiency conditions will be processed as unserviceable deficiency report exhibit turn-ins IAW with TO-00-35D-54. The LRS/Materiel Management Activity will store deficiency report exhibits until final disposition instructions are received. (T-2) For PQDR return procedures refer to **paragraph 6.2** of this instruction.

4.3.9.1. General Management of PQDR Item Procedures. The LRS/Materiel Management activities will follow procedures outlined in TO 00-35D-54, USAF Deficiency Reporting, Investigation, and Resolution and the proper storage and handling requirements outlined below. (T-0)

4.3.9.2. Holding Period. Update the unserviceable detail document number in the ILS-S to reflect this date. To ensure disposition instructions are received, PQDR monitors will maintain close contact with maintenance.

4.3.9.3. Storage Location. Store PQDR assets in a clearly marked area separate from normal operating stock. Ensure all condition tags and documentation are attached to the item and assign a warehouse location.

4.3.9.4. Suspense File Folders. Maintain a suspense jacket file for each PQDR asset. Each folder contains a copy of the initial deficiency report and labeled with the following: report control number, stock number, unserviceable detail document number, and initials of individual placing the item in its applicable location. The file folders also contain the documentation if held past the initial 30-day period. Received disposition instructions are also filed in the folder. Suspense jacket files will be maintained in deficiency report number sequence. Once disposition instructions are received and actions taken, move the suspense jacket file from the open to the closed file. Both open and closed files are maintained in accordance with AF Records RDS. (T-2)

4.3.9.5. Verify Current Due-In from Maintenance (DIFM) Status/Location. The LRS/Materiel Management activities will monitor status of PQDR assets using the Repair Cycle Management Listing (Report). (T-2)

4.3.10. Base Contract Maintenance. Any item in stock requiring contract maintenance will be controlled using DIFM procedures. Items processed to contract maintenance will not update historical demand data in the Materiel Management IT system.

4.3.11. Calibration Repair and Return (CRR).

4.3.11.1. This procedure covers the return, receipt, and evacuation of items for CRR assets. It also presents instructions for processing CRR documents for input/output, requisitions, and termination of accountability. Special instructions for non-DLMS EDI shipments for Test Measurement Diagnostic Equipment (TMDE) items to an off-base support Precision Measurement Equipment Laboratory (PMEL) are also covered.

4.3.11.2. Off-Base Calibration/Repair/Return. At times, property is sent to off-base locations for calibration/repair and return. Vendors, contractors, and calibration/repair activities (Exception: Calibration/repair activities at the computer support base) are considered off-base. LRS/Materiel Management Activity procedures for processing property for calibration/repair and return are outlined below. These procedures do not apply to AFMC-managed XD/XF items, except when directed to return them directly to the contractor under warranty programs. Note: Do not use these procedures to ship small arms (CIC N or 4) under any conditions.

4.3.11.2.1. These procedures document the movement of property from the customer through the ILS-S and back to the customer without charging O&M funds.

4.3.11.2.2. Inputs to the system must contain project code 440 (PACER SHELL). (T-1) This project code identifies equipment and materiel not on a maintenance scheduling and control system.

4.3.11.3. Return of Non-Accountable Equipment for Calibration, Repair, and Return.

4.3.11.3.1. Custodians ensure equipment is properly tagged with an AFTO Form 350 and the tag is clearly marked CALIBRATION/REPAIR AND RETURN.

4.3.11.3.1.1. Preparing the Repair and Return Input Document for EMC-1 Items. For EMC-1 items an activity code P will be automatically assigned by the program if no authorized/in-use detail is loaded. This ensures that the due-out detail record is established with an activity code P. The prepared Repair and Return document may be input through any terminal or the RPS/main system.

4.3.11.4. Return of Expendable Items (Except for AFMC Managed XD/XF) for Calibration, Repair, and Return.

4.3.11.4.1. Cleaning and Tagging. The user will ensure that the item is clean and properly tagged.

4.3.11.4.2. Requesting Preparations for Repair and Return. The user will contact Customer Support and request preparation of a repair and return input document.

4.3.11.4.3. Preparing the Repair and Return Input Document. Customer Support will prepare a repair and return input document. (T-1) The document number contains activity code P. The prepared Repair and Return document may be input through any terminal or the RPS/main system.

4.3.11.5. Record Reversal and Correction Unauthorized. Record Reversal and Correction of Repair and Return is not authorized. When the Repair and Return is processed with invalid data, then do the following:

4.3.11.5.1. Prepare and process a receipt (TRIC REC). Use TEX code 2 and the due-out document number created by the erroneous input in positions 60-73. (See DAFI 24-602, V2 for additional information on REC processing.)

4.3.11.5.2. Find and destroy the APOE that was produced for routing to the repair base.

4.3.11.5.3. When the APOE has already been sent to the repair base, tell the repair base to process a TRIC DOC to cancel the lateral due-out.

4.3.11.6. Special instructions for the movement of Non-DLMS EDI Shipments of non-ELMS TMDE. See **Chapter 11** for accountable equipment.

4.3.11.6.1. These instructions apply to the movement of TMDE items, commonly referred to as Precision Measurement Equipment (PME), to an off-base support PMEL, to include Air Force Metrology Calibration Detachment when calibration, repair and return of the same items are required (TO 00-20-14, Air Force Metrology and Calibration Program).

4.3.11.6.2. Non-DLMS EDI Shipments of TMDE/PME are not to be processed through supply channels.

4.3.11.6.3. In certain circumstances, shippers may have an official need to move DoD materiel outside of normal DLMS EDI procedures. In those situations, the shipper provides authority for movement and is responsible for the integrity of the shipment.

4.3.11.6.4. All non-DLMS EDI shipment requests will be tendered to the Transportation Officer on DD Form 1149, Requisition, and Invoice/Shipping

Document. The shipper also provides written authority for movement when requested by the Transportation Officer.

4.3.11.6.5. Instructions for the completion and distribution of DD Form 1149 are provided in DAFI 24-602, V2.

4.3.11.6.6. The distribution activity receives the DD Form 1149 from maintenance/equipment custodian/PMEL and assigns transportation priority. Entries on DD Form 1149 will be checked for accuracy and a signature in block 19 with a receipt copy to delivery personnel. The transportation activity verifies the DD Form 1149 documentation and package(s) to be shipped, and process the shipment as prescribed in applicable directives.

4.3.12. Semi-annual Direct Not Reparable This Station (NRTS) validation:

4.3.12.1. Semi-annually, I/O level maintenance activities will validate direct NRTS items utilizing the Q04 or Air Force Approved Ad-Hoc Database Systems Direct NRTS product/listing and forward changes to the FSC for updates. (T-2)

4.3.12.2. Direct NRTS (NRTS-1) are DIFM items that are not authorized repair by base level per TO 00-20-3. Assets will be identified withNRTS-1 indicator of Y and repair activity 009RW for Reliability Improvement Warranty (RIW) items or repair activity 009DN for all others. They will be identified with NRTS-1 indicator and applicable Ship-To Stock Record Account Number (SRAN). All other repairable assets will have a NRTS-1 indicator of N and applicable repair activity. NRTS-1 indicator will never be blank. Exception, NSNs with RIMCS control codes preventing Ship-To SRAN assignment. Wholesale Item Managers load RIMCS control codes to NSNs for enterprise reasons that will prevent direct NRTS NSNs from having a Ship-To SRAN. LRS activities will still assign direct NRTS indicator and repair activity data elements but will follow Item Manager RIMCS control code business rules per AFMCMAN 23-501V1 for disposition execution.

4.3.12.3. All I/O Maintenance repair shops will review items identified by their org/shop as the repair activity and confirm items are repairable or have diagnostic capability. (T-2)

4.3.12.4. All I/O Maintenance repair shops will review items with no org/shop (blank repair activity) and validate they have no repair or diagnostic capability for the item. (T-2)

4.3.12.5. When all I/O repair shops indicate no repair or diagnostic capability exists, the item is then coded direct NRTS by FSC. Note: All items are assumed repairable and will be coded as such unless certified Direct NRTS as indicated above.

4.3.12.6. CRF Supported LRS Units will process unserviceable reparable assets as Not Reparable This Station (NRTS) code “D” (ship to another base to repair) for shipment to the appropriate CRF within 24 hours but NLT next duty day.

4.3.12.7. Upon completion of Semi-annual Direct NRTS validation, FSC will disseminate to all DMS activities an updated Q04 or an approved listing in two parts:

4.3.12.7.1. Sort Product by NSN and Repair Activity

4.3.12.7.2. Sort Product by NSN and Ship to SRAN or CRF

4.3.13. Centralized Repair Facility (CRF).

4.3.13.1. Centralized Repair consolidates maintenance and supply resources at designated locations. These services are available to an organization that cannot service its own equipment or cannot perform intermediate level maintenance on AF reparable assets.

4.3.13.2. To provide intermediate level maintenance of unserviceable assets, centralized repair offers the following resources: tools, test equipment, spare and repair parts, and skilled personnel.

4.3.13.3. Centralized Repair sustains or enhances logistics responsiveness and effectiveness while reducing costs.

4.3.13.4. MAJCOM, AFMC, Host and Supported CRF LRS Commander/Accountable Property Officer roles and responsibilities are outlined in **Section 1B**. Responsibilities for Maintenance personnel at CRFs and supported units are outlined in DAFI 20-117.

4.3.13.5. MAJCOMs may establish CRFs based on concepts outlined in DAFI 20-117, Repair Network Integration Management. These procedures apply to Air Force Repair Activities supported by or designated to operate under the Enterprise CRF concept.

4.3.13.6. ILS-S Records at CRF Supported LRS Bases. The LRS activity at the CRF location conducting intermediate repair is identified as the "CRF Host LRS". Bases required to ship to a CRF for intermediate repair support are identified as "CRF- supported units".

4.3.13.7. The ILS-S capability to manage CRF's coupled with changes made by AFMC Execution and Prioritization of Repair Support System (EXPRESS) allows enterprise management of repair actions.

4.3.13.8. The Repair Destinations capability uses a daily EXPRESS data file to update ILS-S reparable shipment destinations. When updates are not correctly reflected in ILS-S bases will ship reparable carcasses to the incorrect repair location.

4.3.13.9. AFMC/437 SCOS will support CRF activities by:

4.3.13.9.1. Load applicable support records, determine appropriate shipment guidance, shipping destination, routing identifier, and RIC as well as provide supplemental instructions to units/MAJCOMs as necessary.

4.3.13.9.2. Loading shipping destination record; load the RID to SRAN on version record.

4.3.13.9.3. Load PFMR Flag. Use TRIC FRD to load the PFMR flag in the shipping destination record for the CRF SRAN.

4.3.13.9.4. Setting the CRF Enterprise Flag to 'F' (indicates Forward base) on the Base Constant's record. Note: These are base(s) shipping assets to CRF.

4.3.13.9.5. Setting the CRF Enterprise Flag to "C" (indicates CRF base) on the base Constant's record. Note: These are base(s) repairing assets that forward bases have shipped.

4.3.13.9.6. Set the Maintenance Action Override Flag to 1 (On).

4.3.13.9.7. Load the CRF SRAN as the Ship-to-SRAN.

4.3.13.10. Host LRS CRF will:

4.3.13.10.1. Provide a single turn-in point for CRF SRUs and LRUs.

4.3.13.10.2. Load item records. Ensure records are loaded for the specified NSNs. (T-2)

4.3.13.10.3. Load the Repair Organization and Shop Codes. (T-2) Use TRIC FRR to load the designated base repair activity's organization and shop codes to the repair cycle records of each item being managed under this concept.

4.3.13.10.4. Process Prepositioned Materiel Receipt Inputs. (T-2)

4.3.13.10.5. Process Reparable Turn-Ins. Process using the proper Activity code per ILS-S User's Manual using the Action Taken Codes table. (T-2)

4.3.13.10.6. Load the appropriate priority designator. (T-2)

4.3.13.10.7. Ensure DIFM status updates and estimated time for completion dates are received from CRFs daily.

4.3.13.10.8. CRF Supported LRS Units will process unserviceable reparable assets as Not Reparable This Station (NRTS) code "D" (ship to another base to repair) for shipment to the appropriate CRF within 24 hours but NLT next duty day.

4.4. Time Change Items.

4.4.1. The LRS Materiel Management Flight Chief or equivalent will appoint a Time Change Manager in writing and assign to the FSC. The time change manager will coordinate time change requirements with maintenance and maintain supporting documentation IAW TO 00-20-9 (Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items). (T-2) For maintenance activities that are non-Aircraft, refer to AFPD 21-1 for the governing maintenance publication.

4.4.2. FSC manages time change items for the base by completing the following actions:

4.4.2.1. Time change item can be submitted and or backordered up to 60 days prior to the scheduled time change or induction. If the time change item is not received within 10 days prior to the expected need date, requests can be upgraded to a MICAP-reportable condition. (T-1).

4.4.2.2. Obtain a monthly time change forecast list from Maintenance Plans, Scheduling & Documentation (PS&D) IAW DAFI 21-101 Chap 14.

4.4.2.3. Segregate new requirements from existing requirements.

4.4.2.4. For new requirements:

4.4.2.4.1. Ensure the item is currently on back-order. When there is not a backorder in the ILS-S, have the customer place a demand on the system for the part.

4.4.2.4.2. Validate the backorder has positive status in ILS-S. When there is no positive due-in status, forward a request to Customer Support to obtain information (status) from AFMC/AFSC/635 SCOW.

4.4.2.5. For existing requirements:

4.4.2.5.1. Reconcile the forecast list with Maintenance PS&D.

4.4.2.5.2. Reconciliation will consist of validating due- outs, complete physical inventory of stocked/issued time change items and verifying tail/serial numbers “Mark For” against items ordered.

4.4.3. Maintain Supporting Documentation. This section lists documents requiring filing.

4.4.3.1. FSC will file and maintain all documentation that pertains to time change items for one year. (T-2)

4.4.3.2. Documentation must be included as part of the file plan.

4.4.4. Time Change Out-Of-Warehouse Inventory and Reconciliation.

4.4.4.1. This directs materiel managers on how to conduct a warehouse inventory and reconciliation.

4.4.4.2. FSC will perform the following actions to complete a Time Change Reconciliation:

4.4.4.2.1. Retrieve a current DIFM listing D23 from the approved IT application.

4.4.4.2.2. Schedule an appointment with the DIFM monitor.

4.4.4.2.3. Match each line item on the DIFM listing D23 with each asset in the possession of the DIFM monitor.

4.4.4.2.4. Validate/verify the national stock, part, document numbers, mark-for, DIFM location, DIFM status, and quantity.

4.4.4.3. When out of balance discrepancies exist (missing assets), process a Special Inventory Request Input (1GP) identified in the ILS-S User’s Manual.

4.4.4.4. When minor discrepancies exist inform the custodian and have them notify base DIFM Manager upon completion of corrective action.

4.4.4.5. Follow-up on discrepancies weekly until resolved.

Chapter 5

DELIVERY OF MATERIEL

5.1. Overview. This chapter outlines AF guidance to accomplish supply chain materiel management processes associated with the delivery of materiel. These processes include Order and Requisitioning; Physical Asset Management; Document Control and Detail Records, Record Reversal and Correction, Physical Inventory, and Inventory Adjustments; Inspection and Related Operations; and Materiel Disposition. For this chapter, DLM 4000.25, Volume 6, Logistics Systems Interoperability Support Services, DLM 4000.25-1, DLM 4000.25-2, DoDM 4140.01, DoDM 4140.27, all volumes, are reference sources for this chapter.

5.2. Ordering and Requisitioning. Most maintenance issue requests are processed directly from an external maintenance IT system (e.g., IMDS/FMxC2). Processing instructions for those systems can be found in the applicable system handbooks. Customers requiring the Logistics Readiness Squadron (LRS)/Materiel Management Activity to directly input issue requests in the ILS-S will submit issue requests to the customer support. Forms used to submit customer requests for materiel include the AF Form 2005 and DD Form 1348-6. Under certain circumstances, spreadsheets or equivalent, may be more practical than individual AF Forms 2005. All processing data requirements that apply to the AF Form 2005 equally apply to the spreadsheet.

5.3. Customer Issue Request and Processing.

5.3.1. The LRS/Materiel Management Activity will take the following actions for customer issue requests:

5.3.1.1. Process customer request using Expendable Item Customer, Issue Request (ISU) Transaction Format and Documentation Requirements in ILS-S. Priority orders are typically ordered as "fill or kill," meaning any quantity not filled from stock is suppressed (killed).

5.3.1.2. When the customer request is killed, contact the requestor to determine backorder priority.

5.3.1.3. When the requestor desires to backorder, they must determine required priority, then process the backorder using ILS-S.

5.3.2. For Non-Accountable Equipment Item Issues. Assign activity code P and process in accordance with Non-Expendable Item Customer Issue Request (ISU) format IAW ILS-S User’s Manual.

5.3.2.1. Input transaction and review output reject/management notice for further action.

5.3.2.2. When an asset is issued, ensure transaction output processed to the applicable warehouse.

5.3.2.3. When a transaction is rejected (“REJ” notice), see 316 REJ “Authority for Issue Flag Blank or Invalid” IAW ILS-S User’s Manual, Appendix 13, for corrective action and re-input transaction.

5.4. Customer Issue Request and Processing of Special Type Items and Conditions.

5.4.1. General Discussion: There are numerous categories of items and circumstances where normal (automated) ILS-S issue procedures do not apply. Examples include reduced price items; health hazard items; forms; local manufacture items; non-stock listed items; and items that require special issue procedures. Also, under certain circumstances, customers may request issue of unserviceable items managed on ILS-S unserviceable detail (R920) records. When requested, special issue procedures and coding are required.

5.4.2. Transient Aircraft Item Issues.

5.4.2.1. Foreign Government Aircraft. Foreign Governments must have an Acquisition and Cross Servicing Agreements (ACSA) in place before any exchange can occur. Obtain approval to provide supply assets according to AFI 25-301, Acquisition and Cross-Servicing Agreements.

5.4.2.2. When ACSA transactions are approved by the MAJCOM ACSA manager or delegated authority per AFI 25-301, this section provides materiel management procedures for international cross-servicing of Not Mission Capable (NMC) aircraft using ACSA authority. Supply assets can be sold and exchanged using ACSA authority. Under ACSA, logistics support exchanges are voluntary and at the discretion of the CPL, MAJCOM and installation/unit providing or receiving support. Each request is considered on a case-by-case basis, evaluated for legal authority, capability to support, and the supporting entity's mission impact if the request is supported. ACSA Global Automated Tracking and Reporting System (AGATRS) will be used by all AF units, as directed by MAJCOM per AFI 25-301.

5.4.2.3. MAJCOMs may delegate ACSA exchange approval authority to local commanders.

5.4.2.4. MAJCOM or Higher HQ ACSA manager, in coordination with the providing unit(s) will ensure:

5.4.2.4.1. The requesting nation is ACSA eligible.

5.4.2.4.2. The asset being provided or exchanged is authorized by ACSA authority.

5.4.2.4.3. Negative mission impacts of providing support are minimal.

5.4.2.4.4. Initial Issue of Depot Level Reparable assets (DLR) in support of Cost Per Flying Hour (CPFH) need to follow the approving authority as outlined in this policy.

5.4.2.4.5. Standard Order Form 1-3a, Acquisition and Cross-Servicing Agreement (ACSA)/Mutual Logistics Support (MLS) Order Form, produced in ACSA Global Automated Tracking and Reporting System (AGATRS) is the DoD standard and will be used in accordance with AFI 25-301.

5.4.2.4.6. ACSA repayment methods from the receiving nation is accomplished through Replacement-In-Kind (RIK) or Equal Value Exchange (EVE). The selection of repayment will be indicated on the completed ACSA MLS order form.

5.4.2.4.7. Use the following procedures to issue spares and receive reimbursements:

5.4.2.4.7.1. The applicable maintenance organization will order the part on their

supply organization account with shop code TA. (T-1) When the requirement is loaded in a Maintenance Information System (MIS) with a valid job control number (JCN), requisitions will be processed in the appropriate MIS with an activity code "J" document number. (T-1) When there is no MIS, the requisition will be processed directly with the LRS/Materiel Management Activity using the ILS-S under an activity code "X" document number.

5.4.2.4.7.2. Mark-For. Use the foreign aircraft tail number and valid SRD. The last two positions of the mark-for is the MAJCOM country code found on the ACSA transaction form (See **Table 5.1** below). An example mark-for would be: "CC00065AHX9942" (Tail CC00065, SRD AHX (Non-AF aircraft), WUC 99, and MAJCOM 42 (ACSA country code for Canada).

Table 5.1. MAJCOM Country Code.

Canada	42
United Kingdom	43
Germany	45
All Other Nations	46

5.4.2.4.8. RIK reimbursement method: F77 managed C-17 parts for foreign/international C-17 customer. This is an FMS issue, and no ACSA approval is required. F77 parts are budget code S, assets are exchanged one-for-one.

5.4.2.4.9. Issue and account for RIK spares using the information in **Table 5.2**.

Table 5.2. RIK Accountability.

	Demand Code	DIFM Control	Notes
F77 Managed C-17 parts	N	Yes	1, 2
Non-F77 Reparable (XD2 & XF3) Parts	I	No	3
Non-F77 Consumable (XB3) Parts	N	No	3
Note 1. To clear the DIFM detail, the unserviceable foreign part is immediately returned to the providing maintenance organization and turned into LRS/Materiel Management Activity as unserviceable			
Note 2. Initial issue is not authorized.			
Note 3. When serviceable asset(s) are returned, the supporting USAF maintenance organization will return the asset to supply as Found on Base (FOB).			

5.4.2.4.10. Cash reimbursement method: This approach requires the identification of an USAF Resource Advisor (RA), and a full fund cite identified on the ACSA form. When directed by MAJCOM ACSA manager, the unit RA will submit for cash reimbursement via DFAS using the ACSA transaction form as supporting documentation. (T-1)

5.4.2.4.11. Issue and account for Cash reimbursement using the information in **Table 5.3**.

Table 5.3. Issue and Account for Cash Reimbursement.

	Demand Code	DIFM Control	Notes
F77 Managed C-17 parts	N	Yes	N/A Cash reimbursement for foreign C-17 customers is not authorized
Non-F77 Reparable (XD2 & XF3) Parts	I	No	Note 2
	N	Yes	Note 1
Non-F77 Consumable (XB3) Parts	N	No	No return parts
Note 1. Non-recurring demands. When an unserviceable return is considered as part of the reimbursement, the core cost amount will be charged on the ACSA form. The unserviceable asset is returned to the supplying maintenance unit for TIN.			
Note 2. Initial Issue demands. When no unserviceable asset is returned, the full procurement value of the asset is the amount charged on the ACSA form and DIFM control will not be necessary.			

5.4.2.4.12. Equal Value Exchange (EVE) reimbursement method: The EVE method creates supply accountability and validation issues that are difficult to resolve. Note: EVE should be avoided.

5.4.3. US Government & US Military Aircraft. Process issue transaction using the data elements in **Table 5.4**.

Table 5.4. Data Elements.

Shop Code	TA
Demand Code	N
SRD	AHX or XH4 for all non-AF US military aircraft and non- AMC commercial aircraft; AMZ or XMZ for AMC commercial aircraft
MAJCOM	49 for DoD Aircraft Other Than AF (Army, Navy, Marines); 4B for Federal Aviation Administration (FAA) aircraft; 4C for other U.S. government

5.4.4. TCTO Item Issues

5.4.4.1. For TCTO requests, process issue requests with:

5.4.4.1.1. The using activities organization and shop code (cannot use shop code "TO").

5.4.4.1.2. UJC AU, BU, or CU will be used.

5.4.4.1.3. Process customer issue requests for items requiring TCTO modification with materiel condition code D.

5.4.4.1.4. The following actions should be considered before processing customer issue requests:

5.4.4.1.4.1. Customer Actions. The customer determines if unmodified assets may be used, or if TCTO kits are available for modification. This action is performed by contacting the TCTO kit manager for review of the modification technical order (for applicability by end-item model number, completion dates, etc.) and kit availability.

5.4.4.1.4.2. LRS/Materiel Management Activity Actions. Customer Support personnel processes TCTO item issue requests with materiel condition code D if unmodified assets may be used. The Inspection function works with the responsible maintenance activity for item modification if needed when TCTO kits are available. Customer Support works with the base TCTO kit manager to determine the type of LRS/Materiel Management Activity action required to satisfy the issue request when TCTO kits are not available.

5.4.5. NWRM Issues. All NWRM issue requests will comply with DAFMAN 20-110.

5.4.5.1. The Customer Support/After Hours support will:

5.4.5.1.1. Review the current NWRM authorization list to ensure the individual and organization ordering the asset is a valid recipient. (T-1)

5.4.5.1.2. Provide the NWRM Transaction and Control Cell (NTCC) NSN, part number, issue document number, quantity, unit of issue, and applicable serial number(s) of the assets. (T-1) The NTCC will lift freeze code “N” via Freeze Code Update processing and notify the requesting LRS/Materiel Management Activity that the freeze code has been removed.

5.4.5.1.3. When an asset is available, process the issue request with IEX D. After successful processing, contact the NTCC to reload the freeze code “N.”

5.4.5.1.4. When an asset is not available: process the backorder, contact NTCC to process a requisition and reload the freeze code “N.”

5.4.6. Continuous Length Items. When the issue request is for one continuous length of an item, assign requisition advice code 2N to the issue request. Customer Support personnel will query the ILS-S to see if the item record serviceable balance is equal to or greater than the input issue request quantity and process the request as follows:

5.4.6.1. Sufficient Continuous Length. When the quantity on hand in the ILS-S is equal to or greater than the input issue quantity, Customer Support personnel will contact warehouse personnel to verify that the quantity required is in one continuous length. Customer Support personnel will process the issue transaction with the quantity requested.

5.4.6.2. Insufficient Continuous Length. When the quantity is less than requested, or not in a continuous length, process the issue transaction with TEX 8 to bypass on-hand stock and requisition the appropriate continuous length.

5.4.7. Contract Maintenance/In-House Repair for items in stock. Prepare and process the issue transaction using activity code C, demand code N, the organization code established for contract maintenance or the LRS/Materiel Management Activity organization code (as determined locally), and shop code CM.

5.4.8. Free Issue Items.

5.4.8.1. All customer issue requests for free issue of GSD assets must be approved by the LRS/CC in writing before processing an ISU with TEX code D. (T-2) Customer Support will be responsible for ensuring free issue criteria are met before approval is given.

5.4.8.2. Customer Support sends the free issue output document to LRS/Materiel Management Activity Funds Management for initials on the face of the output document before physical issue of the property. When approval was not received prior to processing, contact the LRS/Materiel Management Activity to have the transaction record reversed and reprocessed with the appropriate funding.

5.4.9. Reduced Price Item Issues. All requests for reduced-price item issues are at the option of the LRS/CC. If approved, the issue request transaction is processed with TEX % and the applicable discount percentage (01 through 99) granted by the LRS/CC in positions 62-63. Reduced-price-requested-items contain a serviceable balance greater than zero or the issue request will be killed. Additionally, the base requisitioning objective for the item must be zero which indicates an inactive item. (T-2) All reduced-price issue transactions will be processed as non-recurring (demand code N), so demand data is not updated. (T-2)

5.4.10. Repair Cycle Item Initial Issues.

5.4.10.1. The requesting organization will submit complete written justification for the initial issue of repair cycle assets to the Materiel Management Flight Officer in Charge (OIC) or Superintendent for review and approval/disapproval. (T-2)

5.4.10.2. Send approved initial issue requirements to Customer Support for preparation and processing of the initial issue request.

5.4.10.3. All processing for Intercontinental Ballistic Missile (ICBM) Operational Test & Evaluation (Glory Trip) assets as a result of re-assembling a launch vehicle will be processed as initial issue. (T-1) Any budget code 8 assets will be processed as free issue. (T-2) Free issue approval is not required.

5.4.11. Issue of Items Frozen for Inventory.

5.4.11.1. Customer Support personnel will contact warehouse personnel to verify property is on-hand to support issue request.

5.4.11.2. If the asset is not available, Customer Support will contact the customer to determine if MICAP conditions exist. If MICAP condition does not exist, hold transaction in suspense file until notified that item record is unfrozen and normal inline processing can be completed.

5.4.11.3. When assets are available:

5.4.11.3.1. Prepare an off-line issue document (DD Form 1348-1A or computer-generated equivalent) and forward it to the applicable warehouse function for issue to the requesting activity. Mark the issue document to reflect that the asset is frozen for

inventory. Refer to ILS-S User's Manual for manually creating Asset Management Records.

5.4.11.3.2. File the issue request in a suspense file until advised by Inventory personnel of the method and time the manual issues are to be processed.

5.4.11.4. Review and take action to resolve all management notices and rejects output during processing.

5.4.11.5. Other Documents. Hold all other documents rejected because of inventory action in suspense until notified by Inventory personnel that the inventory is complete.

5.4.12. Local Manufacture Item Issues. The normal procedure for requesting a locally manufactured item is for the requesting activity to submit the request through the LRS/Materiel Management Activity. There are situations where the locally manufactured item does not have to be processed through the LRS/Materiel Management Activity. The following paragraphs explain the procedures for both situations.

5.4.12.1. Local Manufacture of Items Requiring LRS/Materiel Management Activity Processing.

5.4.12.1.1. The requesting activity submits the requirement to the LRS/Materiel Management Activity on AF Form 2005 or DD Form 1348-6 (with necessary drawings) for non-stock numbered items. Drawings or examples of the locally manufactured items are not needed for the DD Form 1348-6 or the AF Form 2005 when the remarks blocks contain a statement that the manufacturing activity currently possesses the necessary documents. In other words, this is not the first request for the item. Normal issue/stock control procedures will apply.

5.4.12.1.2. Items Coded Field Manufacture (FM). When the locally manufactured item is beyond base maintenance capability to manufacture, maintenance personnel return the work order request with the reason for non-manufacture to the LRS/Materiel Management Activity. LRS/Materiel Management Activity personnel will cancel the local manufacture due-in detail record and assign requisition exception code 2. (T-2)

5.4.12.1.3. Items not coded field manufacture (FM). The following action is taken to request the local manufacturing of items not coded FM:

5.4.12.1.3.1. The using activity sends the request to LRS Customer Support. When the item is not stock listed, LRS Customer Support personnel identify the requested item and assign an ERRCD and a locally assigned stock number. When the item is identified as an accountable equipment (activity code E) item, the request is sent to the customer for preparation of AF Form 601/AF Form 2005 before issue processing in the ILS-S.

5.4.12.1.3.2. For stock listed budget code 9 DLA items, contact AFMC to process Demand History Adjustment transaction.

5.4.12.1.3.3. When the request is not for an equipment item, LRS/Materiel Management Activity personnel processes the issue request as memo (TEX 7) and prepares a special requisition transaction to complete requisitioning. Additionally, they will prepare a DD Form 1348-1A (eight copies) and send all copies to the appropriate maintenance Production Control activity.

5.4.12.1.4. Base Civil Engineer (BCE) locally manufactured items. The following actions are performed when the BCE is tasked to locally manufacture requested items:

5.4.12.1.4.1. The requesting organization submits the request to Customer Support on AF Form 332, Base Civil Engineer Work Request and AF Form 2005. Additionally, non-stock numbered items require a DD Form 1348-6 with all necessary drawings attached when local manufactured by the BCE is appropriate. Customer Support Liaison establishes a memo backorder (due-out) with TEX 7 and processes a Local Requisition (LPR) transaction.

5.4.12.1.4.2. The requesting organization then submits the DD Form 1348-1A and AF Form 332 to the BCE for approval of local manufacture. If the AF Form 332 is approved, the item is locally manufactured and delivered to the Cargo Movement Section with the DD Form 1348-1A. Normal receipt and issue processing applies. See **Chapter 11** for accountable equipment procedures.

5.4.12.2. Local Manufacture of Items Not Requiring LRS/Materiel Management Activity Processing.

5.4.12.2.1. When the item is needed to satisfy an internal maintenance requirement, the maintenance group commander may authorize local manufacture of the item without processing the request through the LRS/Materiel Management Activity, if it is coded as a field level locally manufactured item. When this option is used, paperwork does not have to be processed through the LRS/Materiel Management Activity and no demand may be placed on the LRS/Materiel Management Activity.

5.4.12.2.2. When the item is needed to satisfy an internal BCE maintenance requirement, and equipment accountability is not applicable, the LRS/Materiel Management Activity will annotate the AF Form 332 in Block 31 with a statement indicating the item is not available through the ILS-S and that no further processing through the LRS/Materiel Management Activity is required. The request will then be returned to the BCE.

5.4.13. Liquid Oxygen (LOX)/Liquid Nitrogen (LIN)/Deicing Fluid Issues.

5.4.13.1. Maintenance of LOX/LIN. Cryogenic products are ordered using the Enterprise External Business Portal (EEBP). There are CLINs in EEBP to order against. These CLINs are loaded in by DLA, and any contract modifications or new requirements can be requested by completing a DL 2053, DLA Energy Requirements Worksheet, sent to the DLA Energy Aerospace team per DAFI 23-201 and DLA-E P-11, Energy Aerospace.

5.4.13.2. Inventory measurements of de-icing fluid stored in bulk tanks shall be provided to the LRS Inventory Section by the tank owner's operator, custodian, manager, or contractor.

5.4.13.2.1. For inventory tolerance thresholds, Bulk De-icing fluid shall be considered a Category-B asset (difficult to measure product) IAW DLM 4000.25, Volume 2, Supply Standards and Procedures, Table C6.T1 (General Supplies Record Accuracy Goals Stratification Sub-Populations and Associated Goals and Tolerance Levels). Accordingly, an inventory tolerance level of 10% will be used for determining automatic inventory adjustments not requiring Flight leadership approval. This

tolerance level is due to de-icing fluid volume changes related to temperature, evaporation, and other related measurement factors.

5.4.13.2.2. Bulk De-icing fluid inventory variances greater than 10% require Flight leadership approval prior to adjustment. Flight leadership should notify the Maintenance Operations Center of inventory adjustments greater than 10%.

5.4.13.2.3. Variations in de-icing fluid inventory levels that meet thresholds in DoD Financial Management Regulation 7000.14-R, Volume 12, **Chapter 7**, DoD Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen determine when a financial liability investigation is mandatory.

5.4.14. Medical Materiel Issues.

5.4.14.1. The medical materiel manager is responsible for requesting medical supply items that are considered medical and non-medical in nature (e.g., face masks, etc.) for which the LRS/Materiel Management Activity has a stock level or serviceable balance, from the LRS/Materiel Management Activity.

5.4.15. Base Funded Equipment. Base funded medical equipment requests are requisitioned by the medical materiel activity directly from the source of supply if the medical materiel manager verifies that the equipment is not procurable from the LRS/Materiel Management Activity.

5.4.16. Other Type Account Item Issue Requests. Return customer issue requests for items managed by other than LRS/Materiel Management Activities to the customer/organization and indicate the appropriate source for submission.

5.4.17. Personnel Parachute Issues. Process customer issue requests for complete personnel parachutes as locally manufactured items. Personnel parachutes are not normally stocked by the LRS/Materiel Management Activity in an assembled/built-up condition.

5.4.18. Utility (Gas/Electric/Water) Item Issues. Equipment requiring connection to electric, gas, or water utilities and requiring modification or alteration of real property or facilities are of major concern to BCE. Coordinate with BCE before requesting, authorizing, or procuring equipment items which may ultimately require BCE support.

5.4.19. Unserviceable Item Issues:

5.4.19.1. Process customer issue requests for unserviceable items located on unserviceable detail records using the issue from detail transaction.

5.4.19.2. Activity code C or P are used for issue requests for unserviceable non-accountable equipment items. See **Chapter 11** regarding accountable equipment transfers.

5.4.20. Bench Mockup Items. Budget code 8 repair cycle (ERRCD XD2/XF (*)) item issues will be free issued (TEX D) with approval from AFMC/448 SCMW.

5.4.21. Automotive Tires. In accordance with DAFI 24-302, Vehicle Management, when economically feasible, Vehicle Management will order tires from DLA via the ILS-S for direct vendor delivery. (T-1)

5.4.22. AFMC/AFSC/635 SCOW will oversee the automated mission change/base closure detail transfer. They will ensure all necessary actions have been taken by the LRS/Materiel Management Activity.

5.4.23. Losing LRS/Materiel Management Activity will coordinate with maintenance activities on all back orders to determine which items should be transferred. (T-1) LRS/Materiel Management Activity will process necessary transaction in the ILS-S, leaving only valid mission impacting due-outs requiring transfer. (T-2) Losing LRS/Materiel Management Activity will forward due-outs requiring transfer, gaining unit SRAN, and organization & shop codes to AFMC/AFSC/635 SCOW for 1TO transaction, when capability exists. (T-2)

5.4.24. The AFMC/AFSC/635 SCOW will process 1TOs, when capability exists, and ensure that the DIC 99S are sent to the applicable base. They will resolve any rejects associated with DIC 99S. AFMC/AFSC/635 SCOW will coordinate with the gaining base to ensure valid due-outs have been established and will link the pushed due-ins.

5.4.25. Items Assigned to a Local Unit of Issue (Dash One (-1) Stock Numbers). Items assigned to a local unit of issue are identified by a dash one (-1) in positions 14 and 15 of the stock number. Items are normally assigned a local unit of issue when the basic stock number is purchased using a different unit of issue than customers require upon issue. For example, a basic stock number is ordered with a unit of issue of box (BX). Customers only require issues of one (1) each (EA). In this situation, a (-1) stock number would be established to allow issues of one each.

5.4.26. Requisitioning dash one (-1) stock numbers. Requisition (A0*) transactions will not be produced for -1 stock numbers. (T-1) Depot cancellation action will occur if a -1-stock number is requisitioned to the source of supply. Therefore, ensure that all replenishment requisitions are produced for the basic stock number only. The -1 requirement can only be filled from the on-hand balance of the basic stock number.

5.4.27. Adjust demand data. Do not reduce the demand data on the -1-stock number unless a lower demand-based stock level is desired. Demand data must be retained to ensure a demand-based stock level is computed as required. Note: Demand data will be adjusted automatically when the ILS-S program is processed.

5.4.28. Items under Integrated Management. Items are placed under integrated management to alleviate problems incurred in forecasting unusual requirements for individual items required to support special programs or projects. These are non-repetitive in nature and cannot be predicted using demand history or available program data. Additionally, these items have the greatest probability of materializing and resulting in the eventual submission of requisitions. This procedure is applicable to AFMC ALCs, LRS/Materiel Management Activity, and DAF base level activities who become involved in these types of programs. Compliance with these procedures permits a greater degree of responsive support for planned projects and programs and can improve ICP effectiveness and enhance customer support.

5.4.28.1. Items under integrated management are requisitioned as follows:

5.4.28.1.1. Process a SPR to load the due-in detail. Demand Code P (Special Programs – Nonrecurring) will be used on the special requisition transaction format.

5.4.28.1.2. Prevent due-in cancellation. Either establish a due-out or be sure the special requirement indicator (SRI) R is used on the special requisition transaction. Note: The SRI R appears on the due-in detail. Due-out detail or due-in details containing SRI R will prevent the ILS-S from requesting cancellation on these requisitions.

5.4.29. Defense Logistics Agency Disposition Service (DLADS) Items. All items withdrawn from DLADS are processed in the Reutilization Transfer Donation (RTD) as free issue.

5.4.29.1. DLADS Withdrawal Authorization. The APO provides a DLA FORM 2517 to DLADS identifying the individuals authorized to authenticate requisitions for removal of assets from DLADS. This letter includes the base DODAAC, long line (mailing) address, telephone number, and full name and signature of individuals authorized to authenticate direct removal of DLADS items on behalf of the APO. Note: Non-Appropriated Fund (NAF) activities with their own DODAAC will submit appointment letters directly to the servicing DLADS. Property received by NAF activities from DLADS must be for administrative or other purposes from which no direct benefits will be realized by individuals (e.g., resale). (T-0)

5.4.29.2. Withdrawing Materiel from DLADS. All property withdrawals from DLADS (regardless of the asset condition) must be for valid, documented official requirements. (T-0) Accountable equipment withdrawals will follow procedures in **Chapter 11**. DLADS withdrawals are subject to the same criteria as requests from other DoD sources. Local retail supply activities document and approve DLADS withdrawals for established customer or stock replenishment requirements. Note: When the requested item is an AFMC-managed (ERRCD XD2) and budget code 8, AFMC/448 SCMW item manager approval must be obtained prior to physical withdrawal of the asset from DLADS. Item manager approval is necessary to ensure there is a valid AF requirement for the asset prior to withdrawal procedure. For example, authorization letters from the unit commander, alpha rosters, or simply checking for valid identification may suffice. With few exceptions, organizational requests to withdraw property from DLADS must be established in the ILS-S to support valid customer requirements (due-out) and create audit trails for each DLADS withdrawal.

5.4.29.3. Manual (offline) requisition log. Customer Support maintains an offline (manual) requisition number log to manage withdrawals and turn-ins from/to DLADS. At a minimum, the log contains the customer's name, organization, office symbol, phone number, intended use of the property, document number, stock number, nomenclature, quantity, and a suspense date for a copy of the completed paperwork to be returned to Customer Support. When the suspense date has passed, Customer Support contacts the customer for a resolution.

5.4.29.4. Establishing customer due-outs. Items pending withdrawal from DLADS must be assigned a valid stock number to process the requirement through the LRS/Materiel Management Activity. When required, Customer Support processes a new item record load (FIL) transaction. When DLADS has a locally assigned stock number (non- NSN) identifying the item, a new FIL transaction is required to load the new stock number using an L-serialized number. Place the DLADS local number (from the DLADS screening sheet) and a short description of the item in the nomenclature field of the item record load. Once the item record is loaded, an issue transaction is processed in the ILS-S with TEX

code H and the appropriate Demand Code (recurring vs. non-recurring). The issue transaction creates a memo due-out detail to the customer's organization. Note: This customer due-out detail may be established before or after customer visits the DLADS; however, normal due-in-from-maintenance (DIFM) controls and demand data update requirements apply. If an item in DLADS contains ERRCD XD2 or XF* (regardless of serviceability), it is placed under DIFM control unless the item is not to be repaired or used for its original purpose. Items that will not be repaired or used for their original purpose may be processed, bypassing DIFM control, by using demand code I, J, K, L, or M, as appropriate.

5.4.29.5. Requisitioning procedures. When property required to fill the due-out requirement is available in DLADS, Customer Service will contact processes a SPR with RIC JBR in positions 4-6, and J, K, or L in position 40, the supplying activity DODAAC in positions 45-50, and the due-out document number in positions 67-80. The JBR routing identifier code ensures property is released to the customer at no cost.

5.4.29.6. DLADS withdrawals for stock replenishment requirements. LRS/Materiel Management Activities may withdraw serviceable items from DLADS to fill stock replenishment requirements.

5.4.29.7. DLADS withdrawal of scrap materiel. If property identified as scrap is in DLADS, automated DLADS withdrawal processing is not required. Customer Support Liaison personnel prepare DD Form 1348-1A requisition document using an offline requisition number. Place the word SCRAP in the stock number field. Mark the document “DO NOT POST,” and ensure the customer returns a DLADS signed copy of the completed document to Customer Support.

5.4.29.8. DLADS withdrawal of material in batch lots. When DLADS has the required item in a batch lot, it is usually not necessary for the customer to withdraw the complete lot to obtain the needed item. When part of the batch lot is withdrawn, follow DLADS withdrawal procedures for individual item withdrawal. If the customer wants the entire lot, the DD Form 1348-1A requisition document must be processed as DO NOT POST. Customer Support Liaison personnel annotate the lot number in the stock number field on the DD Form 1348-1A document rather than identifying individual items by stock number. After withdrawal, the customer will return the entire batch lot to the retail Materiel Management Activity Inspection functions for item identification and establishment of stock number records. When an item record is not loaded for an item included in a batch lot, a new item record load transaction is required to load the item in the ILS-S.

5.4.29.9. DLADS withdrawal requests for materiel managed by other type accounts. Requests for withdrawal of DLADS materials normally managed by other accounts, e.g., medical items in FSG 65, will not be processed through the ILS-S. (T-1) Advise the customer to request the item through the appropriate submission source.

5.4.30. USAF Historical Property Issues. All USAF historical property issue requests will comply with DAFI 84-103, United States Air Force Heritage Program.

5.4.31. Issue to Supply Point, Mission Support Kit (MSK), WRM, RSP, and Non-Airborne RSP Detail Records. The ILS-S reformats the issue from detail record input transaction into a replenishment issue to detail record transaction during issue from detail processing. This

process can only be bypassed by assigning a TEX "F" when processing the issue from detail record. When automatic replenishment transactions are bypassed or other circumstances dictate, an issue must be processed to these detail records to replenish the details. The ILS-S will only issue the input quantity up to the authorized level or backorder any unfilled quantity as appropriate under normal processing.

5.4.31.1. The following actions will be taken when processing:

5.4.31.1.1. Process replenishment issues to Supply Point detail records with:

5.4.31.1.2. Activity code S, organization code 005, and applicable supply point code in the document number. Use demand code N to bypass demand data update.

5.4.31.1.3. TEX 6 or 4 when processing issue request for recapped tires assigned the dash two (-2) stock number.

5.4.31.1.4. TEX 2, K, 6, and 4 or V when the replenishment issue is for a recapped tire and a requirement exists to exceed the authorized Supply Point authorized quantity.

5.4.31.1.5. TEX M to bypass kill action and establish a backorder for the requested item when substitute items are available with equal units of issue, but the assets cannot be used.

5.4.31.1.6. Urgency justification code CZ.

5.4.31.2. Process replenishment issues to Mission Support Kit (MSK) detail records with:

5.4.31.2.1. TEX codes 2, K, or 6 to prevent kill action of the input quantity (or part of the input quantity) and permit issue or due-out action resulting in excess detail record assets.

5.4.31.2.2. TEX M to bypass kill action and establish a memo backorder when substitutes are available with equal units of issue, but the assets cannot be used.

5.4.31.2.3. Urgency Justification Code CZ.

5.4.31.3. Process replenishment issues to WRM Spares detail records with:

5.4.31.3.1. TEX codes 2, K, 6, 7, or P to prevent kill action of the input quantity (or part of the input quantity) and permit issue or due-out action resulting in excess detail assets. When TEX 7 or P is used, a special requisition submission transaction will be required.

5.4.31.3.2. Urgency justification code BT.

5.4.31.4. Base level personnel will process replenishment issues to RSP and non-airborne RSP detail records with:

5.4.31.4.1. TEX codes TEX 2, K, 6, 7, or P to prevent kill action of the input quantity (or part of the input quantity) and permit issue or due-out action resulting in excess detail assets. If TEX 7 or P is used, a special requisition submission transaction will be required.

5.4.31.4.2. TEX blank for normal replenishment issues.

5.4.31.4.3. Urgency Justification Code (UJC). When the replenishment issue is created because of TRIC: MSI processing, the replenishment issue is assigned to UJC BT.

5.4.32. Establish Mission Impaired Capability Awaiting Parts (MICAP) backorder. The MICAP back-order process normally begins with processing of customer issue requests as described in Customer Issue Request and Processing of this chapter.

5.4.32.1. When assets are not available to fill the issue request, the following actions will be performed:

5.4.32.1.1. LRS Aircraft Parts Store (APS) or Customer Support Liaison will contact the requesting Maintenance Production Superintendent or equivalent in accordance with DAFI 21-101, Aircraft and Equipment Maintenance Management to verify MICAP condition exists. (T-1) LRS Customer Support Liaison or APS will perform an exhaustive search for available local resources as part of the MICAP verification. Local resources include, but are not limited to:

5.4.32.1.1.1. Interchangeable or Substitute Group (I&S) NSN.

5.4.32.1.1.2. Time Change/Time Compliance Technical Order (TCTO) assets.

5.4.32.1.1.3. Bench Stock (BS) assets.

5.4.32.1.1.4. War Reserve Materiel (WRM).

5.4.32.1.1.5. RSP and Non-Airborne RSP.

5.4.32.1.1.6. Special Purpose Recoverables Authorized Maintenance (SPRAM).

5.4.32.1.1.7. Supply Point.

5.4.32.1.1.8. Component Parts/Repair List items.

5.4.32.1.1.9. NHA.

5.4.32.1.1.10. Tail Number Bin (TNB).

5.4.32.1.1.11. Assess the possibility of priority repair of unserviceable assets in the maintenance repair cycle (DIFM).

5.4.32.1.1.12. Cannibalization (CANN) of serviceable items from another unserviceable end-item will be considered if assets are not available for issue.

5.4.32.1.1.13. DLADS.

5.4.32.2. Once all local resources have been exhausted, establish the MICAP backorder. The following paragraphs provide procedures for different situations.

5.4.32.3. Standard MICAP:

5.4.32.3.1. Aircraft MICAP request will be reprocessed with TEX 7 unless AFMC/AFSC/635 SCOW notifies LRS/Materiel Management Activity that the ILS-S auto sourcing logic is to be utilized.

5.4.32.3.2. Non-aircraft back-orders will be reprocessed with TEX M. (excluding overseas contingency operations and NEXRAD MICAPs).

5.4.32.3.3. LRS Aircraft Parts Store or Customer Support Liaison documents the verification process in the ILS-S and includes all pertinent data; part number, TO, figure, index, Vehicle Identification Number (VIN), make, model, manufacturer, etc.

(see ILS-S User's Manual). Note: For units supporting a Chairmen Joint Chiefs of Staff (CJCS) operation, ensure an approved CJCS project code is used.

5.4.32.4. Next Generation Radar (NEXRAD) MICAP:

5.4.32.4.1. Process with TEX X, FAD 2, MICAP FLAG N, and UJC 1C/JC. When the IT system is inoperable, requirements will be called into the Customer Support or handled according to local instructions and input into the IT system with TEX "7" when the IT system becomes operable.

5.4.32.4.2. Customers notify AFMC/AFSC/635 SCOW of all NEXRAD MICAP incidents.

5.4.32.4.3. AFMC/AFSC/635 SCOW support for NEXRAD items is as follows:

5.4.32.4.3.1. Process transactions for National Weather Services (NWS) managed reparable items in-line. The requisition will be funded by AFMC Air Logistics Complex (Ogden) and forwarded to the Primary Inventory Control Activity (PICA), G13.

5.4.32.4.3.2. Verify asset availability by querying the DLA IT system or contacting the respective DLA Customer Interaction Center (CIC) for all DLA managed requirements.

5.4.32.4.3.3. When assets are available, AFMC/AFSC/635 SCOW will call the requirement into the appropriate Defense Logistics Agency Customer Interaction Center (DLACIC).

5.4.32.4.3.4. When no assets are available, AFMC/AFSC/635 SCOW will check the National Logistics Support Center Website: **http://www.roc.noaa.gov/WSR88D/** for asset availability, when no assets are available. (T-2)

5.4.32.4.3.5. When assets are available at G13, AFMC/AFSC/635 SCOW will contact DLACIC (T-2) and inform the representative assets are available at G13 and they should process "BM" status to pass the requirement to G13 manual NEXRAD MICAP support:

5.4.32.4.3.6. AFMC/AFSC/635 SCOW will assign an off-line requisition number. (T-2)

5.4.32.4.3.7. For National Weather Service (NWS) managed reparable, MICAP requirements must be processed in-line with the MICAP controller ensuring that the correct supplementary address is entered. The requisition should go directly to AFMC Air Logistics Complex (Ogden/FGZ) for processing. When the requisition is not in D035A system the MICAP Controller will enter the requisition information into D035A.

5.4.32.4.3.8. For consumable items, the MICAP controller checks for asset availability at the respective DLACIC (SMS). When assets are available, the MICAP controller calls the requirement into the appropriate DLACIC. The MICAP controller ensures the correct supplementary address is given and informs the DLACIC representative the requirement is for a NEXRAD emergency. When no

assets are available, the MICAP controller also checks the NWS website for asset availability. When assets are available at G13, the MICAP controller will contact DLACIC with offline requisition information and inform the DLACIC customer service representative assets are available at G13 and to process "BM" status to transfer the requisition to G13.

5.4.32.4.3.9. When the IT system is back online, AFMC/AFSC/635 SCOW will process a special requisition transaction (SPR) to load the requisition number.

5.4.32.5. Local Manufacture (RIC: JBD) Items MICAP:

5.4.32.5.1. Complete previously addressed MICAP validation process. Note: Check the availability of end-item and all bits and pieces needed to manufacture the item.

5.4.32.5.2. Parts Available. Reprocess the issue request for the end-item using the appropriate MICAP UJC, when the bits and pieces required to manufacture the item locally are available.

5.4.32.5.3. Parts Not Available. Reprocess both the killed end-item and the bits and pieces required for manufacture with the appropriate MICAP UJC if the bits and pieces required to manufacture the item locally are not available.

5.4.32.6. Transient Aircraft MICAP Support.

5.4.32.6.1. When a maintenance team is dispatched to repair a transient aircraft at a location with an AF Stock Record Account Number (SRAN), establish a due-out at the transient location in accordance with procedures described in Standard MICAP.

5.4.32.6.2. Transient Locations without Supply Accounts.

5.4.32.6.2.1. When assets are available from Aircraft’s Home Base. Assets to satisfy MICAP conditions for a transient aircraft are required at a location that does not contain an Air Force SRAN, issue the required assets at the home base to the home base maintenance activity. Note: Maintenance personnel will either dispatch a home base maintenance team or process maintenance-to-maintenance shipment procedures to ship the assets to the activity that will repair the aircraft. Home station maintenance personnel and aircraft commander will ensure that reparable (unserviceable) assets are returned to home station either with the aircraft or through transportation channels (using DD Form 1348-1A) to clear any DIFM detail records. Assign DIFM status code Aircraft Cross Country (AXC) to the DIFM detail to indicate the asset is at a transient location.

5.4.32.6.2.2. When assets are not available from the aircraft’s home base. When assets to satisfy MICAP conditions for a transient aircraft (non-home station) are required at a location where no Air Force SRAN exists and a home base maintenance team will not be dispatched, the home station will process a MICAP due-out using the home station maintenance organizational account. (T-1) AFMC/AFSC/635 SCOW will source for assets to fill the MICAP requirement. Once lateral assets are found, AFMC/AFSC/635 SCOW will create a manual lateral shipment document using the address of the recovery location. They will then process the manual shipment in the applicable ILS-S to the home station supply account. (T-2) The shipment documents will authorize shipment of the required

assets to the aircraft commander where the aircraft is located. The home station of transient aircraft is accountable for the shipped assets. The manual shipment documents (DD Form 1348-1A) will contain instructions in the remarks block advising the aircraft commander: 1) the reparable items should be returned to the home station of the aircraft; and 2) the aircraft commander should contact home base maintenance to pick-up the reparable items. AFMC/AFSC/635 SCOW will process the manual shipment in the applicable ILS-S to the home station supply account. Receipt processing will be accomplished at the home station of the transient aircraft.

5.4.32.6.2.3. Transfer of Asset Accountability. To transfer asset accountability, the home station LRS/Materiel Management Activity will process a receipt transaction once notified by AFMC/AFSC/635 SCOW that the asset was delivered to the recovery location. The home station maintenance activity will advise the LRS/Materiel Management Activity to update the DIFM status to "AXC" to indicate the asset is at a transient location. The Materiel Management Flight or equivalent at the shipping base will also email/FAX a set of all shipping documents to the home station of the aircraft to the Asset Management Section. The due-out release and shipping documents will be cross-referenced in the ILS-S. Two copies of each issue document and one copy of the receiving document will be forwarded to base maintenance Production Control pending return of the aircraft. Production Control will ensure reparable items are picked up when the aircraft returns, and the items are processed through base maintenance using normal DIFM procedures. Note: Electronic notification that the asset was delivered to the recovery location will come from the 635 SCOW. (T-2)

5.4.32.6.3. Air Mobility Command (AMC) and Air Force Special Operations Command (AFSOC) Transient Aircraft. For AMC aircraft, the theater AMC Tanker Airlift Control Center (TACC) will help the LRS APO locate assets for lateral shipments to satisfy MICAP requirements. For AFSOC aircraft, the AFSOC Combat Logistics Office (CLO) will assist in locating assets for lateral shipment to satisfy the MICAP requirements. Information requisition data (stock number, unit of issue, quantity, part number, technical order, figure, and index) will be furnished to the AFMC, who will provide an offline requisition number to the TACC/CLO. Item indicative data such as nomenclature, part number, technical order reference, and complete aircraft identification will also be provided. The applicable TACC/CLO will conduct theater lateral support searches to satisfy transient aircraft MICAP requirements. Note: The information requisition data will be furnished to the 635 SCOW, who provides the offline requisition number to the TACC/CLO. (T-2)

5.4.32.6.4. No Lateral Assets Available. If the item is not available from theater resources, the TACC/CLO may pursue CANN options, or AFMC/AFSC/635 SCOW will generate an off-line requisition to the source of supply.

5.4.32.7. D035K MICAPs. All Depot Maintenance shops must provide the end item document number, standard reporting designator (SRD), and required delivery date (RDD) with all requests. By including the end item document number on each issue request, D035K will react by linking the end item and component/piece-parts internally. Use an Urgency of Need (UND)/Force Activity Designator (FAD) combination to equal at least a

priority 06 to initiate AWP. Combinations include all UND A/FAD combinations and UND B/with FAD 1 through 3. Raise priority to MICAP when the condition is within 31 days of a particular system operational check/critical path and take the following actions:

5.4.32.7.1. Source for availability of assets and enter the results of the sourcing query into the ILS-S MICAP order bullets. (T-2)

5.4.32.7.2. When assets are available, process the lateral shipment and update the ILS-S MICAP order bullets accordingly to include updates to the shipping status. (T-2) After the DLA D035K supply activity processes a receipt for the asset determine if a backorder and requisition for the same asset and aircraft currently exists at the aircraft's home station. If so, contact the LRS at the home station to coordinate with Maintenance to cancel the backorder and requisition.

5.4.32.7.3. When AFMC/AFSC/635 SCOW is unable to locate assets laterally, they will enter the reason why in the ILS-S MICAP order bullets and the DLA supply activity will resume ownership of the applicable MICAP requirement. (T-2)

5.5. Requisition Submission.

5.5.1. General Discussion: Under normal processing, the ILS-S will generate automatic requisitioning actions to the source of supply. When circumstances prevent automatic requisitioning, an off-line requisition must be submitted.

5.5.2. The following actions will be performed for manual (off-line) requisitioning:

5.5.2.1. Lateral support requisition submission.

5.5.2.1.1. AFMC/AFSC/635 SCOW Weapon System Support Activities will process all non-MICAP lateral support requests.

5.5.2.1.2. AFMC/AFSC/635 SCOW will request lateral support to and from NATO forces utilizing the Acquisition and Cross Serving Agreement (ACSA) through the project officer at USAFE/A4RI. (T-2)

5.5.2.1.3. AFMC/AFSC/635 SCOW may telephone lateral support requisition requirements to other AF bases using the following instructions:

5.5.2.1.3.1. Provide the lateral support base with an offline requisition number.

5.5.2.1.3.2. Prepare a special requisition transaction (SPR) to load the requisition and corresponding due-in detail. Input the same offline requisition number given to the lateral support base to ship the item(s). Note: To link the lateral due-in with the customer due-out, enter the customer due-out document number in positions 67-80 of the SPR transaction.

5.5.2.2. Part number requisition submission.

5.5.2.2.1. The LRS/Materiel Management Activity is responsible for submission (and status management) of part number/p-serialized national stock number request to source of supply except for MICAPs to an F(XX) source of supply. Note: 635 SCOW will submit (and manage status) of MICAPs to an F(XX) source of supply. (T-2)

5.5.2.3. Local purchase requisition submission. The LRS/Materiel Management Activity is responsible for managing local purchase/local manufacture requisitions.

5.5.2.3.1. Purchasing centrally managed XB/XF items related to weapon systems with Government Purchase Card (GPC). Specific procedures for processing GPC purchases are outlined in DAFI 64-117, Government Purchase Card Program. For GPC purchases in support of vehicle maintenance requirements also refer to DAFI 24-302.

5.5.2.3.2. Obtain local purchase authority.

5.5.2.3.3. AFMC/AFSC/635 SCOW will request local purchase authority and a qualified source from the applicable Weapon System's Program Director (SPD) for all MICAP requirements. (T-2)

5.5.2.3.4. AFMC/AFSC/635 SCOW will advise the requesting activity of the approval for local purchase and provide the requesting activity with the qualified source information. Note: The decision to purchase the assets with the GPC rests with the requesting activity.

5.5.2.3.5. For non-MICAP requirements, the requesting activity will be responsible for obtaining SPD approval for GPC purchase.

5.5.2.3.6. The requesting activities are responsible for coordinating with LRS/Materiel Management Activity to process Due Out Cancellation, TEX 9.

5.5.2.3.7. AFMC/AFSC/635 SCOW will process a monthly script to extract all TEX Code "9" Due Out Cancellations and process a Demand History Adjustment in the applicable DLA Materiel Management IT System to capture demand data for the quantity of DLA items procured through local purchase for all DLA managed budget code 9 assets (for both MICAP and non MICAP requirements). (T-2)

5.5.2.4. Items requiring special requisitioning (SPR) procedures.

5.5.2.4.1. AMC FSL Requisition Built-Up Items. AFMC/AFSC/635 SCOW assigns command stock numbers to selected assemblies requiring build-up, assembly, cure dating, etc. Requisitions for command stock numbered items do not require DD Form 1348- 6, non-NSN requisition (manual).

5.5.2.4.2. Built-up items with a command stock number assigned will be processed in-line.

5.5.2.4.3. AMC FSLs will submit telephone or email requisitions to AFMC/AFSC/635 SCOW for built-up items that do not have a command stock number assigned (e.g., wheels and tires). (T-2)

5.5.2.5. Special Requirements Indicator (SRI). SRI R is used on special requisition transactions to requisition items that the ILS-S will not requisition automatically. AFMC/AFSC/635 SCOW will use the instructions contained in SRI R in the ILS-S User's Manual to assign SRI R requisitions. Note: The LRS/Materiel Management Activity is responsible for SRI assignment on JBB/JBD and non-MICAP Part number requisitions.

5.5.2.5.1. SRI "R" may be used by the AFMC/AFSC/635 SCOW to ship serviceable assets deemed as excess from Forward Operations Support Element (FOSE) or contingency location deployment back to Primary Supply Point (PSP) or home station of deployed unit.

5.5.2.5.2. SRI "R" may be used by the AFMC/AFSC/635 SCOW's discretion to support contracted Inventory Control Points (ICP) requirements (This may include Boeing, Lockheed, etc.).

5.5.2.5.3. The following examples describe other situations where an SRI may be needed. Use of the SRI R for the listed examples or any other conditions will be at AFMC/AFSC/635 SCOW's discretion.

5.5.2.5.3.1. Items Assigned to a Local Unit of Issue (-1 Stock Numbers).

5.5.2.5.3.2. Bulk Purchase Items (ready mixed concrete, fuel oil, coal, etc.).

5.5.2.5.3.3. Unsupportable MRSP/IRSP Requirements.

5.5.2.5.3.4. Minimum Buy/Minimum Order Quantity (MOQ) Requirements.

5.5.2.6. REX Codes. REX codes are a one-position, alpha/numeric code assigned to stock numbers to restrict or modify output requisition transactions. Numeric REX Codes are normally assigned as described in the ILS-S User's Manual. Alpha REX codes are locally, AFMC/AFSC/635 SCOW or MAJCOM assigned and used to modify requisitions. See the reference above for a complete list of REX codes and processing instructions for each.

5.5.2.6.1. AFMC/AFSC/635 SCOW will review and initiate action on stock numbers assigned REX codes listed in the Requisition Exception Code (REX) table in the ILS-S User's Manual, on an as required basis. "As required" is determined by a customer requirement or automated releveling processes. AFMC/AFSC/635 SCOW will audit REX 4s ensuring there is complete processing data in the nomenclature field, as required. (T-2) Note: IEX "D"s will also receive annual audits as required. Additionally, REX codes will be deleted as necessary, e.g., if a part-numbered or non-NSN item changes to an active (cataloged) stock number, the routing identifier code (RIC) changes to a new source of supply that will support base requirements, the exception no longer applies to the item, etc.

5.5.2.6.2. Locally assigned REX codes are the responsibility of the LRS/Materiel Management and REX codes loaded by AFMC/437 SCOS will be updated to the exception control (ECC) image for each item See the ILS-S Users' Manual for the transaction Exception Phrase Load, Change, or Delete (FXR). REX codes may be manually loaded, changed, or deleted with a stock control data (FCD) transaction.

5.5.2.6.3. Suppress Automatic Requisitioning. Requisition exception codes 1, 3, and 4 will cause the ILS-S to suppress requisition transactions, regardless of the assigned exception notice code (ENC). However, requisitions are suppressed for all REX-coded items if ENC R (Reject) is assigned. REX codes are also used to identify requisitions which require external management review before submission. Assignment of ENC P (Process) to the REX exception phrase record will cause the ILS-S to enter the REX code in position 71 of the output requisition transaction. Before submitting the output requisition transaction to the supply source, AFMC/AFSC/635 SCOW must blank position 71 prior to submission. Note: This does not apply to local purchase requisition transactions printed on DD Form 1348-1A.

5.5.2.6.4. Requisition Override Records. Requisition exception (REX) codes may also be used to force the ILS-S to override normal requisition data as specified by the

exception phrase record. Requisition exception phrase records loaded for this purpose are identified as requisition override records. Any alpha requisition exception code may be used as a requisition override record. Properly established requisition override records will improve local requisitioning and reduce the need for manual (offline) requisitions. Conversely, improper requisition override records will generate invalid requisitions and internal records. Use exception notice code (ENC) P (process) when creating requisition override records.

5.5.2.6.4.1. AFMC/AFSC/635 SCOW will manage the requisition override program. (T-2)

5.5.2.6.5. Fund Requirement (FRC) File Process. The following actions will be performed:

5.5.2.6.5.1. The LRS/Materiel Management Activity responsibility:

5.5.2.6.5.1.1. Review the Funds Requirement Update/Analysis (R04/NGV857 Option 3) monthly to determine which memo TEX coded due-outs to obligate. Note: The R04/NGV857 Option 3 will be downloaded from the ILS-S Management Reports application.

5.5.2.6.5.1.2. Review and obligate due-outs assigned Jxx.

5.5.2.6.5.1.3. Coordinate with organizations to ensure customers are aware of suppressed requirements.

5.5.2.6.5.1.4. Coordinate with AFMC/AFSC/635 SCOW to obligate requirements.

5.6. Due-Out Release (DOR). Normally, the ILS-S automatically releases serviceable assets to fill a customer backorder. Special circumstances may prevent automatic release, and automatic release of high priority items can be manually prevented. This results in an on-hand balance for an item with due-outs loaded. When this occurs, the serviceable assets available may be manually (forced) to a due-out to release to fill a backorder. Note: Backorders must be validated based on funding factors versus priorities, e.g., ANG funded assets will fill ANG backorder.

5.6.1. The following actions will be performed to force release to a specific due-out:

5.6.1.1. Review applicable management notice or process inquiry in ILS-S to obtain due-outs for asset. Enter the desired document number in the force DOR transaction in the ILS-S as outlined in Customer Due-Out-Release (DOR) in the ILS-S User's Manual.

5.6.1.2. To release automatically per the order of release table depicted in ILS-S Order of Release Sequence Table in the ILS-S User's Manual. Process force DOR transaction as outlined in Forced Due-Out Release (DOR) Input Transaction of the ILS-S User's Manual.

5.7. Modify Backorders. When customer back orders require modification, AFMC/AFSC/635 SCOW prepares and processes a due-in/due-out (DIT) update transaction. (T-2)

5.7.1. The following actions will be performed:

5.7.1.1. The customer is responsible for submitting the following information when back-order modification action is required:

5.7.1.1.1. Stock number requested.

5.7.1.1.2. Document number.

5.7.1.1.3. Requisition number.

5.7.1.1.4. Modification Requirement. The customer identifies all the following data elements for modification:

5.7.1.1.4.1. Supplementary address.

5.7.1.1.4.2. Project code.

5.7.1.1.4.3. Mark-for.

5.7.1.1.4.4. Urgency justification code.

5.7.1.1.4.5. Required delivery date.

5.7.1.1.4.6. Ammo transaction code.

5.7.1.1.4.7. Authority for issue flag.

5.7.2. For non-MICAP customer backorders, process Due-In/Due-Out Modifier (DIT) Input Transaction in due-in/due-out update transaction in the ILS-S.

5.7.3. For MICAP customer backorders, process the appropriate MICAP Notification/Status transaction in the ILS-S in accordance with MICAP Notification/Status (NOR) Transaction. AFMC/AFSC/635 SCOW will ensure priority due-in details are deleted or changed when corresponding customer due-out details have been cancelled or downgraded. (T-2)

5.8. Requisition Follow-up. AFMC/AFSC/635 SCOW is responsible for all requisition follow-up except for local routing identifiers, TCTOs, and non -MICAP part number requisitions. The LRS/Materiel Management Activity is responsible for local routing identifiers, TCTOs, and non-MICAP part number requisition follow-up. Use manual requisition follow-up procedures when automated (INLINE) Requisition follow-up transactions have not yielded the desired results, and mission requirements dictate improved status is required. Manual requisition follow-up processing may be conducted alone or in conjunction with automated follow-up processing.

5.8.1. The following actions will be accomplished for manual requisition follow-up:

5.8.1.1. AFMC/AFSC/635 SCOW will perform follow-ups for all off-line lateral support requisitions when no shipment is loaded. See Requisition Follow-Up (AFC/FLP) Input Transactions in the ILS-S User's Manual for processing information and input transaction format.

5.8.1.2. Priority requisition follow-up transaction. Utilize the priority requisition follow-up transaction for priority 01-08 requisitions containing unsatisfactory estimated delivery dates. See Requisition Follow-Up (AFC/FLP) Input Transactions in the ILS-S User's Manual, for processing instructions and format.

5.8.1.3. Action required transaction. AFMC/AFSC/635 SCOW is responsible for centrally managed item action required status images. The LRS/Materiel Management Activity is responsible for all local routing identifiers, TCTOs, and non -MICAP part number requisitions required transactions.

5.8.1.4. Supply assistance request (SAR) message. When all other attempts have failed to acquire current or improved status for priority 01-08 requisitions, the supply assistance

request message should be used. The LRS/Materiel Management Activity will assist customers with preparing supply difficulty and supply assistance requests for forwarding to AFMC/AFSC/635 SCOW. AFMC/AFSC/635 SCOW will combine base inputs and submit assistance requests to the appropriate action ICP and return responses to the initiators. (T-2) The supply assistance request message informs the source of supply how the lack of the requisitioned item affects mission support. A request for assistance may be accomplished by electronic mail (computer-DDN), message, or telephone to the appropriate ICP.

5.9. Requisition Reconciliation.

5.9.1. As this is an intensive system process, use ILS-S to ensure requisitioned materiel is still required and valid.

5.9.2. Track requisitions through completion (e.g., cancellation, receipt, receipt acknowledgement, among other actions) with some requiring special emphasis (e.g., overdue/lost shipments, MICAPs, AWP). (T-2)

5.9.3. Reconcile requisitions with the ICP as required via automated response using ILS-S to ensure requisitioned materiel is still required and valid.

5.10. Requisition Status. General Discussion: AFMC/AFSC/635 SCOW manages status for centrally managed item requisitions. AFMC/AFSC/635 SCOW and LRS/Materiel Management Activity personnel must ensure all status is processed as soon as possible, no matter how the status is received. If status is not processed as soon as possbile, increased workloads may be created due to invalid follow-ups, receipt rejects, requisition cancellations and billing errors. AFMC/AFSC/635 SCOW will utilize the BOSS Dashboard to monitor requisition status. Most status transactions are processed internally by the ILS-S; however, some require external handling. AFMC/AFSC/635 SCOW and LRS/Materiel Management Activity personnel must make decisions on each management notice received to correct individual status problems.

5.10.1. The following actions will be accomplished in performing requisition status updates:

5.10.1.1. F4(**) management notices. The ILS-S will produce F4** management notices to explain processing actions for each cancellation status code received.

5.10.1.2. SRI. If a special requirement indicator is assigned to the due-in detail, the system will add a third line of print on the F4** management notice specifying the flag. See Special Requisition (SPR) Transaction in the ILS-S User's Manual, for more information concerning SRI assignments.

5.10.2. Processing Cancellation/Rejection Status. AFMC/AFSC/635 SCOW, and when required, LRS Materiel Management Activity personnel will process rejection and cancellation status codes. The following paragraphs detail specific instructions for processing the most common types of rejection/cancellation status received. See Intra-Air Force, And Intra-Base Requisition Status Codes and Phrases in the ILS-S User's Manual, for a complete list and explanation of each type of status code that may be received and for status transaction format and instructions.

5.10.2.1. Cancellation Status Code BF (No Record of Requisition). When the wholesale source of supply does not have a record of an ILS-S requisition, the wholesale supply system generates a status transaction with status code BF.

5.10.2.1.1. Cancel the requirement. If the due-in and due-out should be canceled, enter TEX 9 in position 51 of the status transaction and re-input.

5.10.2.1.2. Re-requisition of the requirement. If the canceled quantity should be requisitioned again, enter TEX R in position 51 of the status transaction and re-input.

5.10.2.1.3. Decrease the requirement. If the cancellation should be processed to delete or decrease only due-in details and corresponding status details, enter TEX P in position 51 of the status transaction and re-input.

5.10.2.1.4. Current status exists. In this situation, do not re-input the status transaction. Take this action when due-in and status details exist in the ILS-S with status. Note: Follow-up processing will force the source of supply to confirm they do not have a record of the requisition.

5.10.2.2. Cancellation Status Code CA. The source of supply notifies LRS/Materiel Management Activities of CA cancellations by message. The message explains the reason for the cancellation and any additional requirements. When the message is received, AFMC/AFSC/635 SCOW processes a status (AE*) input transaction with status code CA. Note: Status code CA automatically assigns REX code 1 which prevents further requisitioning action for the item. See the ILS-S User's Manual for a list of REX codes and associated processing instructions. If AFMC/AFSC/635 SCOW does not receive the CA cancellation message, the ILS-S will generate subsequent follow-up (AF*) transactions to the supply source. Note: The supply source will not send another message to the base. When follow-up transactions are received by the source, they send status (AE*) transactions with status code CA. When processed in the ILS-S, the CA status transaction will assign REX code 1 to the item record, update cancellation status codes on the routing identifier record, and output an F436 management notice.

5.10.2.3. Cancellation Status Code CW (One-Time Local Purchase). The ILS-S will generate a 421 Reject (input must be coded with TEX 9, P or R, and reprocessed) when requisitions are canceled with CW status. AFMC/AFSC/635 SCOW will notify LRS, who will use the following instructions to process CW cancellation status:

5.10.2.3.1. When the canceled quantity is locally procured to meet the requirement, LRS/Materiel Management Activities will follow GPC procedures.

5.10.2.3.2. When the item cannot be locally procured, AFMC/AFSC/635 SCOW will submit a new requisition to the source of supply for the requirement with advice code 2A.

5.10.2.3.3. When the cancellation is for a local purchase due-in, only TEX codes 9 or R apply.

5.10.2.4. Cancellation Status Codes ZG and ZH. For cancellation codes ZG (item permanently not available from BCO) and ZH (item temporarily not available from BCO), the ILS-S will delete the requisition and assign REX 1 to the item record. The primary course of action is to review the requirements for these items with the customer and work to find an acceptable substitute. When a substitute is discovered, re-requisition the substitute item with a new requisition number through Contracting. If a substitute cannot be found, assign REX 2 to the item record using a Stock Control Data (FCD) transaction.

This action will allow requisitioning again from the primary source of supply as determined by the federal supply class/MMAC (FSC/MMAC) table. See management notice I964 in the ILS-S User's Manual for more information.

5.10.3. Source of Supply Substitute and Equal Item Offers. The source of supply will notify the 635 SCOW through message or other correspondence when substitute or equal items are available to satisfy requisitions. When notified, 635 SCOW will first determine the unit price of the offered item. When the extended cost of the requisition is greater than $499.99, or the item is considered accountable equipment (ERRCD equals ND*), 635 SCOW contacts the customer to determine if the offered item is acceptable. When acceptable by the customer, instruct the source of supply to provide updated status (BH) containing the new (offered) stock number. When the offered item is not acceptable to the customer, instruct the source of supply to continue procurement (if possible) for the requested item. Note: The source of supply should establish a customer response suspense date. When a customer response suspense date is not provided by the source of supply, 635 SCOW should submit the customer response (acceptance/non-acceptance) to the source of supply within 7 workdays.

5.10.4. Request for Missing Requisition Information. BD status suspends the requisition in the wholesale supply system for 30 calendar days awaiting Item Manager review and action. Bases have 30 days to provide requested information. When the supply source does not receive requested information within 30 calendar days, the supply source cancels the requisition using status code D3 (Canceled).

5.11. Requisition (Overdue Shipment) Tracing. The ILS-S will be used to identify requisitions (inbound shipments) that have exceeded normal transit time and are therefore considered overdue. Normal transit time is based on standards set by the Transportation Category (TC) of the shipment and the location (CONUS or OCONUS) of the requisitioning Stock Record Account Number (SRAN). When transit time has expired the requisition (shipment) will be flagged as overdue within ILS-S and the LRS/Materiel Management Activity managers will coordinate with the local LRS/Transportation Activity to research, trace, and resolve the overdue shipments. The LRS/Materiel Management Activity must ensure that all required tracing actions are completed daily. (T-2) See ILS-S User's Manual Chapter 10 for processing information about identifying overdue shipments within ILS-S.

5.11.1. The ILS-S provides several work products to manage overdue shipments. These work products use the due-in and status shipped details within ILS-S to identify and list overdue shipments so no other programs need to be scheduled or processed. Any updates to the due-in or status shipped detail will reflect almost immediately in ILS-S (even if the shipment was received right before the work products are reviewed) so users should review the reports and take the appropriate action daily. If actions are recorded promptly, no duplication (rework) is possible. The ILS-S work products are also based on a condition (state) either automatically assigned by the system or manually assigned by a user.

5.11.2. The ILS-S Overdue Shipment work products are designed to facilitate a logical workflow for managing overdue shipments. This workflow is based on the assignment of overdue conditions to each shipment based on the results of research and tracing actions.

5.11.3. LRS/Materiel Management Activity uses the ILS-S Overdue Shipment work products to initiate, monitor, and correct overdue shipments. LRS/Materiel Management Activity will

set up controls to ensure timely processing of the work products and completion of required actions.

5.11.4. LRS/Materiel Management Activity Initial Actions.

5.11.4.1. Review each entry on the Overdue Shipments – No Condition work product for errors such as incomplete or inaccurate status, rejects associated with the orders or erroneous receipt processing. If possible, correct the erroneous condition immediately so the entry will no longer appear on this list. Based on this review, LRS/Materiel Management Activity can change the Overdue Condition as needed or if no action can be taken to correct the overdue shipment change the condition to Transportation Review Required (TRR). ILS-S requires entry of comments whenever the overdue condition is changed. Users will ensure these comments are meaningful and justify the condition change. Note: When the TCN/GBL field contains Pilot/Consignee, then transportation channels were not used for the shipment so do not change the condition to Transportation Review Required (TRR). These entries must be worked as Received Not Processed (RNP).

5.11.4.2. Verify the status that is loaded is the most recent status available. If updated status is available, process an AS1 through ILS-S. If the updated status cannot be processed immediately, then change the condition to Updated Status (UPD) and enter comments to justify the change.

5.11.4.3. Review rejects listings to determine if any rejects associated with the document number (and or lead TCN document number if consolidated) are pending. Process Audit Trail or CTH queries as needed to determine if previous receipts against the document number (or lead TCN document number if consolidated) have been processed and then ensure the receipts were processed correctly, paying close attention to any suffix code. If proof of receipt is available, then change the condition to Received Not Processed (RNP) and enter comments to justify the change.

5.11.5. Automatic Loss. Overdue shipments that are unclassified and have a dollar value of less than $100 should be automatically deleted by ILS-S daily. However, sometimes the transaction used to delete these shipments (a TAR transaction with action code *) may reject. If any entries that meet these criteria remain on the listing, then attempt to delete them immediately (by reprocessing the TAR or correcting the condition). No SDR is required for shipments that meet this automatic loss criteria. However, any other entry will be reported as a SDR regardless of dollar value, after the LRS/Transportation Activity confirms that the shipment was lost, destroyed or proof of Delivery could not be furnished. Follow procedures outlined in DLM 4000.25, Vol 2.

5.11.6. Processing Output Products. Successful processing of a TAR with action code (*) may generate Management Notices such as the I306, I198, I116, and F080. These management notices are automatically output to the Manage Transaction Output (MTO) function of ILS-S. Responsible areas should use the MTO function to retrieve these notices. See ILS-S User's Manual.

5.11.7. Receipts processed incorrectly: Customer Support will compile and process record reversals in coordination with Cargo personnel.

5.11.8. Immediately forward inbound records that require tracer actions to Inbound Cargo for their actions.

5.11.9. LRS/Materiel Management Activity Subsequent Actions Following LRS/Transportation Activity Review. Review the Overdue Shipments-Updated Status, Received Not Processed, and Lost in Transit entries for meaningful comments that justify the condition. If the comments for an entry do not support the condition, change the condition back to Transportation Review Required (TRR) and enter comments as to why the entry needs to be reexamined. Changing the condition back to TRR reassigns that entry back to LRS/Transportation Activity for additional action. Note: Entries in the Tracing (TRR) condition for 30 days will automatically change to Tracing Follow-up Required (TFR).

5.11.10. Below are the subsequent activity statements; complete the following actions.

5.11.10.1. Received not processed. Customer Service will process Receipt with TEX 8 followed by processing a Special Inventory Request (1GP) and forward all source documents to Inventory for additional research and adjustment.

5.11.10.2. Updated Shipment status. Delete old/erroneous shipment status (using TAR with action code D) as needed (paying close attention to suffix code if applicable). Process updated shipment status (AS1) to update the 211 (Ship Status) detail with new shipment date.

5.11.11. Lost in transit (LIT). When Inbound Cargo Activity changes the overdue condition to Lost in Transit then a Transportation Discrepancy report (TDR) DD361/Message will be provided. Customer Support processes a TAR transaction with action code asterisk (*).

5.11.12. SDR Reporting. SDR reporting is applicable to unclassified and pilferable items above $100, after Cargo Movement confirms that the shipment was lost, destroyed, or Proof of Delivery could not be furnished. Use the ILS-S SDR function as the primary means to submit SDR and SF 364, Report of Discrepancy, when the ILS-S SDR function is not available. Reference the TDR when applicable.

5.11.13. Cargo Movement Actions. Cargo Movement will work the transportation tracer listing in accordance with DAFI 24-602, V2.

5.11.14. Tracing Push Due-Ins (Lateral Transfers of SPRAM, Shipments to CRFs, etc.). Due-Ins created because of processing 99S/DWA transactions are not captured on the normal ILS-S Overdue Shipment work products that are used to monitor due-ins with overdue shipment status. Note: Push Due-ins are identified on a separate ILS-S work product for Overdue Shipments/Push Due-Ins.

5.11.14.1. LRS Materiel Management will:

5.11.14.1.1. Utilize the ILS-S Overdue Shipments for Push Due-Ins listing to monitor lateral SPRAM transfers, shipments to CRFs and other Push Due-Ins.

5.11.14.1.2. Review the Overdue Shipments for Push Due-Ins listing and delete details not cleared by the system due to erroneous processing. The LRS may forego tracer/SDR action and process a Push Due-in Delete (PDD) transaction to delete the due-in when system inquiry or direct communication from processing activity clearly reveals a lateral SPRAM transfer was processed in error.

5.11.14.1.3. Contact customer to determine if assets have been received and process FED or REC/DOR accordingly.

5.11.14.1.4. Make every effort to resolve overdue push due-ins prior to requesting assistance from the Transportation Activity.

5.11.14.1.5. Request assistance from the Transportation Activity as needed for details requiring additional research. Cargo Movement will perform research and assign the appropriate TTL overdue annotations listed in DAFI 24-602, V2. (T-2)

5.11.14.1.6. LRS Materiel Management Activity will take the following actions based on overdue conditions assigned:

5.11.14.1.6.1. Received Not Processed (indicating Transportation has proof of receipt on base). When property cannot be immediately found, LRS will accept responsibility for lost property and FED (for lateral SPRAM transfers) or REC (for any other push due-in) will be processed onto LRS account. (T-1) Process a PDD transaction to delete the due-in (as needed) and a 1GP to initiate special inventory procedures.

5.11.14.1.6.2. Tracing (indicating Transportation has initiated tracer action). Wait for the results of tracer action.

5.11.14.1.6.3. Updated Shipment Status (indicating Transportation has received updated shipment status from the supplier). Continue tracking until property arrives or updated shipment status has expired.

5.11.14.1.6.4. Lost in Transit (indicating tracer action was unsuccessful and the shipment is considered lost). Process TRIC PDD to delete the due-in and prepare a Supply Discrepancy Report (SDR) to the shipping activity; include results of the tracer action.

5.11.14.1.6.5. If hard copy listings are used to coordinate between supply and transportation, then date and file listings electronically along with any supporting documentation in accordance with Records Disposition Schedule (RDS). Note: If ILS-S internal work products are used then only supporting documentation must be filed.

5.11.14.1.6.6. Brief overdue lateral SPRAM transfers to the Flight OIC/Superintendent monthly. See **Chapter 11** for Equipment requirement.

5.11.14.1.7. Oversees airlift challenges, centrally managed exception codes, supply difficulty requests, and the special requirements programs.

5.11.14.1.8. Validate requisition requirements with requesting activities monthly.

5.12. Customer Backorder Review, Validation, and Cancellation. Because the accuracy of backorders in the IT system is fiscally and accurately important, LRS/Materiel Management Activity must coordinate with organizations to review and validate their backorders regularly.

5.12.1. The following actions will be performed:

5.12.1.1. Customer backorder review. Customers review backorders for their organizations to ensure they contain valid requisition numbers. Also, customers should ensure requisition numbers have status, and that back-order data elements (e.g., priority, project code, quantity, mark-for, etc.) are correct.

5.12.1.2. Customer backorder validation. Customers validate backorders for their organization to determine if the item(s) are still required. Note: Local management may dictate only weekly reviews are required for UND A and B customer backorders for equipment items.

5.12.1.3. Customer Backorder Review/Validation Products are listed in **Table 5.5**.:

Table 5.5. Customer Backorder Review/Validation Products.

Type Of Customer Organization	Due-Out Review and Validation Management Reports	Usage
Base Civil Engineer (BCE) Organizations	BCE Due-Out Status Listing - D03	Used exclusively by base civil engineering organizations daily to review backorders.
Base Civil Engineer BCE) Organizations	BCE Due-Out Validation Listing - M09	Used exclusively by base civil engineering organizations monthly to validate backorders.
Supply Points (Inventory Segment)	Supply Point Listing - Q13	Used by LRS/Materiel Management Activity each quarter to review and validate supply point items and backorders.
All Organizations	Due-Out Validation Listing - M30	Used by LRS/Materiel Management Activity and customers monthly to validate all customer backorders except bench stock.
All Organizations	Priority Monitor Report - D18	Used by LRS/Materiel Management Activity and customers daily/weekly to review all UND A and B customer backorders.
All Organizations	Due-Out Status Listing - R31	Used by LRS/Materiel Management Activity and customers (in conjunction with other reports) as required to review backorders.
Note: LRS/Materiel Management Activity personnel may use a local retrieval program or an existing program in place of these reports.		

5.12.1.4. Review of UND A and B Customer Backorders. Each day, LRS/Materiel Management Activity will coordinate with applicable organizations for review of customer

backorders with UND A. At least weekly, LRS/Materiel Management Activity will coordinate with applicable organizations for review of customer backorders with UND A and B. Note: Management may determine daily processing is not warranted. Customers are not required to return listings received for back-order review. Customers must notify LRS/Materiel Management Activity of items on the listings no longer needed. Notification can be via the listing, telephone, or other military correspondence.

5.12.1.5. Validation of Customer Backorders:

5.12.1.5.1. Monthly Validation of Customer Backorders. The back-order validation listing (M30), or equivalent, for all due-outs is produced monthly. Note: The LRS/Materiel Management Activity and maintenance organization jointly determines when the validation of customer backorders with the maintenance information system shall be accomplished.

5.12.1.5.2. Validation of Customer Backorders. Validation of customer backorders for non- IMDS/FMxC2 CDB organizations may create output images which can be input after the organization has completed the validation. In this case, these images and one copy of the validation listing are retained by the LRS/Materiel Management Activity. During back-order validation for IMDS/FMxC2 CDB organizations, the images are forwarded to the applicable IMDS/FMxC2 CDB organization.

5.12.1.5.3. Validation Processing. To validate due-outs, the organization should contact the person with the need for the back-ordered item to ensure the item is still required. It is essential the organization validate and verify each due-out on the list and cancel those which are no longer required. When there are any changes or cancellations required, the customer organization must contact the LRS/Materiel Management Activity in writing or by returning an annotated listing.

5.12.1.5.4. Validation Listing. Supported organizations resource advisor or equivalent must sign (digital or wet) and return to the LRS/Materiel Management Activity when validated due outs require changes or cancellations. The supported resource advisor or equivalent signature must be annotated on one listing per quarter (regardless of changes or cancellations). Note: LRS will file/maintain until a subsequent signed report is received.

5.12.1.6. Validation of Base Civil Engineering (BCE) Customer Backorders. The M09, or equivalent, serves as the tool for validation of BCE customer backorders. The computer listings are distributed with a letter of transmittal to BCE Materiel Control Section. BCE uses the same procedures as other customers for reviewing, validating, requesting changes and cancellations to existing backorders. In addition, LRS/Materiel Management Activity personnel use the M09, or equivalent, in the same method as the M30. LRS/Materiel Management Activity retains work copies of the M09 and M30, or equivalents, for the purpose of reviewing and researching customer backorders, including memo-obligated backorders. When necessary, LRS/Materiel Management Activity personnel will requisition for support or cancel customer due-outs as appropriate.

5.12.1.7. Validation of Bench Stock due-outs. The monthly inventory of bench stocks fulfills the requirement to review and validate bench stock backorders.

5.12.1.8. Backorder cancellations:

5.12.1.8.1. Once a customer has determined that an item on backorder is no longer required, they will contact the LRS/Materiel Management Activity to have the backorder cancelled.

5.12.1.8.2. The LRS/Materiel Management Activity personnel will process a due-out cancellation. The LRS/Materiel Management Activity personnel must process DOC input transactions received from the base Maintenance on the same day to ensure Maintenance and Supply records remain coordinated. (T-2)

5.12.1.8.3. When necessary, the LRS/Materiel Management Activity will process a request for due-in cancellation for local routing identifiers, TCTO and non-MICAP part number requisitions. Note: Process due-in cancellation requests as required to ensure the requisition is not loaded at the source of supply.

5.13. Requisition Processing.

5.13.1. To ensure order fulfillment, AFMC/AFSC/635 SCOW will:

5.13.1.1. Receive and process customer requisitions (to include modifiers and cancellations) and provide status. Ensure any issues that affect aircraft readiness are addressed before cancellation/termination action is initiated, as the items under contract could be used for future demands. (T-2)

5.13.1.2. Track requisitions through completion (e.g., cancellation, receipt, receipt acknowledgement, among other actions) with some requiring special emphasis (e.g., overdue shipments, MICAPs, AWP). (T-2)

5.13.1.3. Reconcile requisitions with the ICP as required via automated response using ILS-S and/or the appropriate materiel management IT system to ensure requisitioned materiel is still required and valid. (T-2)

5.13.1.4. Oversees airlift challenges, centrally managed exception codes, supply difficulty requests, and the special requirements programs. (T-2)

5.13.2. LRS/Materiel Management Activities manage requisitions and will:

5.13.2.1. Manage local routing identifiers, TCTO and non-MICAP part number requisitions, cancellations, and status. Ensure any issues that affect aircraft readiness are addressed before cancellation/termination action is initiated, as the items under contract could be used for future demands. (T-2)

5.13.2.2. Validate requisition requirements with requesting activities monthly.

5.13.2.3. Manage due ins with overdue shipment status.

5.13.2.4. Submit non-MICAP part number requests to the applicable SCOS or SOS.

5.13.2.5. In support of DoD’s Tire Commodity Management Privatization, order aircraft tires IAW DLA’s Tires Successor Initiative. Residual AF stocks will be ordered "free issue" until depleted and tires will be ordered IAW with this initiative.

5.13.2.6. Manage locally assigned Issue Exception (IEX) codes. (T-2)

5.13.2.7. Ensure Unit Commanders with assigned individuals as organizational resource advisors and organizational materiel control personnel complete Course Number

MLMW1159 General Supply Indoctrination (Block I) via myLearning. Block I is an annual training requirement. (T-1)

5.13.3. Materiel Management Customers will:

5.13.3.1. Submit, validate, and request modifications/cancellations of backorders (e.g., orders, requisitions or due-outs). (T-1)

5.13.3.2. Requisition submission. The establishment and transmission of AF-generated materiel management requisitions will comply with DLM 4000.25-1, DLM 4000.25-2, and DoDD 8190.01E, Defense Logistics Management Standards (DLMS). (T-0)

5.13.4. AFMC/AFSC/635 SCOW manages MICAPs and will:

5.13.4.1. Review all Aerospace Maintenance and Regeneration Group (AMARG) pull requests.

5.13.4.2. Direct overall weapon system operational support. (T-1)

5.13.4.3. Fleet Distribution: AFMC/AFSC/635 SCOW has authority to make certain assets Fleet Distributed Items (FDI) when lack of assets from the supply chain is affecting aircraft availability. AFMC/AFSC/635 SCOW will coordinate with Lead Command and Commodity SCM and affected MAJCOMs on any decision to make an item FDI. If all parties agree Commodity SCM may assign Management Review Code "L" to restrict release via Spares Priority Release System (SPRS). Commodity SCM will coordinate with WSM for distribution decisions for common items. For platform unique items, the MAJCOM will retain distribution decisions.

5.13.4.4. SPRS Deviation: AFMC/AFSC/635 SCOW determines if it is appropriate to deviate from SPRS. If appropriate, coordination with Lead Command and Commodity SCM will occur to pre-position the appropriate backorder for release. Where a deviation from SPRS is justified the AFMC/AFSC/635 SCOW may authorize a deviation without assignment of MRC “L”. The Commodity SCM will pre-position the appropriate backorder and time the action to coincide with release of a serviceable asset from the repair line.

5.13.5. AFMC/AFSC/635 SCOW will:

5.13.5.1. Ensure lateral and depot requisition action are not active simultaneously for the same MICAP request.

5.13.5.2. Requisition MICAP requirements from the ICP/SOS or satisfy through lateral redistribution. Update status in the applicable materiel management IT system. Note: Units will follow the MICAP lateral support and sourcing logic procedures outlined in this policy. (T-1)

5.13.5.3. Coordinate sourcing and movement of all MICAP requirements at Forward Supply Locations (FSLs) with 618 Air Operations Center (TACC).

5.13.6. LRS/Materiel Management Activities manages MICAPs and will:

5.13.6.1. Confirm supported end-item MICAP validation.

5.13.6.2. Receive confirmation from the Maintenance Production Superintendent or use Integrated Maintenance Data System (IMDS/FMxC2).

5.13.6.3. Verify all local resources are exhausted prior to submitting and reporting MICAP backorder.

5.13.7. Transient Aircraft Support for AF aircraft (to include ANG and AFR). Transient parts will be requisitioned (or issued) by the base supply activity at the transient base (where the aircraft is physically located), regardless of cost and ICP/SOS. (T-2) Reference the Financial Management and Special Logistics Support Sections of this instruction for more details.

5.13.8. The following applies for MICAP reporting of aircraft possessed by depot maintenance Depot Field Team or Programmed Depot Maintenance:

5.13.8.1. Depot Field Team/Programmed Depot Maintenance requirements will continue to be satisfied using AFI 21-101 and this instruction.

5.13.8.2. MICAP requests submitted prior to depot possession will remain valid if the programmed possession time is less than 5 days for Continental United States units or 10 days for overseas units. When programmed possession time is longer, all MICAPs will be downgraded when depot possession occurs.

5.13.8.3. New MICAP requests, due to authorized cannibalizations, may be submitted during DFT/PDM, when the programmed possession time is less than 5 days for CONUS units or 10 days for overseas units from the date of cannibalization.

5.13.8.4. When an aircraft or engine is undergoing PDM, a depot backorder may be upgraded to MICAP when the condition is within 31 days of a particular system operational check (critical path). This applies to both the PDM line and to commodity repair in support of the PDM line. Use the aircraft tail number or engine serial number for these MICAPs.

5.13.8.5. Urgency of Need Designator (UND) A is authorized for depot maintenance activities parts requests when a work stoppage situation occurs or when the scheduled critical path of repair is affected by the lack of an asset.

5.13.8.6. Use of the owning unit force activity designator (FAD) is authorized 31 days prior to functional check flight (FCF) or completion date.

5.13.8.7. All home station requirements may be upgraded to MICAP 5 days (CONUS) or 10 days (overseas) prior to release of the aircraft from PDM.

5.13.8.8. After the aircraft returns to its home station, ensure all home station backorders and requisitions that currently exist for the aircraft are cancelled after Maintenance's verification the assets are no longer required for the aircraft.

5.14. Physical Asset Management. The care and safekeeping of AF and DoD property is the materiel manager’s primary responsibility IAW DoDM 4140.01. (T-0) The following general policies will be applied to all aspects of physical asset management.

5.14.1. Safety. All managers and supervisors must incorporate Operational Risk Management (ORM) within the workplace. Identify, eliminate, or control, and document hazards to minimize risk associated with uncertainty in the decision-making processes. Safety procedures established in DAFMAN 91-203, Air Force Occupational Safety, Fire, and Health Standards, will be adhered to.

5.14.2. Personnel will wear the proper safety clothing and equipment when handling hazardous material.

5.14.3. Leakage or spillage of hazardous commodities. If leakage or spillage occurs, follow the installation and facility/site-specific Spill Response Plan or HAZMAT Emergency Response Plan IAW installation procedures.

5.15. Storage Policy. The provisions of DLM 4000.25-2, and AFJMAN 23-210 control the storage of all supplies and equipment unless amended by this instruction. Because of safety and environmental considerations, some items may need to be stored separately by commodity. When there is a conflict between the general storage provisions contained in AFJMAN 23-210 and the specific storage directions in a TO, the specific provisions of the TO will apply.

5.15.1. Item Accountability and Control.

5.15.1.1. Security of Materiel and Storage. All physical asset management operations will follow the standards of security of materials and storage locations IAW DoDM 4140.01.

5.15.1.2. Classified or Sensitive Materiel. Guidance for handling classified material is found in **paragraph 10.2** of this manual.

5.15.2. Controlled Items. AF activities will comply with guidance in DoDM 4140.01, all volumes; DoDM 5200.01_AFMAN 16-1404, Volume 1, Information Security Program: Overview, Classification and Declassification, regarding the storage of controlled materiel. Procedures apply to all AF activities or agencies managing, issuing, receiving, storing, shipping, or tracking AF owned controlled materiel; to include civilian, contractor, Air National Guard, and AF Reserve Component units.

5.15.2.1. Designation. Materiel management activities will formally designate, in writing, personnel authorized to handle or accept controlled materiel in accordance with DoDM 5200.01_AFMAN 16-1404, DAFMAN 20-110 and other applicable directives.

5.15.2.1.1. Only personnel authorized by the Commander or equivalent are permitted to handle and accept controlled materiel into accountable records systems. Releasing activities will verify the identification of an individual and their authorization to accept controlled materiel prior to signing for the materiel.

5.15.2.1.2. Utilize only the most current authorization list(s) of individuals approved to handle and accept controlled materiel. Maintain the source lists in a single collection point to manage the documents. These lists are updated by LRS Document Control or Customer Support according to **Chapter 10**.

5.15.2.1.3. Materiel management activities will store controlled materiel according to the security classification, security risk, or pilferage controls of the item. (T-1)

5.15.2.1.4. Materiel management activities will ensure controlled inventory items are safeguarded in appropriate storage facilities. (T-1)

5.15.2.1.5. Materiel management activities will clearly identify the item, classification, and serial number (as appropriate) for all controlled materiel being stored. (T-1)

5.15.2.1.6. Materiel management activities will manage documentation for controlled materiel in accordance with disposition guidance found in DoDM 5200.01_AFMAN 16-1404.

5.15.2.1.7. Materiel management activities will stamp or mark in red ink each document and label with the appropriate item classification phrase (e.g., "Classified Item", "Controlled Cryptographic Item (CCI)", "Sensitive Item", "Pilferable Item", "Classified NWRM Item") prior to the issue, receipt, turn-in, or shipment of controlled materiel. (T-1)

5.15.2.1.8. Clearly mark NWRM transitory holding and unserviceable storage areas. Requirements for classified storage also apply.

5.15.2.1.9. All NWRM must be segregated by condition code. (T-1)

5.15.2.1.10. Materiel management activities will annotate the item serial number of the physical asset onto all accountable documents. (T-1)

5.15.2.1.11. Materiel management activities will not requisition, or transport AF owned controlled materiel outside of normal DLMS electronic data interchange (EDI). All activities will coordinate acquisition, utilization, and transportation requirements for AF owned controlled materiel with authorized activities. (T-1)

5.15.2.1.12. Materiel management activities will provide training to affected personnel regarding all DoD and AF policies to be followed in managing, issuing, receiving, storing, shipping, or tracking controlled materiel. AF activities will conduct training to maintain awareness and competence regarding proper management of controlled materiel and will document all training in formal training records. (T-1)

5.15.2.1.13. Materiel management activities will stamp or mark in red each copy of Top Secret, Secret and Confidential documents with the phrase "CLASSIFIED ITEM" prior to the issue, receipt, return, or shipment of classified material. (T-1)

5.15.3. NWRM will be handled IAW DAFMAN 20-110.

5.15.4. Pilferable Materiel. Items coded with a pilferable Controlled Inventory Item Code (CIIC) will be afforded adequate protection. To find a full list of CIICs, utilize CDTS_Volume 10, (Multiple Application References/Instructions/Tables and Grids located on **https://www.dla.mil/Logistics-Operations/Training-and-Reference/#flis**)

5.15.5. Hazardous Material. These assets will be authorized, input in EESOH-MIS, and tracked IAW AFMAN 32-7002, Environmental Compliance and Pollution Prevention.

5.16. Special Storage Handling.

5.16.1. Hazardous commodities, controlled items, cylinders, electrostatic discharge (ESD) and elastomeric material are among items where alternate or additional procedures for storage and handling are required. It is not possible to list all hazardous items that may be received into the Supply complex. Therefore, to adequately protect life and property, materiel management processors and inspectors must be alert to potentially hazardous material received, stored, or issued.

5.16.2. The following references provide guidance for the identification, authorization, handling, tracking, and storage of hazardous commodities:

5.16.2.1. FED-STD-313, Material Safety Data, Transportation Data, and Disposal Data, for Hazardous Materials Furnished to Government Activities, contains a list of FSCs that are likely to contain hazardous or radioactive materials.

5.16.2.2. AFMAN 32-7002, Environmental Compliance and Pollution Prevention, establishes guidance and procedures that govern the identification, tracking, and authorization of certain hazardous materials (have), as defined in the AFI. It applies to all AF personnel who manage, authorize, procure, issue, use, or dispose of HAZMAT in the course of their official duties, whether the processes are performed by government or contractor personnel. AFMAN 32-7002 is applicable to all installations, except where joint basing or international agreements require modified policy. It establishes a cross-functional HMMP team at each installation to assist with the identification, authorization, and management of HAZMAT. It requires the use of the Enterprise Environment, Safety, and Occupational Health Management Information System (EESOH-MIS) to track selected HAZMAT on the installation.

5.16.2.2.1. EESOH-MIS is the authorized system that organizations must use to procure and issue hazardous materials on the installation.

5.16.2.2.2. Use Air Force Approved Ad-Hoc Database Systems to identify potential hazardous materials. Process a report semi-annually to select all item records in FSC/FSG listed in Tables I and II of FED-STD-313 and that meet local criteria established by the installation HMMP team.

5.16.2.2.3. Any customer not an EESOH-MIS authorized user must obtain authorization from the installation HMMP team before hazardous material (HAZMAT) is issued in accordance with AFMAN 32-7002. (T-1)

5.16.2.3. AFJMAN 23-209, Storage and Handling of Hazardous Material, provides guidance in the control, storage, and handling of hazardous commodities.

5.16.2.4. AFJI 23-504, Radioactive Commodities in the DoD Supply System, provides uniform procedures for the acquisition, accountability, identification, possession and handling, storage, shipment, transport, transfer, and disposal of radioactive commodities by DLA and DoD.

5.16.2.5. DAFMAN 40-201, Radioactive Materials (RAM) Management, provides uniform instruction and guidance for the management and control of RAM in the USAF. The Air Force Radioisotope Committee provides direction for USAF utilization of RAM and serves as the point of contact for the Nuclear Regulatory Commission Master Materials License (MML) issued to the DAF. Pursuant to the MML, the Radioisotope Committee is responsible for issuing permits to DAF organizations authorizing their use of RAM.

5.16.3. The materiel management procedures identified in the following paragraphs apply to NSNs that have either a Hazardous Characteristic Code (HCC), an Issue Exception (IEX) Code of 9, or are included in an FSC listed in FED-STD-313. NSNs with a Health Hazard Approval Flag already set have been previously reviewed and exempted from IEX 9 coding by the installation HMMP team. Materiel management personnel may receive, and issue health hazard approval flagged materials without executing the following procedures and without tracking the materials in EESOH-MIS. Materiel management personnel will assign the IEX Code 9 to materials that have been designated as a hazmat by the HMMP team and manage such material as indicated below. (T-1)

5.16.4. Issue Transactions. Materiel management personnel will use EESOH- MIS to process HAZMAT requests to verify an organization’s hazardous material authorization. (T-1)

5.16.4.1. If the requesting shop is an approved user, the supply clerk will fulfill the supply transaction and ensure that the issue transaction is updated in EESOH-MIS. (T-1)

5.16.4.2. When the requesting shop is not an approved user in EESOH- MIS, the requesting shop will secure authorization through EESOH-MIS prior to issue.

5.16.4.3. When the requesting shop is not an approved user and the NSN is mission time-critical, follow local procedures or contact the HMMP team. (T-1)

5.16.5. HAZMAT Authorization/Exemption Processing. Materiel management personnel will complete the following actions for all new requirements for HAZMAT.

5.16.5.1. When the HMMP team has designated the NSN material as hazardous that must be tracked in EESOH-MIS, update the record with an IEX 9 for subsequent tracking. (T-1)

5.16.5.2. When the HMMP team has exempted the material from tracking in EESOH-MIS, set the Health Hazard Approval Flag. (T-1) This effectively ends any further tracking until rescinded by the HMMP team.

5.16.5.3. Logistics Readiness Squadrons will not assign “L” and “P” (Non- Catalogued) stock numbers for hazardous material at locations using EESOH-MIS for hazardous materials authorization and tracking. EESOH-MIS centrally stewards hazardous material non-catalogued numbers for AF-wide standardization and use. The EESOH-MIS data stewards will use the following NSN convention when assigning hazardous material Stewarded Local Purchase stock numbers. Position 1-4 will be populated with the four-digit federal stock class. Positions 5-7 will be populated with “PHM.” Positions 8-15 will be populated by a serialize number assigned by EESOH-MIS.

5.16.5.4. Materiel management personnel should periodically verify that the list of IEX 9 items is adequately controlled and tracked in EESOH-MIS and should periodically review HCC and FED-STD-313D flagged items to ensure continued HMMP exemption from authorization and tracking. (T-1)

5.17. Storage Locations (Primary, Reserve, Bin Labels, Locator Files).

5.17.1. Property Locations. Warehouse personnel will assign and maintain permanent (primary) warehouse locations for each serviceable item stocked per AFJMAN 23-210. (T-0) Every attempt will be made to consolidate property storage to a single location. These locations will provide the appropriate level of protection and safeguard property from any unnecessary deterioration and damage. When possible, material will be kept in covered storage areas/facilities. Those items maintained in outside storage areas will be afforded proper protection which may include the use of plastics, tarps, or portable shelters.

5.17.2. Warehouse planning. AFMC will be informed when a base warehousing facility, operating under the retail materiel management system, plans to build or redesign a warehouse. Warehouse planning will include Mechanized Materiel Handling System (MMHS) consideration.

5.17.3. The warehouse location system allows one to pinpoint the exact location of any item in the warehouse inventory. Property may be maintained in fixed warehouses, supply points, transportable spares packages, or in maintenance activities to include in- use assets.

5.17.4. Before assigning a warehouse location, stockroom personnel must complete the following at a minimum:

5.17.4.1. Ensure all unnecessary labels and tags are removed from outside of box.

5.17.4.2. Ensure applicable serviceability tag/labels are attached.

5.17.4.3. Ensure the item is properly stored in correct warehouse (e.g., NWRM, classified, pilferable, ESD, etc.).

5.17.5. Assigning Warehouse Locations. Refer to Warehouse Location Load/Change/Delete (FCS) input transaction and Warehouse Location Format in ILS-S User's Manual, for specific ILS-S information and processing. Refer to Chapter 11 for additional information regarding equipment.

5.17.5.1. Primary Storage Locations. Warehouse personnel assign and maintain primary warehouse locations for each serviceable item stocked. Primary locations are assigned to items using the warehouse location load/change/delete input transaction. During re-warehousing projects, personnel will ensure items are accounted for throughout the entire process, in accordance with DoDM 4140.70, DoD Supply Chain Materiel Management Procedures for Storage and Material Handling. (T-0)

5.17.5.2. Reserve Storage Locations. The Materiel Management Flight OIC/Superintendent will establish controls to ensure reserve locations are assigned only as a last resort and that they are promptly deleted when no longer needed.

5.17.5.2.1. When used, warehouse personnel will cross-reference bin labels or the bin label/holder of both primary and reserve locations.

5.17.5.2.2. Items under detail management (e.g., readiness spares package (RSPs), unserviceable details, in-use equipment, etc.) may contain duplicate storage locations. The storage facility must have the capability to cross reference the applicable document number to always maintain the asset audit trail and item accountability.

5.17.6. Processing a Warehouse Location Load/Change/Delete Request. Materiel Management personnel at a minimum will download electronic stock number directory from ILS-S weekly for each warehouse/storeroom. Follow the steps below to load, change or delete a warehouse location.

5.17.6.1. Find an open warehouse location.

5.17.6.2. Copy warehouse location and prepare temporary bin label which will include NSN, warehouse location, Unit of Issue, date created and initials of warehouse personnel.

5.17.6.3. Enter location change in the stockroom suspense log. Develop and maintain warehouse location load/change/delete suspense log (within stockrooms). Minimum information will include NSN, warehouse location, date processed, date new label was produced and detail record (if applicable).

5.17.6.4. Update warehouse location on electronic stock number directory or a working copy of detail record listing.

5.17.6.5. Process location add or change (FCS).

5.17.6.6. Process stock number/detail number inquiry to verify accurate entry of warehouse location.

5.17.6.7. Use ILS-S Daily FCS capability to print bin labels for FCS transactions processed between 0 - 7 days prior to the start date selected.

5.17.6.8. Replace 3- day for temporary bin label with permanent bin label. Update suspense log.

5.17.6.9. Rejects. When the warehouse location load/change/delete request input rejects, correct the input and reprocess it, or take the action indicated by the reject. When the item record is frozen for inventory, forward a copy of the reject to Inventory personnel.

5.17.6.10. Duplicate Locations. Once a warehouse location record has been assigned to an NSN, a duplicate location record will not be allowed. When a location has already been assigned within a system designator, a reject notice will occur. A different location must be assigned, or the existing record must be changed or deleted.

5.17.6.11. Deleting warehouse locations. When a warehouse location requires deletion; ensure the location does not contain property by visually checking location and processing an inquiry to ensure serviceable balance is zero. If no property exists in location or on serviceable balance, process a location delete transaction with an "*" in cc 72 "Warehouse Location Delete Flag." When property exists in location and serviceable balance is zero, check to ensure all assets have been pulled. When there are no assets requiring a pull, process a request for special inventory. Refer to Special Inventory Interrogation Input (1GP) in the ILS-S User's Manual for additional information on request for special inventory.

5.17.6.12. Warehouse Locations for Unserviceable Details. All unserviceable details must have an assigned warehouse location. Warehouse location load/change/delete inputs may be used to load or change locations on unserviceable details. All location loads/changes will be maintained in suspense until the location is verified by its appearance on the Due-In-From Maintenance Listing.

5.17.7. Re-warehousing Projects.

5.17.7.1. Management. A re-warehousing project is defined as a planned simultaneous physical movement of 25% or more of warehouse locations from an original location, in a stock room, to either a permanent or a temporary location for the purpose to add, modify, or subtract storage locations. During a re-warehousing project, the key is to maintain the integrity of the warehouse location system that allows one to pinpoint the exact location of any item in the warehouse inventory.

5.17.7.2. Accountability. Items must remain on the item record and if temporarily staged, in an alternate location, be readily accessible, not comingled, orderly stored, and meet the criteria of select and move materiel. (T-1) A validation and a complete inventory for the stock room(s) involved must be accomplished by the following month after the completion of the re-warehousing project, to ensure accountability of all assets. (T-1) When planning of a re-warehousing project, scheduled inventories should take into consideration to try to prevent additional workload on the Inventory Section as much as possible.

5.17.8. Bin Labels. Bin labels will be attached to storage racks, bins, or bin subdivisions (shelf, box, drawer, etc.) in a neat and uniform manner. Bin labels for outside storage locations should be at strategic points in the area (such as on corner markers of open storage bays). Place labels for outside storage on permanent weatherproof placards. Bin labels are not required for unserviceable warehouse location changes.

5.17.8.1. Production of Bar-Coded Bin Labels. The HHT print Temporary Bin Labels ILS-S warehouse bin label function provides the capability to print temporary warehouse bin labels on portable printers attached to HHTs (see ILS-S User's Manual for processing instructions). The ILS-S produces all bar-coded bin labels. Bar-coded bin labels cannot be created manually, regardless of the number required.

5.17.8.2. Warehouse personnel may request new warehouse bin labels by preparing a warehouse location load/change/delete (FCS) input transaction through the Print Warehouse Bin Label function in ILS-S (see ILS-S User's Manual).

5.17.8.3. Validation of Bin Label Data. Warehouse personnel validate all data on the bin labels by comparing the data on the label with the data on output documents or bin notices. When the data on the bin label does not match the data on the document and the data on the bin label is not correct, process a request for a replacement label.

5.17.8.4. Active Storage Locations without Bin Labels.

5.17.8.4.1. When warehouse personnel find a location with property but no bin label or an incorrect bin label, they must identify the proper location. Check the stock number directory or process an inquiry to determine the correct location for the stock number.

5.17.8.4.2. When the warehouse location is correct, and a replacement bin label is needed prepare a warehouse location load/change/delete (FCS) input transaction through ILS-S.

5.17.8.4.3. When the FCS transaction rejected because the item record is not loaded, warehouse personnel will:

5.17.8.4.3.1. Coordinate with Customer Support to load the item record.

5.17.8.4.3.2. Process a warehouse location change to assign location.

5.17.8.4.3.3. Process a request for special inventory. Refer to Special Inventory Interrogation Input (1GP) in ILS-S User's Manual for additional information on request for special inventory.

5.17.9. Cylinders. This paragraph describes the general procedures for the control of government- or vendor-owned cylinders/containers.

5.17.9.1. Government-Owned Cylinders. Cylinders are used to store warehouse stock of compressed gases. Each government-owned gas cylinder will be assigned a national stock number (NSN), L or P stock number.

5.17.9.2. Tagging Cylinders' Condition. Inspection personnel indicate the condition of the cylinders by attaching tags or labels as specified in TO 42B5-1-2, Gas Cylinders (Storage Type) Use, Handling, and Maintenance.

5.17.9.3. Exchanging Cylinders. Customers may exchange empty cylinders for full ones on a one-for-one basis. No transaction against the cylinder item record is necessary for an exchange.

5.17.9.4. Issuing Cylinders without an Exchange. When a customer has a requirement for gas but does not have an empty cylinder immediately available, a full cylinder will be issued.

5.17.9.5. Refilling/Repairing Empty Cylinders. Warehouse personnel ship or issue cylinders to vendors for refill or repair.

5.17.9.6. Customer Pre-inspection. When mutually agreed to between LRS/Materiel Management Activity and the customer, the LRS APO has the option to allow customers to pre-inspect and accept delivery of compressed gas cylinders at the LRS/Materiel Management Activity storage point. When this option is used, the customer physically inspects the cylinders for any defects and, if not defective, transports them from the LRS/Materiel Management Activity storage point to their organization site. This method reduces delays that may result when defective cylinders are delivered by LRS/Materiel Management Activity to the customer site. When this option is used, it is the responsibility of the customer to return empty cylinders to the supply storage point.

5.17.9.7. Controlling Vendor-Owned Cylinders or Containers. When issuing vendor-owned cylinders or containers, Central Storage personnel will prepare DAF Form 1297, Temporary Issue Receipt. The DAF Form 1297 will be signed by the organization receiving the contents of the cylinders or containers. Central Storage will maintain the signed form in a suspense file until the cylinders or containers have been returned to the LRS/Materiel Management Activity. Warehouse personnel will prepare and process updates to vendor-owned container detail records (IT Reference: Vendor Owned Container Detail Record Update – 1VR in ILS-S User's Manual) upon issue of filled containers and when empty containers are returned. (T-2)

5.17.10. Electrostatic Discharge (ESD). Inspection will ensure ESD items are properly marked/labeled and a Type Cargo Code (TCC) 3 is stored on the item record. (T-1) When physical inspection indicates ESD marking/labeling with TCC other than 3, handle the item as ESD sensitive and submit a message or letter to the Transportation Manager at the Air Logistics Complex (ALC) managing that item. To inquire if an item is truly TCC 3, send all requests to Robins AFB TCC 3 Challenges at (**robinsafb.tccc@us.af.mil**).

5.17.10.1. Serviceability Checks. When the serviceability of an ESD item is questionable, inspection personnel will issue the item to maintenance for a functional check. (T-1) Never use staples or any kind of metal fasteners to attach documentation to ESD property.

5.17.11. Elastomeric Materiel. Elastomeric items will be managed using first-in/first-out (FIFO) procedures. For example, materiel with a use by date of 1 January 2024 should be placed in front, on top, etc., of items with a use by date of 1 May 2024. When issuing property, select the items with the closest use by date first. When materiel does not have a use by date, then select the items with the oldest date received stamped/printed on the package/container. Exception: Issue the newest item to fill RSP kits.

5.17.12. Controlled Inventory Items Codes (CIIC) as Highest Sensitivity (Category I) – Arms, Ammunition and Explosives with a physical security classification of Secret (CIIC 5), High

Sensitivity (Category II) – Arms, Ammunition and Explosives. (CIIC 6), and High Sensitivity (Category II) – Arms, Ammunition and Explosives with a physical security classification of Confidential (CIIC 8) will be stored and transported in accordance with DoDM5200.01_AFMAN16-1404 Vol 1, DoDM 5100.76, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E), whichever is more stringent.

5.17.12.1. The following is a list of sensitive items that require a high degree of protection and physical inventory control. The DoD components are expected to include additional items determined to require a similar degree of control:

5.17.12.1.1. Drug abuse items.

5.17.12.1.2. Precious metals.

5.17.12.1.3. Hazardous items.

5.17.12.1.4. Arms.

5.17.12.1.4.1. Handguns.

5.17.12.1.4.2. Shoulder-fired weapons.

5.17.12.1.4.3. Light automatic weapons up to and including 50 caliber machine guns.

5.17.12.1.4.4. Recoilless rifles up to and including 106 mm.

5.17.12.1.4.5. Mortars up to and including 81mm.

5.17.12.1.4.6. Rocket launchers man portable.

5.17.12.1.4.7. Grenade launchers, rifle, and shoulder fired.

5.17.12.1.4.8. Individual operated weapons that are portable or can be fired without special mounts or firing devices and which have potential use in civil disturbances and are vulnerable to theft.

5.17.12.1.5. Ammunition:

5.17.12.1.5.1. Ammunition for weapons listed above.

5.17.12.1.5.2. Bulk explosives.

5.17.12.1.5.3. Antitank and anti-personal land mines.

5.17.12.1.5.4. Hand grenades.

5.17.12.1.5.5. Demolition charges and related items: for example, blasting caps, detonating cords, safety fuses, detonators, destructors, primers, firing devices, squibs, igniters, demolition kits, explosive kits, etc.

5.17.12.1.5.6. Fuses.

5.17.12.1.5.7. Boosters.

5.17.12.1.5.8. Supplementary charges (not assembled to end items).

5.17.12.1.5.9. Explosive bolts, explosive cartridges, and related items.

5.17.12.1.5.10. Safety and arming devices.

5.17.12.1.5.11. Incendiary destroyers.

5.17.12.1.5.12. Fuel thickening compound.

5.17.12.1.5.13. Riot control agent, bulk, 60-pound package or less.

5.17.12.1.5.14. Warheads and rocket motors (unpacked weight of 60 pounds or less).

5.17.12.1.5.15. Missiles and rockets (unpacked weight of 60 pounds or less).

5.17.12.1.5.16. End items of conventional and guided missile ammunition (except artillery rounds, bombs, and torpedoes) which have potential use in civil disturbances and are vulnerable to theft.

5.18. Warehouse Storage Location Validation.

5.18.1. The accurate storage and control of assets is essential to inventory control and accuracy. Warehouse location validations are conducted to 1) verify the asset is stored in the warehouse location stated on item record, 2) ensure all records indicating a serviceable balance are assigned a warehouse location, and 3) identify those records having duplicate warehouse locations.

5.18.2. Warehouse Validation Schedule. Warehouse personnel are required to prepare a warehouse location validation schedule each fiscal year to ensure all assigned locations are validated annually. Note: Do NOT count balances when conducting annual validations.

5.18.2.1. Scheduling Warehouse Location Validations. The validation program is scheduled and performed based on the location of items in the warehouse (warehouse location sequence). Additional validation selections are provided to fulfill the requirements of local management (e.g., classified, sensitive, and pilferable). These additional selections do not satisfy the normal requirements for validation.

5.18.2.2. Coordination of Activities. The LRS/CC will ensure Inventory Section and warehouse personnel coordinate closely during the preparation of the warehouse location validation and inventory schedules. (T-1) The storage activity will complete scheduled validations 10 workdays prior to the start of an inventory cycle. (T-1)

5.18.2.3. Copies of the Location Validation Schedule. The Asset Management Section will receive copies of the warehouse location validation schedule from each warehouse activity assigned to Asset Management and provide to the appropriate stock rooms, Inventory section, and other section/element(s) as required. All recipients of the warehouse location validation schedule will retain it until replaced by or superseded with a new schedule. (T-2)

5.18.2.4. Satellite Accounts. The warehouse location validation for satellite accounts is scheduled and conducted by warehouse personnel responsible for their respective satellite accounts.

5.18.2.5. Validation File Listing. ILS-S Warehouse Management, Location Validation function is the primary IT tool for validations. One day before the start of the validation, warehouse personnel will request the warehouse validation listing using applicable IT system. Refer to ILS-S User's Manual for the parameter format. The Warehouse Location Validation program writes images to a location-validation database and prints the images on the Validation File Listing in warehouse location sequence.

5.18.2.6. Warehouse Location Validation Processing. Warehouse personnel compare the stock number displayed on the bin label with the stock number on the property tag of the item in the bin location. Note: Warehouse personnel will open all containers for controlled materiel (Classified, sensitive, and pilferable) and physically verify that the item matches the stock number on the property tag and bin label. (T-1) Materiel in a location must be identified/tagged.

5.18.2.6.1. For NWRM, warehouse personnel are only authorized to open external packaging to retrieve the shipping documents and the DD form 1500 series tag. NWRM internal packaging will not be opened for the sole purpose of S/N verification. (T-1) If there is evidence of tampering, notify the NWRM Accountable Officer (NWRMAO) or Munitions Accountable Systems Officer (MASO) and use personnel identified in paragraph 2.11.4 of DAFMAN 20-110 to inspect/verify package contents.

5.18.2.7. Processing Warehouse Location Validation Discrepancies.

5.18.2.7.1. Stock number on property does not match stock number listed on the bin label. Warehouse personnel will take the following actions:

5.18.2.7.1.1. Process a stock number inquiry in the applicable IT system to determine if location exists and was accidently put in the wrong location. Note: If applicable IT systems are unavailable, research using the Stock Number User Directory (SNUD), warehouse location change suspense files, or the Daily Document Register.

5.18.2.7.1.1.1. If warehouse location is assigned, then move to correct location.

5.18.2.7.1.1.2. If warehouse location is not assigned, process a warehouse location change (FCS) to assign one.

5.18.2.7.1.1.3. When the inquiry indicates a zero (0) balance, prepare a request for special inventory. Enter the location of the property on the request, and then forward it to the Inventory Section.

5.18.2.7.1.1.4. When the inquiry rejects because the item record is not loaded, warehouse personnel will get with Customer Support to load the item record, then process a warehouse location change to assign location, and finally process a request for special inventory.

5.18.2.8. Stock in bin/location for which no warehouse location has been assigned. Warehouse personnel first check the warehouse location change suspense file and the “Serviceable Balance - No Location” Listing to see if a warehouse location is being loaded.

5.18.2.8.1. When a location is being loaded, prepare a temporary label to indicate the bin has been validated.

5.18.2.8.2. When the locator file indicates another location, move the stock to the proper location.

5.18.2.8.3. When failing to resolve the problem using either of the methods above, then prepare a request for special inventory. Annotate the location on the inventory request and place a copy in the bin.

5.18.3. Zero Balance/Zero Demand Level Listing. A listing of locations assigned to item records with a zero (0) serviceable balance, a zero (0) demand level, and date of last transaction (DOLT) equal to or greater than 30 days, will be requested using the appropriate option. Note: Program control will not select "dead" locations with the above conditions when any of the following detail records are linked to the item record: Due-in detail, due-in from maintenance detail, due-in from maintenance (DIFM) unserviceable detail, supply point detail, war reserve materiel (WRM)/ in place readiness spares package (IRSP) spares detail, and WRM/wartime consumables distribution objective (WCDO) spares detail. Warehouse personnel will physically verify each location identified on the list to ensure the location is empty.

5.18.3.1. When the location is empty, warehouse personnel may delete the location. Remove the bin label from the location after the location has been deleted.

5.18.3.2. When any stock remains in the bin, process a request for special inventory and forward it to Inventory.

5.18.4. Serviceable Balances with No Warehouse Location. ILS-S Warehouse Management, "Locations/Validation" function is the primary IT tool for managing serviceable balances with no location. Items with serviceable balances and no warehouse location must be assigned a location no greater than 3 duty days from the date of last transaction (DOLT). (T-2) Items not assigned locations within the timeframe will be reported to Materiel Management Flight Leadership. See the ILS-S User's Manual or refer to for the Serviceable Balance No Location Listing.

5.18.5. Unserviceable Inventory Balances with No Warehouse Location. ILS-S Warehouse Management, "Locations/Validation" function is the primary IT tool for managing unserviceable balances with no location. Items with unserviceable balances and no warehouse location must be assigned a location no greater than 3 duty days from creation date of the unserviceable detail. (T-2) Items not assigned locations within the timeframe will be reported to Materiel Management Flight Leadership.

5.18.6. Warehouse change documents. Warehouse personnel will validate warehouse change documents and take appropriate action within one duty day. (T-1) Warehouse personnel will confirm changes on the Daily Document Register and resolve any uncompleted actions. (T-1) Note: NSN Catalog updates (e.g., Unit of Issue Changes, Price Changes, etc.) are transmitted to ILS-S systematically. Reviewing the Daily Document Register daily will ensure all warehouse change actions are completed.

5.19. Warehouse Change Documents.

5.19.1. Certain ILS-S transactions will automatically cause the generation of warehouse change documents. These transactions are item record indicative data changes, unit of issue changes, and controlled item code changes.

5.19.2. Processing Warehouse Change Documents. Transactions that will cause the automatic generation of a warehouse change document are:

5.19.2.1. Item Record Indicative Data Changes. When an item record indicative data change input changes a stock number, system designator, or ERRCD. Note: A warehouse change document will NOT be produced when the FIC input changes only the last two positions of the national stock number (positions 14-15). It is, NOT necessary to keep

positions 14-15 of the national stock number current on external tags, bin labels, etc. The 13-digit national stock number is the basis for ILS-S transactions on these items.

5.19.2.2. Unit of Issue Changes. Validate with 437 SCOS/ Records Maintenance.

5.19.2.3. Controlled Item Code Changes. Validate with 437 SCOS/ Records Maintenance.

5.19.3. Receipt of Warehouse Change Documents. Warehouse personnel must process warehouse change documents as quickly as possible. (T-1) Upon receipt of warehouse change documents, warehouse personnel will do the following:

5.19.3.1. Update Labels, Tags, and Listings. Change the applicable data on bin labels, property tags, locator listing (Stock Number Directory), etc.

5.19.4. Shelf Life and Issue Exception Code Changes. The ILS-S program control prints the shelf-life code and issue exception code. When applicable, warehouse personnel will use this data to update external files.

5.19.5. Unit of Issue Change affecting zero balances. When a unit of issue change results in a zero balance (e.g., EA changed to DZ) and there is an insufficient quantity on hand (5 EA to 0 DZ) to show a balance, warehouse personnel must coordinate with Customer Support to decide if the item is critical or in short supply locally. When plausible local management may create a (-1) NSN and adjust records to reflect the appropriate quantity. Note: Local management may request to Free Issue the remaining (-1) NSNs to a known local user if there are no anticipated future demands.

5.19.6. Pricing. Ensure pricing has been updated to reflect new converted unit of issue. (Example: unit price for 1 EA equals $1, when converted to DZ the new unit price should increase). If the warehouse change price is in question, contact Customer Support for correction.

5.19.7. Relocate Property. Relocation may be necessary when the following occur:

5.19.7.1. Changed Controlled Item Code. The Materiel Management Flight Commander or Superintendent must approve any relocation of the property caused by controlled item code changes by signing the warehouse change document. (T-1) When changing from classified to unclassified, warehouse personnel must verify the change to the controlled item code originated through the Stock Number User Directory (SNUD) (T-1) When the change did not originate through SNUD, warehouse personnel process a controlled item code change input to reinstate the previous controlled item code stated on the warehouse change document. When the change was received through SNUD, it should be valid. When the Materiel Management Flight Commander or Superintendent believes the change compromises security, warehouse personnel immediately ask Customer Support to validate the controlled item codes. In the meantime, the property remains in secure storage.

5.19.7.2. Consolidating Stock Numbers/Unit of Issue. When warehouse change documents require consolidation due to stock number merge or unit of issue conversions. Ensure material correctly matches quantity and stock number changes.

5.19.7.3. Coordinate with Inspection when property requires inspection actions.

5.19.7.4. DD Form 1348-1A. Initial and date block 27 of the DD Form 1348-1A and then forward the original to Document Control.

5.19.8. Daily Document Register. The Daily Document Register contains entries for 1) inputs that recorded a deleted warehouse location against the item record, and 2) item record indicative data changes, unit of issue changes, and controlled item code changes that recorded an unserviceable detail record for an item.

5.19.8.1. Warehouse personnel must verify the Daily Document Register for transactions daily. (T-1)

5.19.8.1.1. Deleted Item Record Entries on the Daily Document Register. Deleted item record entries on the Daily Document Register are arranged sequentially by location. Central Storage personnel must verify all locations. (T- 2).

5.19.8.1.2. When the location is empty, remove or obliterate the bin label and cross out the corresponding entry on the locator listing.

5.19.8.1.3. When the location contains property, prepare a request for special inventory, and forward it to Inventory. Enter the location of the property on the request for special inventory but do not cross out the corresponding entry on the locator listing (although this may be annotated to indicate that the item record was deleted).

5.19.8.2. Item record indicative data changes, unit of issue changes, and controlled item code changes that recorded an unserviceable detail record. They are arranged sequentially by document number, which will have activity code R, organization code 920, and shop code RW. Entries indicate changes to stock number, system designators, and ERRCD. Any changes to controlled item codes or unit of issue refer to procedures listed in this section.

5.19.8.3. Dispose of the daily document register once all actions have been completed in accordance with the Air Force Records Disposition Schedule (RDS). Should any subsequent research be necessary, use the Daily Document Register maintained by Document Control. The LRS/CC signature is not needed on the portion of Daily Document Register processed by warehouse storage personnel.

5.20. Supply Point Management.

5.20.1. Supply Points are additional warehouses located within or next to the supported activities. Launch kits are a type of mobile supply point. Launch kits contain a limited range of spare parts kept in a maintenance vehicle where they will be immediately available if malfunctions occur during the final phases of an aircraft prelaunch sequence. When a launch kit is required, establish supply point details for the quantities needed.

5.20.2. Supply Point Establishment/Change Requests.

5.20.2.1. Organizations desiring to establish or change a supply point must submit a list of requested items to the LRS/Materiel Management Activity, Flight Service Center element. This list shall include the following item information: stock number, part number, and nomenclature, end item application (e.g., weapon system, end item), quantity desired, and identify if functional check is required for the assets. The following items are authorized on a supply point:

5.20.2.1.1. Any item of supply, except for equipment items (ERRCD ND*/NF*) and items assigned Numeric Parts Preference Codes (NPPC) 4 or 9.

5.20.2.1.2. Buildup items. The individual XD2/XF* components of buildup items will be identified and accounted for separately on supply point detail records. Expendable items (XB3) required for a buildup item do not need to be accounted for separately. Expendable items can be obtained by submitting normal issue requests.

5.20.2.2. Once an item is selected for addition, all authorized interchangeable (substitute) items must also be stocked in the supply point.

5.20.2.3. Upon receipt of the supply point establishment/change request, the Flight Service Center will:

5.20.2.3.1. Verify authorized items and quantities that have been requested. (T-1) The quantity of an item stocked in a supply point is based upon the demand data of the organizations using the supply point (except for XB3 items). Items used by more than one organization can be stocked in a supply point; however, care must be taken to ensure all base users are adequately supported.

5.20.2.4. Sole Users. When only one organization uses the item, the total authorization of the base's operating stock may be kept at the supply point (when space allows). In this case, supply point personnel will receive, store, and issue property in the same manner as central storage personnel.

5.20.2.5. Multiple Users. When there is more than one user of the item, only a portion of the base's operating stock will be stored in the supply point for each supported organization. In this case, the balance maintained in each supply point will be recorded on a supply point detail for each organization.

5.20.2.6. Verify supply point requests are supported by positive Requisitioning Objectives (RO). (T-1) This can be accomplished by processing individual item record inquiries or a IT system report to ascertain base asset position. When RO is insufficient to support supply point request, the Flight Service Center direct the customer to prepare and submit an ASL. Failure to submit the ASL could delay supply point support. Non-Airborne Communications-Electronics (C-E) XD2 items (to include space, weather, and missile system assets) do not require the documented request for a special level.

5.20.2.7. Forward supply point requests which include Economic Order Quantity (EOQ) items (ERRCD XB3) to the Materiel Management Flight Commander for approval. (T-1)

5.20.2.8. For all new supply point establishment requests, coordinate addition of a new delivery destination record with the Customer Support Liaison Element. Shop codes for all supply point activities must have a corresponding delivery destination record loaded to ensure correct delivery. For supply point activities not located on the supporting base or satellite, the off-base indicator must be used when loading a delivery destination. When this indicator is used, the ILS-S produces a transportation copy of issue or release document. The off-base indicator will be blank for those activities serviced by the supporting base or satellite Documented Cargo.

5.20.2.9. Add/change/delete Supply Point Detail Records. Assets maintained in supply points will be accounted for and controlled on supply point detail records. Refer to ILS-S User Manual for appropriate procedures.

5.20.2.10. Submit requests to produce the Supply Point Listing and bin labels. For specific information on bin labels, refer to the ILS-S User's Manual. Provide a copy of the listing and bin labels to the supply point monitor. Maintain one copy of the Supply Point Listing in the Flight Service Center.

5.20.3. Asset Accountability. The LRS/Materiel Management Activity maintains accountability of supply point assets in ILS-S.

5.20.3.1. The supported organization's supply point monitor is responsible for the overall management and control for those supply point within their possession, to include assist LRS/Materiel Management Activity personnel during scheduled inventories, maintain supply discipline when ordering assets from the supply point, ensuring assets in supply points are serviceable inventories, and provide secure space and facilities to store supply point assets.

5.20.4. Stocking and Replenishing Supply Points.

5.20.4.1. Issues (Transfers) to Supply Points. The issue of stock to a Supply Point is a transfer of stock from one warehouse location to another. No usage or demand data will be updated. When Supply Points are established or changed, the issue interface can be used to automatically request transfers of stock to the Supply Point. IT procedures outlined in Customer Issue Request (ISU/MSI) Transaction Mark-For Field Data Requirements.

5.20.4.2. Issues From Supply Points. All issues from a supply point are over-the counter. When a demand is placed on the supply point and the item is available, supply point personnel will select the item from the location and prepare an MSI request. If ILS-S access is available at the supply point, the MSI document will be returned to the input terminal so the recipient's signature can be obtained. Supply points operating without an ILS-S terminal (or with an inoperable terminal) will prepare MSI requests as degraded operations. The supply point monitor will forward all documentation to the Flight Service Center for processing and to ensure proper document control actions are taken. (T-2) See Issue from Kit (MSI) Processing Instructions and Transaction Format in ILS-S User 's Manual, for detailed supply point processing and documentation preparation.

5.20.4.3. Turn Around Processing In Lieu of Issue Requests. Turn around procedures may be used in lieu of processing issue requests to record demand data for fast moving items in supply points. When turnaround procedures are used, the supply point detail Date of Last Transaction (DOLT) is not updated. See TO 00-20-3, Maintenance Processing of Reparable Property and the Repair Cycle Asset Control System for additional information, for additional information.

5.20.4.4. Transfers of Items between Supply Points. One supply point may issue items to another. First, a return (TRIC TIN with TEX code 8) from the losing supply point must be processed to prevent due-outs from being released. Secondly, a forced due-out release (TRIC DOR with TEX code 3) will be processed with the gaining supply point's due-out.

5.20.4.5. Returns to a Supply Point from Maintenance. Returns (TRIC TIN) to a supply point from maintenance will be completed as a Recoverable Item Turn-In Request (TIN). Supply points will only accept returns when the property is serviceable and required to satisfy existing due-outs.

5.20.5. Supply Point Reconciliation.

5.20.5.1. Semiannual reconciliations of all supply points are mandatory. More frequent reconciliations are recommended when warranted by the volume of changes. One of the semiannual reconciliations will be accomplished at the same time as the annual supply point inventory. Reference DAFI 21-101, Aircraft and Equipment Maintenance Management for additional information.

5.20.5.1.1. Reconciliations will be performed by Supply Point Monitors. (T-2) Completed reconciliations will be signed by organizational commander and supply point monitor. The reconciliation will review items less than authorization, verified excesses, and balance discrepancies. One of the semiannual reconciliations will be done at the same time as the annual supply point inventory. Completed inventory will be signed by organizational commander, supply point supervisor and supply point monitor. Unit monitor will file and maintain the following signed documents until superseded, appointment letter, semiannual reconciliations, and inventory. Documentation must be part of file plan.

5.20.5.2. A Supply Point Listing will be used to perform the reconciliation. IT Reference, Supply Point Listing (Q13/NGV875). The supported organization supply monitor(s) will perform a physical count to verify the balances. All items and requirements on the listing will be verified, to include:

5.20.5.2.1. Balance Discrepancies. When the physical on-hand balance does not match the quantities on the Supply Point Listing, discrepancies will be reconciled.

5.20.5.2.2. Verified Excesses. The supply point monitor will complete an AF Form 2005, Issue/Turn-In Request, and return verified excesses to the Flight Service Center.

5.20.5.2.3. Items Less than the Authorization. When the reconciliation shows the total items are less than the authorization plus due-outs, the Flight Service Center will verify the RO is still sufficient to support the supply point's authorized quantity. When RO is sufficient, Flight Service Center will process issue requests to establish due-outs or create issue release. The Flight Service Center may use the issue transactions produced by the Supply Point Listing or manually process issues. If RO is not sufficient to support authorized quantity, follow the Supply Point Management procedures in this manual, or the assets will be returned to Flight Service Center and supply detail reduced for discrepant quantity.

5.20.6. Operating Supply Points with Buildup Items.

5.20.6.1. Transaction Notification. Each time a buildup item (or components) is removed from the supply point to replace a like item (removed from an end item), the organization responsible for the supply point items will notify the LRS/Materiel Management Activity of the transaction. An issue from the supply point or a turnaround will be processed for each component. When issue procedures are used, demand code R or N will be used to establish DIFM accountability.

5.20.6.2. Clear the DIFM. After the item is restored (repaired and built up) by Maintenance, the asset will be placed back in the supply point's stock and a paperwork

return (TRIC TIN) for each component will be processed to clear the outstanding DIFM details.

5.20.6.2.1. After the return is processed, a paperwork transfer to the supply point will be processed to reduce the serviceable on-hand balance and restore the supply point on-hand balance.

5.20.6.2.2. When the item is returned to the LRS/Materiel Management Activity for Not Reparable This Station (NRTS)/condemned action, normal DIFM return procedures will apply.

5.20.6.3. MICAP Requirements for Buildup Items. MICAP Requirements for Buildup Items. Supply points will release buildup items to satisfy the MICAP requirement of another activity when no other items are available to satisfy the redistribution order and AFMC directs the shipment. Maintenance personnel will ensure the item is broken down (into separate components) prior to release, unless the MICAP requirement calls for the buildup items to remain "built-up" (such as for aircraft wheels and tires). The ILS-S orders, open MICAP events/bullets will clearly state if wheel and tire MICAPs must be shipped as built-up items (as applicable).

5.20.6.4. LRS-Operated Buildup Supply Points. When the LRS/Materiel Management Activity manages the buildup supply point (instead of Maintenance), use DIFM procedures to control the items during buildup using "C" activity code, and serviceable turn-ins with action taken code "B." LRS/Materiel Management Activity will coordinate with Maintenance to minimize the amount of time an item is in buildup.

5.21. Select and Move Materiel.

5.21.1. Selecting assets for issue. Warehouse personnel will take prompt action to select and move assets for issue within the following designated timeframes based on issue priority: (T-2)

5.21.2. Over the counter requests will be selected immediately. (T-2)

5.21.3. Expedite requests for delivery will be selected within 30 minutes. (T-2)

5.21.4. Routine requests will be selected within 12 hours from the initial point of request.

5.21.5. Selecting Assets for Issue, Shipment, or Transfer (Normal, Warehouse Refusal, Zero Balance Validation).

5.21.5.1. When a request will be satisfied by assets that are in stock, a movement document will be produced. Warehouse personnel will take immediate action to move the assets from stock for delivery to the customer or cargo movement.

5.21.5.2. Selecting Property for Issue. Take the following steps to ensure that correct property is selected:

5.21.5.2.1. Go to the location indicated on the movement document/label or prompted on Asset Management HHT, if IT hardware exists.

5.21.5.2.2. Ensure the bin label matches the information on the issue document or use Asset Management HHT (if IT hardware exists) to scan/enter bin label data.

5.21.5.2.3. Ensure that the stock number and unit of issue on the property are correct or use Asset Management HHT (if IT hardware exists) to scan/enter NSN and Unit of Issue data.

5.21.5.3. For Shelf-life and Elastomeric items, select the oldest dated item in location to ensure proper stock rotation. Exception: Select the newest dated item to issue from Readiness Spares Packages.

5.21.5.4. Select the quantity indicated on the document or use Asset Management HHT (if IT hardware exists) to scan/enter quantity selected.

5.21.5.5. Ensure issue exception processing is accomplished when applicable. For example, random length (IEX code 4 – sheet metal, tubing, fabric, etc.) sometimes requires quantities to be issued in one continuous length.

5.21.5.6. Sign and date block 22 of the movement document to show that the property was pulled or complete the pull using the Asset Management HHT (if IT hardware exists), which documents the same action.

5.21.5.7. Use Asset Management HHT (if IT hardware exists) to annotate the movement of the property for delivery to the customer.

5.21.5.8. Move the property and document for delivery to the customer.

5.21.6. Asset Selection Problems. The two most common problems that may occur when assets are being selected from stock are: 1) the warehouse location stated on a document is either empty or does not contain sufficient assets to fill the request; 2) documents indicate the on-hand balance was reduced to zero but assets remain in stock.

5.21.6.1. Warehouse Refusals. When a warehouse location does not contain sufficient assets to fill the order, warehouse personnel will initiate warehouse refusal procedures. (T-1) When assets are not located within 24 hours, initiate a special inventory. (T-1)

5.21.6.1.1. Warehouse Refusals. A warehouse refusal occurs when the warehouse location stated on an issue or shipment document is either empty or does not contain enough quantity to fill the request. In this situation, take the following steps to ensure the item is not misplaced in the warehouse:

5.21.6.1.1.1. Fill the request from a reserve location (if applicable).

5.21.6.1.1.2. Check adjacent locations to see if the item might have fallen into the adjacent location or was stored in the wrong location.

5.21.6.1.1.3. Check the same and adjacent locations in the bin rows on each side of the one stated on the issue/shipment document.

5.21.6.1.1.4. Check the locator listing and FCS suspense file for a possible warehouse location change.

5.21.6.1.1.5. Process a CTH inquiry to check for recent transactions (e.g., receipts, returns, location changes). Check “Not Put Away” reports, Inbound Cargo, Inspection, and the Flight Service Center to determine the location of missing property.

5.21.6.1.1.6. When the assets are still not found, notify the warehouse or

stockroom supervisor. Supervisors will take action to verify the item is missing by repeating all the above procedures. When the assets are still not found the warehouse or stockroom supervisor will:

5.21.6.1.1.6.1. Process the pull in the HHT (if IT hardware exists) and enter a quantity of "zero" and Click "Deny" in the Asset Management Warehouse Refusal Report, these steps will freeze the items record and move the Asset Management Record to history and update the Temporary Location with "Moved to history. Reason: Warehouse Refusal Denied." When not using Asset Management, then stamp all copies of the label/document WAREHOUSE REFUSAL (using .5-inch block letters and red ink), sign copy 1 across the stamp, and write ASSIGN TEX Code "P" beneath the stamp on the first copy.

5.21.6.1.1.6.2. When Asset Management HHT and ILS-S in unavailable, process a special inventory request to freeze the item record using TEX Code "P." Forward all copies of the refused document along with special inventory output notice to the inventory control function.

5.21.6.1.1.6.3. If the issue is for a repair cycle item, prepare and process a due-in from maintenance (DIFM) detail change input to load status "RFS" to the DIFM detail.

5.21.6.1.1.6.4. Notify Customer Support of all warehouse-refused documents. Note: Customer Support will notify AFMC if warehouse refusal is for a shipment or Redistribution Order. (T-2)

5.21.6.1.1.7. When Inventory finds the asset. Retrieve the Asset Management record from history or the DD Form 1348-1A from document control files. Pull the asset and move to customer delivery.

5.21.6.1.2. Zero Balance Validation. Warehouse personnel will validate zero balances and if stock remains, request a special inventory. (T-2)

5.21.6.1.3. Zero Balance Validation. To facilitate zero balance validation, the supply system automatically identifies documents or transactions (ISU, BSU, DOR, SHP, and A5J) that reduce the item record serviceable balance to zero. The phrase SER BAL = 0 will be printed in either block W or block F on physical documents. Bench stock issues (TRIC BSU) that reduce the item record serviceable balance to zero are identified by a numeric zero in position 80. The individual validating the zero balance will initial next to the zero-balance phrase to indicate the check has been accomplished. Note: ILS-S/AM processing stores user information on transaction histories, a physical document is not required.

5.21.6.1.4. When stock remains, request a special inventory for the warehouse location indicated on transaction.

5.22. Shipments.

5.22.1. Inspection and marking. Warehouse personnel will ensure the correct item and quantity are selected prior to shipment. One hundred percent inspection action will be applied to all items shipped. (T-1)

5.22.2. Inspector/Limited Inspector will verify shipments to ensure proper identification, security classification, marking, labeling, and tagging IAW MIL-STD 129 Military Marking for Shipment and Storage. (T-1) All shipments will be inspected prior to shipment. Particular attention will be given to dated items to ensure fulfillment of criteria in DoDM 4140.27, Vol 1 DoD Shelf-Life Management Program: Program Administration. The inspector will sign or stamp the materiel management IT system document. (T-1)

5.23. Directed and Non-Directed Shipments.

5.23.1. AF bases can initiate shipments of supply (ERRCD XB3, XF3, and XD2) items when required. Base-initiated shipments can also be used to ship assets when the application of "special shipment procedures" is required. One common use of base-initiated shipments is base-to-base lateral support. Note: Bases are not authorized to initiate asset shipments to non-AF activities (such as other Services, DLA, or GSA). Bases are not authorized to return serviceable AF managed assets back to Air Logistics Complex's using transaction SHP, bases should receive redistribution orders (A2*) from the item manager. Bases will perform physical bare item inspection of property (identification plate, engraving, decal, or label) to ensure proper identification of asset in accordance with MIL-STD-129, Military Marking for Shipment and Storage; and that materiel shipped matches supporting documentation AFTO Form 350, Reparable Item Tag and ILS-S records. (T-1)

5.23.2. Lateral requisition procedures allow for an ILS-S account to requisition either stock replenishment or due-out requirements from another ILS-S account provided there is a mutual agreement between the Supply activities. This form of support can be for selected items or a full range of items. Note: Lateral support shipments are subject to the asset release rules detailed in Lateral Support Requisitioning Procedures, High priority lateral support in the ILS-S User's Manual.

5.23.3. The activity required to pay for lateral support transportation charges are dependent on whether the asset being shipped is included within the Defense Working Capital Fund (DWCF), or not and whether the asset is an Item Manager directed shipment or not. Details are provided in DAFMAN 65-605V1.

5.23.4. Processing a lateral support non-directed shipment (SHP) transaction causes the ILS-S to output a DD 1348-1A, Issue Release/Receipt. Base logistics personnel use the output release/receipt document to pick up (from the supply warehouse location) and ship the redistributed asset.

5.23.5. Status for base-initiated shipments is programmatically passed to the base receiving the redistributed asset by the ILS-S via supply status (AE*) transactions. Additionally, the ILS-S at the receiving base programmatically initiates follow-up action with the shipping base via DLMS EDI follow-up transactions. Refer to **paragraph 5.2** for additional information about supply status (AE*) and DLMS EDI follow-up (AFC) transactions.

5.23.6. The ILS-S Manage Outbound Shipment process provides enhanced capabilities for managing movements from initial shipment through Cargo Movement until the receipt is processed at the gaining base. This capability focuses on ensuring outbound shipments are planned, packaged, and executed by Cargo Movement personnel within the standard timeframes defined for the current Delinquent Shipment Listing process, and that base

shipments arrive at the proper destination in the correct quantity. Refer to ILS-S User's Manual for more information.

5.23.7. There are a few circumstances where special procedures must be used to generate base shipments.

5.23.8. For Non-Reimbursable Shipments.

5.23.8.1. Use of Advice Code and FREE SHPMNT Phrase. Stock Control inputs advice code 2E when GSD Stock Fund Management has approved a request for non-reimbursable shipment. When code 2E is input, the phrase FREE SHPMNT appears on the output DD Form 1348-1A shipping document.

5.23.8.2. When a request is received for a non-reimbursable shipment, AFMC will:

5.23.8.2.1. Approve or disapprove the request.

5.23.8.2.2. File a copy of the request in suspense. The GSD Stock Fund Management reviews this copy against the daily Free Issue and Credit Code Y Turn-Ins Listing, Base Supply Surveillance Report (D20/NGV821).

5.23.8.2.3. When the shipment is for a vendor-owned container, no further action is required.

5.23.8.2.4. When the shipment was previously approved by GSD Stock Fund Management, no further action is required.

5.23.8.2.5. When neither approval nor disapproval was obtained, AFMC must record approval or disapproval on the listing. When the shipment is approved, no further action is required. When the shipment is not approved, AFMC will either attempt to stop the shipment, recover the shipping document, reverse-post the transaction or re-input the shipment as a normal reimbursable transaction together with personnel from base level Customer Support/GSD Liaison POCs to coordinate with Materiel Management Flight/transportation activity and the shipment processing activity (AFMC or LRS Materiel Management Activity).

5.23.8.2.6. When a FREE SHPMNT cannot be aborted, the GSD Stock Fund Management marks the listing as disapproved with comments indicating the attempt to stop the shipment was unsuccessful. Before forwarding the original request to Stock Control, GSD Stock Fund Management will sign, mark, and stamp the original to indicate whether the request was approved or disapproved.

5.23.8.2.7. When GSD Stock Fund Management returns the approved or disapproved requests, Stock Control will process a SHP input for approved requests with advice code 2E or process a SHP input for disapproved requests without an advice code.

5.23.9. Shipment of Serviceable Assets Direct from a Detail.

5.23.9.1. Use of Document Numbers. The detail document number must be entered in positions 67-80 when serviceable assets are to be shipped from MSK, supply point, MRSP, or WRM details.

5.23.9.2. Automatic Replenishment of Assets. The ILS-S automatically initiates replenishment requisitioning for shipped MSK, supply point, MRSP, or WRM assets unless the TEX code in position 51 of the shipment transaction (SHP) contains a "+."

5.23.10. Classified and Sensitive Item Shipments.

5.23.10.1. Release of Classified/Sensitive Items. Classified material will be released only to individuals identified by the LRS APO as authorized to receive classified material. When someone is to receive classified material, first check the individual's military or civilian identification card and verify their identity. Identity will be verified against approved classified authorization list/letter. Make the identity check before the individual signs the DD Form 1348-1A and before releasing the materiel.

5.23.10.2. Preparation of DD Form 1348-1A Hand Receipt. The ILS-S prepares three copies of the DD Form 1348-1A for use as a hand receipt for directed and non-directed shipments of classified/sensitive items. Requirements for off-base shipment of these items must contain one of the classified or sensitive controlled item codes (listed in DoDM 4100.39, Federal Logistics Information System (FLIS) Procedures Manual).

5.23.10.3. Asset Management personnel will stamp or write CLASSIFIED ITEM in red ink on all copies of DD Form 1348-1A when a shipment (FTR, A2*, A4*, SHP, or A5J) is produced for a classified item.

5.23.10.4. LRS/transportation activity personnel place the three extra copies in the shipping container with the other shipment documents.

5.23.10.5. DD Form 1907, Signature and Tally Record is used only for the transportation portion of a movement.

5.23.10.6. Movement of Classified Shipments via Next Generation Delivery Service (NGDS) contract carrier. Secret and Confidential freight shipments may be moved within CONUS via NGDS contract carrier small package express carrier provided there is strict adherence to the restrictions and processes contained in DAFI 24-602, V2. Shipments must comply with provisions contained in DoDM 5100.76, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives and DoDM5200.01V1_AFMAN16-1404. LRS/transportation activity personnel must develop locally written procedures with LRS/Materiel Management Activity personnel, information management, and security personnel covering the preparation, handling, receipt, documentation, and delivery of classified shipments using this method of transportation. Ensure these procedures include the possible shipment of classified property directly from decentralized support elements such as flight-line operated parts stores and flight service centers.

5.23.10.6.1. Cargo Movement is responsible for ensuring the package, wrapping, marking, and addressing are in compliance with applicable directives if packed by Cargo Movement, otherwise it is the shipper's responsibility. The carrier's package may be used as the outer wrapper. Classification markings, packing lists, and classified document receipts will be located on the inner container. Contact local Cargo Movement personnel, and review DAFI 24-602, V2 for guidance when considering using the Next Generation Delivery Service (NGDS) contract small package express carrier for movement of classified material.

5.23.11. Reliability Improvement Warranty (RIW) Item Shipments.

5.23.11.1. Identification of RIW Items. RIW items are managed by the AFMC/AFSC/635 SCOW item manager and are identified in the ILS-S by the SNUD. SNUD performs the following for RIW assets:

5.23.11.1.1. Set the item record RIW program to 1.

5.23.11.1.2. Set the repair cycle record RIW program code to G.

5.23.11.1.3. Changes the disposition field to the database key of the applicable shipping destination record.

5.23.11.2. Redistribution of Serviceable/Unserviceable RIW Items. Item Manager-directed RIW shipments to the DLADS will be processed in accordance with Disposal and Demilitarization instructions described in **Chapter 6**. RIW shipments processed for return to a contractor must contain project code 390 and project name PACER WARRANT.

5.23.11.3. Results of RIMCS Loads. Most RIW items will be assigned RAMPS report codes, and the load of RIMCS data found on SNUD will usually create an automatic shipment. When the TIN is input with TEX code 1 (to request offline disposition from the applicable item manager) the asset can be shipped to the routing identifier code. These shipments are accomplished by making a SHP input using the serial number in positions 46-50 of the RIMCS input image.

5.23.11.4. Processing Through Intermediate Repair Facilities. When the RIW contractor has an intermediate repair facility at the Primary Supply Point (PSP) base, and when all reparable assets must be processed through this facility because of a contractual agreement, then the off-shore activity must load a shipment override record identifying the intermediate facility as the ship-to Stock Record Account Number (SRAN). This load will override the automatic shipment to the intermediate facility.

5.23.11.5. NWRM SHP/A2x/A4x Shipments: Before sourcing for lateral support, the NWRM Transaction Control Cell (NTCC) will always verify that D035 does not already reflect a shipment released against the original due-in.

5.23.11.5.1. LRS/Materiel Management Activity will provide the NTCC with the requestor's information along with NSN, part number, quantity, unit of issue, gaining base SRAN, applicable serial number(s), and condition code. (T-1)

5.23.11.5.2. NTCC will contact the IM to ensure the gaining base/address is authorized to receive the asset(s).

5.23.11.5.3. NTCC will lift the freeze code "N" via 1FC processing, process the SHP/A2x/A4x request, then reprocess the freeze code "N."

5.23.11.5.4. NTCC will notify the IM of pending shipment and will track asset(s) through transportation channels to final destination.

5.23.11.5.5. NTCC will update PIC Fusion.

5.23.11.6. Deficient item shipment conditions that warrant Shipped Not Credited (SNC) detail creation procedures. Shipments for unserviceable budget code 9 deficient items are manually initiated by AFMC via Nondirected Shipment (SHP) transactions. The SNC

detail provides Accounting and Finance with a suspense record for identifying and following up on transactions for credit purposes.

5.23.11.7. Disposition of Certain Chemical Defense Equipment (CDE).

5.23.11.7.1. This paragraph applies to the disposition/return of certain CDE by use of routing identifier code B14 which is managed by the U.S. Army Armament Munitions and Chemical Command, Rock Island IL.

5.23.11.7.2. To ensure the Air Force complies with Army requirements, the following procedures apply:

5.23.11.7.2.1. Stock Control assigns SEX code 2 to item records for the stock numbers listed below. The ILS-S will report CDE to RID B14 for disposition instructions via Report of Redistributable (Excess) Materiel (FTE) transactions, regardless of excess or asset condition.

Table 5.6. NSN List for SEX 2.

	Nomenclature
6630007838192	TESTING KIT, IMPREGN
6910010432090	TRAINING SET, CHEMICAL
4230011013984	DECON KIT, SKIN
4230012064252	DECON KIT
4230007757541	CYLINDER, NITROGEN
6665008568236	DETECTION TUBE ASSY
6665009034767	DETECTOR KIT, CHEMICAL
6665011340885	WATER TESTING KIT, CHEM AGENT
4230007201618	DECONTAMINATING APPARATUS
6910011011768	TRAINING AID, SKIN DECON
6665007768819	REFILL KIT, ANALYZING
6665011334964	DETECTOR KIT, CHEMICAL AGENT
6665001719747	WATER TESTING KIT, CHEMCIAL AGENT
6910001064800	TRAINING SET, CHEMICAL AGENT
6665002856175	PAPER, CHEMICAL AGENT DETECTOR
4230001233180	KIT, SKIN DECON
4230003686145	IMPREGNATING SET, CLOTHING, FIELD
4230009074828	DECONTAMINATING AND RE- IMPREGNAT
6665010498982	PAPER, CHEMICAL AGENT DETECTOR
5810011081729	MAINTENANCE KIT, CBR EQUIPMENT
6665001719745	FOOD TESTING AND SCREENING KIT
6665007768810	SAMPLING AND ANALYZING KIT, CBR
6665009034765	DETECTOR KIT, CHEMICAL AGENT
6665010168399	DETECTOR KIT, CHEMICAL AGENT
6910011132434	REFILL KIT, TRAINING; M58A1
6910001487011	TRAINING AID, SKIN

5.23.11.7.2.2. All returns of CDE material, regardless of condition, must be

correctly packaged and labeled. All NSNs should be packed separately to facilitate depot receipt, handling, and safe storage. Return items must be labeled or manifested as hazardous waste.

5.24. Organizational Refusals.

5.24.1. Organizational refusals occur when a customer refuses to accept an item for any number of reasons. When this occurs, the person refusing the property (the primary or alternate custodian for equipment items) must annotate all copies of the ISU/MSI/DOR document with the phrase ORGANIZATION REFUSAL, give a brief explanation for refusing the property, and sign the document.

5.24.2. Customers may refuse to accept an item because it is misidentified, unserviceable, damaged, unsuitable substitute or issued in excess quantity at time of delivery. Wrong item customer orders or items received due to customer failure to cancel a due-out do not constitute an Organizational Refusal. The document and property will be returned to Inspection personnel for further processing.

5.24.3. LRS Transportation Actions. LRS transportation personnel will return the property along with the issue/due out release document to materiel management inspection activity.

5.24.4. LRS/Materiel Management Activity Inspection Actions. Upon receipt of an item and applicable issue/due-out release document annotated with ORGANIZATIONAL REFUSAL. Inspection personnel will determine the primary responsibility for the refusal. Inspection personnel will consider the reason for refusal stated on the issue/due-out release document and an inspection of the item when making this determination. For example, the LRS/Materiel Management Activity is responsible if the property is misidentified, unserviceable, an unsuitable substitute, or the quantity issued is more than what the customer ordered. The customer is responsible if the wrong item was ordered, or if the item was shipped due to a failure to cancel a due-out. Note: Do NOT reverse-post items returned because 1) too many were issued, or 2) the wrong item was issued and returned after having been signed for. Process these items according to the correct return (TIN) procedures explained in the ILS-S User's Manual.

5.25. Deficiency Reports.

5.25.1. Upon receipt of a supply or equipment item with a deficiency or latent defect, the LRS Materiel Management Activity will validate the Deficiency Report initiated by maintenance personnel and prepare the asset for immediate return according to TO 00-35D-54, USAF Deficiency Reporting, Investigation, and Resolution. (T-0)

5.25.2. Control of Deficiency Report Exhibits. The originating point maintains control of the exhibit when the size and configuration of the asset allows. When the exhibit size and configuration allow, move the exhibit to a controlled area (preferably locked) to ensure the exhibit is not altered or lost. Normally, this controlled area is in the LRS/Materiel Management Activity. When there is not enough space in the LRS/Materiel Management Activity, maintenance may store the exhibit pending final disposition. There is an exception to this policy when maintenance becomes the permanent storage location. When the need arises to establish a permanent storage area within maintenance, the organization must request approval authority from AF/A4LR, through its MAJCOM.

5.25.3. Materiel Deficiency Returns. Process Deficiency Reports to include latent defect returns as follows. Maintenance personnel initiating deficiency returns must provide materiel management personnel with a copy of the initial deficiency report (DR) submittal paperwork with the deficient property at the time of return. The return will not be processed without the required paperwork.

5.25.4. Unserviceable Supply (ERRCD X**) Items. For unserviceable supply item returns, indicate the unsatisfactory condition of materiel by entering supply condition code Q and action taken code C. Exception: Use action taken code C and supply condition E for Federal Supply Class (FSC) 3110 routing identifier code Sxx, ERRCD XF3.

5.25.4.1. The ILS-S will assign supply condition code Q to the unserviceable.

5.25.4.2. The ILS-S will update the appropriate details (for example, due-in from maintenance (DIFM), in-use) when returns with action taken code C are processed.

5.25.4.3. The ILS-S will produce a management notice I012 (stock awaiting disposition) on the input terminal reflecting the unserviceable detail document number. A 156ALL inquiry will also be printed reflecting the NSN affected by the deficiency report action. Be sure to attach a copy of the management notice to the property so it can be readily identified.

5.25.5. Processing Deficiency Report Returns. The FSC will process Deficiency Report or latent defect returns for items assigned ERRCD XD, XF, XB. FSC will process return documents for Deficiency Report or latent defects on equipment managed items. Flight Service Center will process the return if the degraded operations method is used.

5.25.5.1. When deficiency report items are assigned budget code 8 or 9, the ILS-S return program logic will automatically grant credit (assign credit code Y) based upon the action taken code of C and condition code Q. Funds manager approval is not needed.

5.25.5.2. Store deficiency report assets in a central location in the LRS/Materiel Management Activity warehouse unless the items are too large.

5.25.6. Check for Similar Deficient Assets. Flight Service Center will query the ILS-S/ ELMS database to determine if there are additional assets (with the same NSN) requiring deficiency report action. When additional assets exist, coordinate with the using maintenance activity to determine if the assets should be tested for similar deficiencies. When other assets have the same deficiency, use the following procedures:

5.25.6.1. When an organization is using the asset, the maintenance activity reporting deficiency will determine whether the item should be used or turned in.

5.25.6.2. When the asset is in base stock, coordinate with the maintenance activity to determine whether the assets should be removed from stock or remain in stock. When the assets are to be removed, process according to this section.

5.25.6.3. Use the instructions in TO 00-35D-54, USAF Deficiency Reporting, Investigation, and Resolution to monitor deficiency report pending actions. The deficiency report will be monitored using the materiel deficiency report portion of the unserviceable DIFM Detail List. When the maximum hold date is exceeded and no disposition instructions have been received, follow instructions in TO 00-35D-54, USAF Deficiency Reporting, Investigation, and Resolution.

5.25.7. Deficient Warranty Item Returns. For pre-post returns, forward property, and all copies of the DD Form 1348-1A to the holding area.

5.25.7.1. When the defective item is authorized for field level repair, determine whether the item should be repaired or if disposition should be requested from the SPM/IM. When the item is mission essential and in critical short supply and non- availability would adversely affect the mission capability of the activity concerned, the item should be repaired locally and returned to service. On those defective warranted items which are not turned into LRS/Materiel Management Activity but are repaired on site, maintenance will notify supply of their decision to repair. LRS/Materiel Management Activity, in turn, will advise the SPM/IM by message including the information below that the item was repaired and returned to service.

5.25.7.2. RIW items will not be repaired locally, except in such cases where the warranty identification tags, or equipment technical order specifies that such repair is authorized. Procedures for RIW items are contained below.

5.25.7.3. On items for which disposition instructions are required, attach a DD Form 1575, Suspended Tag - Materiel/DD Form 1575-1, Suspended Label-Materiel, to the item to identify the item as an exhibit with condition code "Q."

5.25.7.4. Notify the applicable SPM/IM by message of the defective item furnishing the NSN, contract number, and all data available regarding the defect and request disposition instructions.

5.25.7.5. Follow disposition instructions according to SPM/IM.

5.25.8. Supply Discrepancy Reports (SDR). SDRs will be submitted in accordance with DLM 4000.25, Vol 2 Defense Logistics Management Standards (DLMS) Vol 2 Supply Standards and Procedures). The SDR program is used to promote evaluation, correction, prevent recurrence and improvement of logistics operations.

5.25.8.1. Incoming SDRs. Incoming SDRs should rarely occur because bases are primarily receiving rather than shipping activities. The preponderance of base SDR activity pertains to “outgoing” SDRs, e.g., those sent to DLA, GSA, commercial vendors, and occasionally to other AF bases (lateral support). When incoming SDRs are received, Customer Support Liaison Element will take appropriate actions to resolve discrepancies.

5.25.8.2. Outgoing SDR Submissions (Reporting Activity). The reporting (receiving) activity will submit an SDR for all items, shipping, or packaging discrepancies in accordance with DLM 4000.25, Vol 2 Defense Logistics Management Standards (DLMS) Vol 2 Supply Standards and Procedures. (T-1)

5.25.8.3. LRS personnel will use ILS-S SDR function as the primary tool to submit SDRs. (T-1) The SF 364 paper form can be used as a secondary tool until access to the ILS-S SDR function is established. All requirements pertaining to SDRs throughout this section will be accomplished using the ILS-S SDR function. Exception: SF 364 paper form can be used for reporting local purchase discrepancies to the BCO. Refer to the DLA Customer Assistance Handbook via the web using CAC for further information concerning current POC addresses, e-mails, or phone numbers.

5.25.8.4. Discrepancies in Item Unique Identification (IUID) are reportable under shipping discrepancy criteria. Coordinate with EAE to report discrepancies involving IUID to ensure contractual requirements are met.

5.25.8.5. Adjustments. Completed SDRs may be used to support adjustments to the accountable inventory and financial accounting records of both the reporting and shipping activities.

5.25.8.6. SDR Suspense Log. The reporting activity will maintain a consolidated ILS-S SDR reporting tool to serve as the control log on all SDRs submitted. SDRs will remain in suspense until closed. An SDR is considered closed when: a reply is received, the SDR is categorized as unresolved, or the shipment appears on an ILS-S script providing shipment loss analysis. Closed SDRs submitted via SF 364 paper form, will be maintained in accordance with Air Force Records Disposition Schedule.

5.25.8.7. When a reply is received the suspense copy of the SDR may be closed.

5.25.8.8. Trend analysis (3B) and "Recorded for Information Only-No Action Taken"(1H) SDRs will be monitored for trend analysis, manually closed in ILS-S, and distributed to the respective activities impacted by the SDR.

5.25.8.9. Units may request additional information when SDRs are received as Recorded for Information Only-No Action Taken and lack a clear narrative of the problem.

5.25.8.10. SDRs may be categorized as unresolved based on the lack of response to follow-ups. These SDRs will be processed as indicated in Unresolved SDR Actions paragraph.

5.25.8.11. The Shipment Loss Analyses Report lists all shipments which may be potential losses, confirmed losses, and recovered shipments. If a shortage SDR was submitted for an item that appears on this report in Part Three-Recovered Shipments, then the SDR should be removed from the file and canceled since the SDR is no longer valid.

5.25.8.12. Processing Report of Discrepancy Listings. When discrepant receipts are processed in the supply system, a claims receivable or claims payable details will be created. The ILS-SSDR function automatically identifies the details and creates an internal SDR record. Claims payable and claims receivable details that require an initial SDR, or follow-up can also be obtained by processing the ILS-S program. The program also produces transportation action required (TAR) inputs for all listed items. The listings and TAR inputs are used to ensure proper billing credit actions are taken.

5.25.8.13. Claims Receivable Details. Claims receivable detail records are used to produce informational SDRs and to request billing credit. They are created and deleted as follows:

5.25.8.13.1. Creation. A claims receivable detail is created if one of the following conditions exists and the dollar value involved is greater than $100 for non- Department of Defense (DoD) activities. Exception: Greater than $25.00 for GSA, and greater than $100 for DoD activities:

5.25.8.13.2. Receipt Shortage. When a shortage is processed on a funded receipt and the dollar values above are met, then a claims receivable detail will be created under program control for the missing item, which identifies the Source of Supply (SOS) should credit the funds back to the receiving activity or send an asset to fulfill the shortage. Also created is an adjusted received-not-billed (RNB) detail for the quantity

actually received as the original RNB detail would have reflected the originally ordered total quantity due-in.

5.25.8.13.3. Soon-to-be-Canceled Due-In. During follow-up processing, when a due-in detail is subject to valid cancellation, and a billed-not-received (BNR) detail exists, then a reject is created indicating the due-in cannot be cancelled because a BNR detail exists and to submit a report of discrepancy requesting credit.

5.25.8.13.4. Deletion. A claims receivable detail is deleted under program control when the credit billing is received and processed, the credit billing is denied by the source of supply, or Defense Finance and Accounting Service (DFAS) Field Site deletes it.

5.25.8.14. Claims Payable Details. Claims payable detail records are used to request billing credit for the SOS. They are created and deleted as follows:

5.25.8.14.1. Creation. If an overage of a funded shipment is processed and the overage is greater than $100 for DoD and non-DoD activities. Exception: Greater than $25.00 for GSA, then a claims payable detail is created under program control for the extra item(s) received. This detail identifies the receiving activity now owes funds to the SOS to pay for the additional asset received.

5.25.8.14.2. Deletion. A claims payable detail is deleted under program control when the proper billing adjustment input has been processed.

5.25.8.14.3. Items on the Report of Discrepancy/Supply Discrepancy Report Listing. The stock control portion of the listing shows each claims receivable detail which requires an SDR submission, and which is a reclassified BNR detail. These claims receivable details have a B in the source-flag field. The listing and Tracer Action Request data files are produced to assist Customer Support in conducting follow-up.

5.25.8.14.4. Items on the Receiving Listing. This listing shows each item which requires a SDR submission for its claims payable detail, claims payable receipt overages, and short receipt claims receivable detail. Receipt overage claims details will have a P (213 CLAIMS-PAYABLE-FLG) in the source-flag field. Short receipt claims receivable detail will have an S in the source-flag field. See DFAS-DE 7077.10-M, claims receivable and received not billed record layouts for source-flag indicators.

5.25.9. Processing ILS-S Report of Discrepancy Receipt Listings. When discrepant receipts are processed in the ILS-S, they are stored within the Air Force Supply Centralized Data Bank (AFSCDB). Each day, ILS-S queries the AFSCDB transaction history table to identify all receipt transaction history records (TRIC of "REC") with Transaction Phrase Code (TTPC) equal to "8A", "1B" or "9X" and meets the following other business rules:

5.25.9.1. TTPC equal to "8A", and

5.25.9.1.1. TEX code equals "Q" or "U" then the discrepancy is an incorrect item.

5.25.9.1.2. Nomenclature contains "REC" in positions 4 - 6 and has an "S" in position 19, then the discrepancy is a shortage receipt.

5.25.9.1.3. Nomenclature contains "TAR" in positions 4 - 6 and has an "S" in position 19, then the discrepancy is a TAR receipt.

5.25.9.1.4. Nomenclature contains "REC" in positions 4 - 6 and has a "P" in position 19, then the discrepancy is a claims receivable that has been reclassified as a Billed-not-Received.

5.25.9.2. TTPC equal to "1B", and

5.25.9.2.1. TEX code equals "P" or "Z" then the discrepancy is a damaged item.

5.25.9.2.2. Stockage Priority Code equals "J", then the discrepancy is a record not due-in.

5.25.9.2.3. Document Number and Action Quantity equals Document Number and Action Quantity of other receipt transactions, then the discrepancy is a duplicate receipt.

5.25.9.2.4. Demand code equals "F", "G", "H", "J", "K, or "L", then the discrepancy is an unserviceable (incomplete, condemned, reparable) suspended material.

5.25.9.3. TTPC equal to "9X", and

5.25.9.3.1. Nomenclature contains "REC" in positions 4 - 6 and has an "O" in position 19, then the discrepancy is an overage receipt.

5.25.9.3.2. Nomenclature contains "REC" in positions 4 - 6 and has an "E" in position 19, then the discrepancy is an Excess receipt.

5.25.9.3.3. Nomenclature contains "REC" in positions 4 - 6 and has an "S" in position 19, then the discrepancy is a Shortage receipt.

5.25.9.3.4. Nomenclature contains "TAR" in positions 4 - 6 and has an "S" in position 19, then the discrepancy is a Shortage receipt.

5.25.10. Initial ILS-S SDR Actions on the Discrepancy Receipt Listing. Once the internal SDR records have been created in ILS-S, ILS-S will identify those records which are mandatory "M" and those that are optional "O", those that are input manually by the field user "U", and those that are found to be duplicates "D" with the applicable letter in the source indicator field. Customer Support Liaison Element will use the listing to perform the following actions:

5.25.10.1. Process Mandatory SDRs. DLA guidance establishes a minimum reporting of discrepancy for controlled inventory items, arms, arms parts, and explosives within 24 hours of discovery for shortage, overage, incorrect item, and misdirected shipments.

5.25.10.2. Process Optional SDRs. DOD guidance establishes a minimum reporting of discrepancy for "Optional" assets within 60 calendar days from date of shipment for CONUS destinations. For overseas destinations, 120 calendar days from date of shipment are allowed. At the discretion of the LRS commander, optional SDR records can be deleted from ILS-S without being submitted.

5.25.10.3. Manually Created SDRs. For those receipts not captured in the business rules where the CTH does not indicate that the transaction was discrepant, (e.g., Wet lumber, improper packaging) an SDR can be created manually within ILS-S. These are stored on the SDR Listing in ILS-S with a source indicator code of "U."

5.25.10.4. Duplicate SDRs. When a receipt is processed matching the business rule following Processing ILS-S Report of Discrepancy Receipt Listings, then ILS- S creates a duplicate "D" SDR record. A duplicate SDR record can be created from TEX 'Q' receipts (receipt for misidentified materiel) as well. One will show up as "M" (mandatory) and the other as "D" duplicate, each matching the business rule. Only one of these SDRs needs to be submitted.

5.25.10.5. Late SDR Submissions. When circumstances prevent compliance with the above time standards, e.g., response to a tracer action reveals a supposed transportation discrepancy to be a shipping/packaging discrepancy, the reasons for delay shall be provided in a brief clear-text explanation. When appropriate, the responsible activities will honor the discrepancy report. Reporting activities are required to send SDRs to report a shipping or packaging discrepancy even after the above submission time standard has elapsed. When lacking justification, action activities will normally process for use in reporting metrics and corrective action, when appropriate. The SOS shall not be responsible for financial resolution on late submission SDRs unless shipment history is available, and the circumstances warrant such action.

5.25.11. Initial SDR Actions on the Stock Control and Receiving Listings. Customer Support, Stock Control function will review the Receiving listing and identify all claims receivable details created through the processing of a shipped short receipt. For all such details on the listing, and for all details on the Stock Control listing, they will perform the following actions:

5.25.11.1. Process SDRs. Refer to DLM 4000.25, Volume 2, Defense Logistics Management Standards (DLMS) Vol 2 Supply Standards and Procedures **Chapter 17**, for specific dollar value criteria. DoD guidance establishes a minimum reporting dollar value of $100, with exception to controlled material and shipments from contractors, manufacturers, or vendors – these are mandatory. Prepare an SDR for each detail exceeding $100 per line item. Claims from $100 to $499.99 may be pursued at the local level initially and will forward documentation to the finance center or claims office for disposition if the claim cannot be settled. Claims above $500.00 are mandatory submissions. Process a TAR input with action code C. This input will update the detail 213-Billing-Request-Date or 221-FAE-Date to show that an SDR has been submitted.

5.25.11.2. Designate Details for Deletion. Identify shipments between DoD and non-DoD activities which are less than $100 per line item. DFAS Field Site will then automatically delete the corresponding claims receivable or payable detail records. Annotate the SDR listings with the deletion actions taken.

5.25.12. Follow-up Listing. SDR follow-ups will be in accordance with DLM 4000.25, ILS-S SDR module will execute the initial follow-up automatically if no response has been received from initial submission. Rejected responses (900-series) are considered responses and will NOT be followed up on. User is required to submit a new SDR correcting errors from original SDR submission:

5.25.12.1. Second Follow-up. Second follow-up requires contacting the action activity for status along with generating the SDR follow-up in ILS-S SDR module. After these two attempts, without a response or resolution, the SDR will be forwarded to the MAJCOM SDR monitor to reach final resolution. No SDR's will be closed (except 1H - Information Only or 3B - Discrepancy reported for corrective action and trend analysis. No reply

required) until final disposition has been received and accepted from SDR Destination (Action Activity) or advised too by the MAJCOM for Unresolved SDR's.

5.25.12.2. Update the ILS-S. When a follow-up is submitted, ILS-S will automatically process a TAR transaction with an Action Code F to update the Billing-Request-Date or FAE-Date and show a follow-up has been submitted.

5.25.12.3. Designate Details for Deletion. TAR monitor or Customer Support personnel will identify all non-classified item details appearing on the follow-up listing for DoD shipments valued at less than $100. These items will be designated for deletion. DFAS Field Site will then automatically delete the corresponding claims receivable/payable detail records. All classified items, regardless of cost, will require follow-up action.

5.25.13. ILS-S Follow-up Listing. SDR follow-ups will be prepared and processed as specified in DLM 4000.25, Volume 2, Chapter 17 Defense Logistics Management Standards (DLMS) Vol 2 Supply Standards and Procedures. ILS-S SDR follow-ups are completed as follows:

5.25.13.1. Controlled Items. ILS-S considers controlled items codes A, B, C, D, E, F, G, H, K, L, O, S, T, 1, 2, 3, 4, 5, 6, 8 and 9 as controlled. Discrepant controlled inventory items (shortage/overage/wrong item/misdirected): Total response time, to include sequential processing by multiple action activities, when necessary, will be resolved within 25 calendar days. Wrong item receipts identified as controlled/sensitive and unidentified items will be returned to the designated location within 30 calendar days of the SDR reply. Sources of supply will monitor for the return and follow-up with the SDR submitter if materiel is not returned.

5.25.13.2. Non-Controlled Items. ILS-S considers non-controlled items codes as all other not considered controlled in following this chapter and the follow-up days are:

5.25.13.2.1. First follow-up. Details requiring first follow-up action are those which appear on the list 55 days after the initial submission of the SDRs. ILS-S will automatically generate the TAR "F", updating the 221 ILS-S detail record.

5.25.13.2.2. Second follow-up (Manual). Details requiring second follow-up action are those which appear on the list 85 days after the initial submission of the SDRs.

5.25.13.3. Unresolved SDR Actions. A SDR is defined as unresolved by the ILS-S when its reply has not been received 146 calendar days after initial submission. Allow additional mailing time for overseas bases. ILS-S unresolved SDRs are defined as unresolved if it is a controlled item and has not received a reply in 90 calendar days or when it is a non-controlled item and has not received a reply in 115 calendar days after initial submission.

5.25.13.4. Forward all unresolved SDRs to the MAJCOM/A4R SDR Monitor for assistance. When MAJCOM/A4R personnel do not reach a resolution for the SDR, they will request assistance from the AF/A4LR SDR focal point.

5.25.14. SDR Reply Actions.

5.25.14.1. Required Replies. Action activities are required to reply to every SDR submitted within the time limits specified in DLM 4000.25, Volume 2, Chapter 17, Defense Logistics Management Standards (DLMS) Vol 2 Supply Standards and Procedures. Shipping activity personnel will perform the following actions:

5.25.14.1.1. Respond to the SDR indicating the appropriate disposition, e.g., acknowledgement of the report, disposition of the material, validation of the report with authorization of financial adjustment, and instructions for repair or other type of corrective action. Identify the interim disposition/status using up to three disposition/status (reply) codes available from the DLMS Data Element Dictionary/Directory.

5.25.14.1.2. Complete the information of the SDR.

5.25.14.1.3. Indicate whether a billing adjustment will be issued.

5.25.14.1.4. Forward the reply to the Customer Support Liaison Element.

5.25.14.2. Process Replies. Customer Support Element will perform the following actions after receiving a reply to an SDR. When a reply is received, process a TAR with an action code "R" to update the detail DOLT. The detail will no longer appear on the SDR listings, and it will remain in the computer until the proper billing adjustment input is processed by DFAS Field Site personnel.

5.25.14.3. Interim Replies. Responsible action activities must provide an interim reply where a final reply cannot be provided within established timeframes. For additional information refer to DLM 4000.25, Volume 2, Chapter 17, Defense Logistics Management Standards (DLMS) Vol 2 Supply Standards and Procedures.

5.25.15. Management Evaluation of the SDR Process. DLM 4000.25, Volume 2, Chapter 17, Defense Logistics Management Standards (DLMS) Vol 2 Supply Standards and Procedures directs the institution of SDR quality programs and semi-annual reporting of results. SDR quality programs must be sufficient to identify trends, establish volume and dollar values of SDRs, identify problems with shipping activities, and assist in preventing recurrences. Note: This does not address Security Assistance (SA) SDRs. Action on SA SDRs will be prescribed by SAF/IA (see DLM 4000.25, Volume 2, Chapter 17, Defense Logistics Management Standards (DLMS) Vol 2 Supply Standards and Procedures).

5.25.16. MAJCOMs will collect SDR data from their respective units on a semi- annual basis (reporting periods are October - March and April - September) the suspense for October - March is 30 April and for April - September is 31 October. This is necessary so MAJCOMs can evaluate the quality of their base SDR programs. MAJCOMs will ensure their units are collecting the minimum information shown in **Table 5.7** from all sources of shipment or supply (e.g., AFMC Air Logistics Complexes, GSA, DLA (including Defense Distribution Depots), other Bases, and any other major source of supply. MAJCOMs may prescribe additional information, if necessary. MAJCOMs may be asked to provide data to AF/A4LR as needed. Note: Data sent to AF/A4LR should only include overall trends and problems that cannot be resolved at MAJCOM and base levels.

5.25.16.1. Minimum Requirements, (for each Source of Supply or Shipping Activity).

Table 5.7. Minimum SDR Data.

Total Receipts
Total SDRs
Percentage

Discrepant Dollar Value
Discrepancy Type
Controlled Items Total Investigation 0-25 Calendar Days Old
Dollar Value Recovered by Credit or Reshipment
Total Investigations 0-59 Calendar Days Old
Total Investigations 60-89 Calendar Days Old
Total Investigations 90-119 Calendar Days Old
Total Investigations 120 Calendar Days and Older
Total Not Resolved
Brief explanation of top two SDR problems

5.26. Bench Stock. Bench Stock items are physically stored in the customers work area to give greater access to certain high demand items. Organizations requiring a bench stock will:

5.26.1. Request to establish bench stock. The supported organization commander will submit a letter to the LRS APO requesting the establishment of a bench stock. The letter will also specify a maximum dollar threshold for the unit price on bench stock details. Organizational bench stock request letters will be maintained by the LRS/Materiel Management Activity for as long as the organization is authorized a bench stock. (T-1)

5.26.2. Dollar Thresholds. Exceeding the established dollar threshold for any item requires a letter of justification from the supported organization commander. This letter will be maintained on file in the LRS/Materiel Management Activity attached to the original bench stock request letter.

5.26.3. Bench stock storage. Organizations will provide secure storage facilities for each bench stock.

5.26.4. Appointing bench stock monitors. The supported organization commander will appoint a bench stock monitor in writing. The letter will be maintained by the LRS/Materiel Management Activity until superseded by appointment of a new bench stock monitor. (T-1)

5.27. Bench Stock (Add, Change, Delete and Reconciliation).

5.27.1. Bench stocks are consumable items kept on-hand in a work center to increase mission support. As such, the ILS-S includes functionality that makes use of historical organizational item consumption data to recommend the quantity of items customers should include, maintain, or delete in organizational bench stocks. The process also provides customers the flexibility to include consumable items in their bench stocks with little or no historical consumption. The specific criteria for bench stock item qualification are provided in Bench Stock Item Qualification Criteria paragraph.

5.27.2. Advantages and Disadvantages of Bench Stocks.

5.27.2.1. Advantages of Bench Stocks. Bench stock items are physically stored in the maintenance work area, so bench stock customers have ready access to the items as needed. Consumption of bench stock items requires no paperwork or communication with LRS/Materiel Management Activity personnel. Bench stocks also result in reduced workload for base logistics support activities since the items are periodically replenished in bulk quantities rather than being issued, picked, and delivered individually each time a customer need occurs.

5.27.2.2. Disadvantages of Bench Stocks. Bench stock inventory must be purchased at the time of replenishment. Since maintenance funds are expended for the purchase of bench stock items in advance of actual need, there is at least some potential for buying unneeded items. Organizational bench stock customers must also provide the storage space and storage bins required for maintaining bench stock inventories. There is also an organizational workload associated with periodically coordinating bench stock inventory range and depth updates with base logistics support personnel. The establishment and maintenance of customer bench stock records is a recurring workload for LRS/Materiel Management personnel. Finally, from a materiel management point of view, it is disadvantageous that inventory issued to organizational bench stocks is no longer visible within ILS-S.

5.27.3. Bench Stock Responsibilities for Organizational Customers and LRS/Materiel Management Activity Personnel.

5.27.3.1. The Organizational Commander responsibilities:

5.27.3.1.1. Appoint a primary and alternate bench stock monitor.

5.27.3.1.2. Ensure newly appointed bench stock monitors complete annual Base Level Supply Customer Training requirements as it pertains to MLMW1159 - General Supply Indoctrination (Block I) and MLMW1056 - Bench Stock Management (Block IIA) training prior to assuming responsibilities as a bench stock monitor. (T-1) Members can complete online training modules and access certificates via myLearning.

5.27.3.1.3. Provide secure bench stock storage.

5.27.3.1.4. Care and safe-guard bench stocks in accordance with DoDI5000.64_ DAFI 23-111, Accountability and Management of DoD Equipment and Other Accountable Property. (T-1)

5.27.3.1.5. Ensure controls are established for shelf-life items to ensure that older shelf-life items are used first to minimize the occurrence of expired, unusable items.

5.27.3.1.6. Monitoring each bench stock item balance for replenishment (see Routine Bench Stock Cycle Replenishment).

5.27.3.1.7. Reviewing bench stock due-outs. The ILS-S will provide each organization with a Daily Document Register that will serve as the basis for the review. Bench stock customers may also obtain Due-Out Status Listings to validate organizational bench stock backorders.

5.27.3.1.8. Ensure disposal and demilitarization requirements of used Bench Stock items are processed in accordance with **paragraph 6.3** of this instruction. (T-1) Note: Qualifying items placed on Bench Stock could have unique demilitarization requirements and using organizations are responsible for appropriate disposal.

5.27.3.2. The LRS/Materiel Management Activity will:

5.27.3.2.1. Create and maintain bench stock records to document requested and approved customer bench stock authorization requests. (T-1) See the ILS-S User's Manual for transactions and procedures required to Load Master Bench Stock Detail Records (2BSL), Master Bench Stock Record Change (2BSC), Master Bench Stock

Record/EOQ Delete (2BSD), and Master Bench Stock Consolidation (2BSCON) transactions.

5.27.3.2.1.1. The LRS/Materiel Management Activity Customer Support maintains Master Bench stock file on each account which exists at base level. Note: Master Bench Stock files may be maintained electronically and maintained per Air Force Records Disposition Schedule. They shall incorporate the following format: Tab A Memorandums and Certificates, Appointment letter, Block I and IIA/B training certificates issued by myLearning, shelf-life training certificates, Initial bench stock establishment letter. Note: If the original letter is not available, have the custodian type up a MFR as to why initial bench stock letter is not available (e.g., 5.3.12. destroyed/lost), Maximum dollar threshold letter for the unit price on bench stock details. Note: Exceeding the established dollar threshold for any item requires a letter of justification from the supported organization commander. This letter will be maintained attached to the original maximum dollar threshold letter.

5.27.3.2.1.2. Tab B- Authorization letters, authorization letters for controlled items (Refer to the Controlled Items in Bench Stocks rules for more information and signature authority). Tab C- M04, Bench stock Review Report. Recommend add, changes, and deletes. Note: May be filed electronically. Tab D- S04, Organization Bench Stock Listing indicating Phase III – Annual SRD/MRA validation has been completed. File with a copy of signed endorsement letter. Maintain until next annual SRD/MRA validation.

5.27.3.2.2. Ensure monthly bench stock review (M04/NGV850) report is available to determine when to add, change, or delete items from the organizational customer's bench stocks. (T-2)

5.27.3.2.3. Responsible for processing routine and urgent bench stock replenishment requests for organizational bench stock customers when access to materiel management IT system is not available. (T-2) See Bench Stock Due-out processing for routine and urgent bench stock replenishment procedures.

5.27.3.2.4. Flight Service Center will process consumable returns for excess bench stock materials returned from organizations. (T-2)

5.27.3.2.5. Assist customer in preparation of adjusted stock level via requests to SCOS BOS Manager. (T-2) Should a request be required to support an organization's bench stock account, the LRS/Materiel Management Activity will perform the necessary actions to request the level. See adjusted stock level requests for ASL request submission instructions.

5.27.3.2.6. Provide information on how to access annual Base-Level Supply Customer Training requirements as it pertains to Course Number MLMW1159 General Supply Indoctrination (Block I) and Course Number MLMW1056 Bench Stock Management (Block IIA). Members can complete the online training modules and access certificates via myLearning.

5.27.3.3. Bench Stock Monitors will:

5.27.3.3.1. Complete Course Number MLMW1159 General Supply Indoctrination (Block I) and Course Number MLMW1056 Bench Stock Management (Block IIA) via myLearning and provide certificates to the LRS Customer Support Section. Block I and Block IIA are annual training requirements. (T-1)

5.27.3.3.2. Complete DoD shelf-life training as it is required for all personnel working with shelf-life materiel. (T-0) The Defense Acquisition University at **http://www.dau.edu** hosts Continuous Learning Module (CLL) 120 "The DoD Shelf-life Program." This CCL includes information on acquisition and procurement, integrated material management, receiving, storing, and monitoring, material disposition, and the use of Shelf-life Extension System (SLES). (T-0)

5.27.3.3.3. Establish controls for shelf-life IAW DoDM 4140.27, Volume 1. (T-0)

5.27.3.3.4. Monitor bench stock item balances and flag items for replenishment. Reorder through appropriate IT system when the on-hand balance is less than or equal to 50% of the authorized stock level.

5.27.3.3.5. Review bench stock transactions (e.g., backorders).

5.27.3.3.6. Perform monthly review of recommended additions, changes and deletions to the bench stock using an M04 report furnished by Customer Support.

5.27.3.3.7. Perform a semi-annual bench stock review and an annual validation of the bench stock. (T-1) One of the semi-annual reviews may be conducted in conjunction with the annual validation. These reviews and validation are documented.

5.27.4. Bench Stock Item Qualification Criteria. Before a bench stock is established, the following minimum criteria must be met.

5.27.4.1. The item record Expendability, Recoverability, Reparability Coded (ERRC) designator must be XB3.

5.27.4.2. Restricted Item Codes. In general, the item record must not be coded as follows:

5.27.4.2.1. Disposal (numeric parts preference code (NPPC 2). On-hand/in-use assets that have an NPPC 2 may be issued/used if they satisfy a local requirement or until the cost to repair the item exceeds its value.

5.27.4.2.2. Time Compliance Technical Order (TCTO) (numeric parts preference code 4).

5.27.4.2.3. Non-published (NPPC 5). On-hand/in-use assets that have an NPPC 5 may be issued/used if they satisfy a local requirement or until the cost to repair the item exceeds its value.

5.27.4.2.4. Unacceptable for AF use (NPPC 9).

5.27.4.2.5. Recoverable Assembly Management Process (RAMPS)/War Reserve Material (WRM) codes 5, 6, 7, or E.

5.27.4.2.6. Classified, sensitive, or issue exception codes (IEX) 3, 6, E, or K. Additional details regarding classified items are provided later in this chapter.

5.27.4.2.7. Budget code S items need to be approved/coordinated with the CICP.

5.27.5. Quantity Irregularities. Items that are normally used in quantities that are different from the unit of issue (for example, nuts, bolts, screws, etc.) and items that have a quantity of issue different from the quantity unit pack, should be added to bench stock to the maximum levels possible.

5.27.6. Controlled Items in Bench Stocks. The following rules apply to items with a controlled item code. See the Cataloging Data and Transaction Standards (CDTS), Volume 10, Chapter 3, Table 61within the Federal Logistics Information System (FLIS) Technical Procedures, (**https://www.dla.mil/Logistics-Operations/Training-and-Reference**) for details about controlled item codes.

5.27.6.1. Controlled Items Not Requiring IEX. Controlled item code *, I, J, U, 7, Y, and Z are authorized on bench stock. None of these categories require issue exception codes loaded on the item record.

5.27.6.2. Controlled Items Requiring IEX. Controlled item code R items, other than photographic items, are authorized on bench stock when the unit commander has given approval in writing. Items in this category will require an issue exception code N to be loaded to the item record.

5.27.6.3. Photographic Items. Controlled item code *, J, R, or X items may be authorized on bench stock with the written approval of the unit commander who controls and manages bench stock.

5.27.6.3.1. Requesting Approval. The shop supervisor/bench stock manager will send a letter to the commander asking to add the items to bench stock (specifying org/shop code). The letter will list the national stock number (NSN), nomenclature, and unit of issue of each photographic type of item to be added.

5.27.6.3.2. Approval Letters. If the additional items are approved, endorse the letter to the Customer Support Liaison Element. After LRS/Materiel Management Activity personnel take action, Customer Support Liaison Element will endorse the letter back to the applicable unit commander so a successor will be aware of the action.

5.27.6.4. Controlled Item Codes S and C. With LRS approval, items with controlled item codes S and C items may be included on organizational bench stocks when demand data indicates it is advantageous to do so. When authorized by LRS, classified bench stock material must meet all security, storage, and access provisions outlined in DoDM5200.01V1_AFMAN16-1404 and DoDM 5100.76, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.

5.27.6.5. Other Controlled Item Codes. Controlled item codes not specified above are authorized on bench stock when the unit commander has given approval in writing. Assigning issue exception code N to the item record will further identify items in this category. When IEX N is assigned, the other item flag for bench stock items will be assigned with a stock control data change. The bench stock flag will be assigned by the ILS-S when a master bench stock detail is loaded.

5.27.7. Off-Base Supported Organizations. Unless specifically included in a joint tenancy agreement, or some specific directive, the LRS/Materiel Management Activity will not perform a walk-thru inventory of bench stock assets to off-base organizations.

5.27.8. Bench Stock Item Add, Change and Delete Logic. This logic is used in the ILS-S to develop recommendations for adding, deleting, and changing the quantities of items in organizational bench stocks.

5.27.9. Guidelines for Adding and Deleting Items from Bench Stocks. The bench stock process makes use of organizational historical consumption and customer desires to determine what range of items to include in a customer bench stock. The range determination may result in the addition or deletion of an item from a bench stock.

5.27.10. Bench Stock Additions. The identification of candidates for bench stock addition is either consumption-based or specified by bench stock customers.

5.27.10.1. Consumption-Based Bench Stock Add Recommendations. The ILS-S uses organization-specific historical consumption data to identify items that, based on past demand, price, and other item characteristics, are candidates for addition to an organizational bench stock. For details about ILS-S procedures for identifying bench stock addition candidates, see the Bench Stock Review (M04/NGV850). The bench stock review logic recommends items for addition to organizational bench stocks meeting the qualifying conditions detailed in Bench Stock Item Qualification Criteria where organizational economic order quantity (EOQ) consumption detail record indicates there have been three or more customer demands and the EOQ consumption detail has existed for at least 30 days.

5.27.10.2. Non-Consumption-Based Bench Stock Additions. Organizational bench stock customers can request the addition of qualifying items to bench stocks regardless of historical consumption under certain conditions.

5.27.10.3. Non-consumption based CICP (i.e., F77, etc.)/Budget code S items require written justification from the organizational customer. The LRS/Material Management activity will coordinate these requests with the applicable CICP for approval.

5.27.11. Bench Stock Deletions. Like additions, bench stock deletion candidates are based on organizational consumption history and bench stock customer desires.

5.27.11.1. Consumption-Based Deletion Recommendations. Consumption-based bench stock items that become inactive (have no consumption) are candidates for deletion from bench stocks.

5.27.11.2. Non-Consumption-Based Deletions. Organizational bench stock owners may request deletion of bench stock items at any time based upon mission support or financial considerations.

5.27.12. Bench Stock Quantity Determination. The determination of what quantity to apply to customer bench stocks is based upon consumption and non-consumption-based support periods for individual items.

5.27.12.1. Consumption-based Support Period. Unless otherwise specified by the organizational bench stock owner, the depth of stock for bench stock items is calculated based upon a 30-day support requirement. That is, the bench stock quantity is the quantity required to fill the organization’s anticipated demands, based on their historical demand history, for a 30-day period.

5.27.12.2. Non-Consumption-Based Support Period. Organization commanders may deviate from the 30-day support requirement by specifying an alternative number of support days in the Organizational Bench Stock Stockage Days Field of the BS OCCR.

5.27.13. Organizational Cost Center Record (OCCR) Bench Stock Stockage Days Field. When the bench stock stockage days field is populated, the ILS-S will use that value in calculating the depth of stock for bench stock items. Additionally, bench stock quantity calculations are altered as specified when a master bench stock detail record contains a minimum reserve authorization (MRA) or a maximum authorization quantity (MAQ).

5.27.14. Conditions for Non-Consumption-Based Bench Stock Additions. An item may be added to bench stock via MRA and MAQ procedures described in this section, regardless of consumption data, if one of the following conditions applies:

5.27.14.1. The end-item being supported is a primary mission aircraft, missile system, or communications electronic maintenance (CEM), and the applicable group commander has determined that maintenance cannot wait for the item to be delivered from an LRS/Materiel Management Activity warehouse.

5.27.14.2. The using activity is off base or in a remote area of the base, and the item must be at the using location.

5.27.14.3. The unit of issue is not compatible with the unit of use (such as nuts, bolts, and screws) or with the quantity unit pack (QUP) (such as wire which comes in 50-foot rolls).

5.27.15. Procedures for Establishing Non-Consumption-Based Bench Stock Items. Commands have the option to use adjusted stock levels to support bench stock items. Bases will use MRA or MAQ procedures to establish, order, and maintain adequate stockage for bench stock levels not based on normal consumption.

5.27.15.1. MAQ/MRA Flags. The Bench Stock Review (M04/NGV850) is normally used to calculate bench stock authorized quantities. Bench stock authorized quantities that are not based on consumption may be established via the use of MAQ or MRA procedures. See this section for the details about how to specify MRA/MAQ quantities and flags in Master Bench Stock detail records. MRA/MAQ flags and their definitions are provided in **Table 5.8**.

Table 5.8. MRA/MAQ Flags and Definitions.

Code	Meaning
1	Bench stock minimum reserve authorization based on a 30-day requirement
2	Bench stock maximum authorized quantity based on a 30-day requirement
3	Bench stock minimum reserve authorization based on a 45-day requirement
4	Bench stock maximum authorization quantity based on a 45-day requirement
A	Bench stock minimum reserve authorization based on a 60-day requirement
B	Bench stock maximum quantity authorization based on a 60-day requirement
C	Authorization based on consumption for 60 days with no bench stock minimum reserve
D	QUP to be considered when computing recommended level. Using this code does not prevent automatic deletion if normal deletion criteria apply

BLANK	Authorization based on consumption for 30 days with no bench stock minimum reserve

5.27.15.2. Impact of MRA/MAQ Flags on Bench Stock Quantity Calculations.

5.27.15.2.1. MRA/MAQ Flag A, B, C, 3, or 4. If a master bench stock detail record contains an MRA/MAQ flag of A, B, C, 3, or 4, the MRA/MAQ will override the bench stock stockage days.

5.27.15.2.2. MRA/MAQ Flag C. If the MRA/MAQ flag is a C, the authorized quantity will be computed based on 60-day consumption.

5.27.15.2.3. MRA/MAQ Flag 1, 3, or A. If the MRA/MAQ flag is 1, 3, or A, the authorized quantity will be the MRA or the computed consumption quantity, whichever is greater. When the date of last demand (DOLD) is greater than 270 days, the item is no longer considered for automatic change, review procedures must be accomplished.

5.27.15.2.4. MRA/MAQ Flag 2, 4, or B. If the MRA/MAQ flag is 2, 4, or B, the authorized quantity will be the maximum authorized or the computed consumption quantity, whichever is smaller. When the DOLD is greater than 270 days, the item is no longer considered for automatic change, and review procedures must be accomplished.

5.27.15.3. MRA/MAQ Quantity Letters. Recertification of MRA/MAQ will be accomplished through the review process.

5.27.15.4. Conformity. MRA/MAQ quantity changes required for conformance with quantity unit pack or materiel handling requirements do not require a letter from the supported organization and may be accomplished by annotating the listing.

5.27.16. Master Bench Stock Record Load. Bench Stock Review Program Recommended Additions.

5.27.16.1. The monthly Bench Stock Review Program will produce a listing of those items, which qualify for addition to an organizational bench stock. These additions are computed from the EOQ consumption detail records, which are built from issues, and due-out releases processed for expendable (ERRCD XB3) items that are not currently on bench stock. When these listed items are not recommended for addition, these details are maintained in the database for 180 days before they are deleted. Once an item has been recommended for addition, it will stay in the database for 30 days. If at the end of the 30-day period the item has not been added to a bench stock, the detail will be deleted, and the consumption data will be deleted from the records.

5.27.16.2. Recommended add transactions will not be produced for items that are assigned RAMPS/WRM report codes 5, 6, 7, or E. When the organization elects to add these items to their bench stock and a reject (extended cost exceeds $1,000.00 EOQ item) is produced when the transaction is processed, the organization should be notified so they can determine if a suitable substitute can be added to their bench stock in place of the originally recommended add item.

5.27.16.3. Addition of Items Not on the Bench Stock Review Program Listing. Upon receipt of a request to add items which are not on the monthly bench stock add listing,

LRS/Materiel Management Activity Customer Support Center personnel are to accomplish the following:

5.27.16.3.1. Verify the stock number and unit of issue.

5.27.16.3.2. Furnish the issue exception code, application code, and system designator for each item.

5.27.16.3.3. Review each item to ensure that all criteria for bench stock are met.

5.27.16.3.4. Obtain necessary approvals and notify the requesting activity of action taken.

5.27.16.3.5. Prepare and process a load input as described in this chapter to load the master bench stock detail.

5.27.16.3.6. Prepare and process a bench stock issue.

5.27.17. Master Bench Stock Record Change. Changes to the authorized quantity on existing master bench stock details are made automatically during the review. The MRA/MAQ flag is considered, as well as consumption, in computing new levels. See procedures for Establishing Non-Consumption Based Bench Stock for additional information about MRA/MAQ flags. Organizations may request changes to a bench stock at any time via telephone, letter, email, or annotated listing. See the ILS-S User's Manual for specific ILS-S information and processing Master Bench Stock Record Change (2BSC) transactions.

5.27.17.1. Authorized Quantity Changes. An authorized quantity change is computed only for substantial changes in consumption patterns. For this computation, a change that exceeds the square root of the previous authorized quantity is defined as substantial. The review program does not make changes smaller than the square root of the previous authorized quantity.

5.27.17.2. 30-day Consumption Factor. A 30-day consumption factor will be used unless one of the following exists:

5.27.17.2.1. The organization cost center record contains bench stock stockage days.

5.27.17.2.2. The master bench stock detail record contains an MRA/MAQ flag of A, B, C, 3, or 4. If both conditions exist, the MRA/MAQ will override the bench stock stockage days.

5.27.18. Bench Stock Routine, Stock-Out, Urgent Replenishment and Due-Out Procedures. The normal responsibilities of Customer Support Center personnel include assistance in the establishment, change or deletion of Master Bench Stock details as well as the processing of bench stock issue requests as applicable.

5.27.18.1. Routine Bench Stock Cycle Replenishment. Bench stock items should be replenished when the quantity on hand is equal to or less than 50 percent of the authorized quantity. This should be done once every 30 days (or more often as necessary). The unit bench stock monitor will perform the following:

5.27.18.1.1. Routine Walk-Through. Unit bench stock monitors will perform a routine walk-through based on mission needs and frequency of bench stock replenishment requests. (T-2) At the option of the LRS APO and supported organization, the unit

bench stock monitor processes routine bench stock replenishment requests as soon as the 50 percent or below level is reached. The LRS APO may authorize the organizational bench stock monitor use the ILS-S to enter their replenishment requests. Red flags may be used as an aid; when used, they will be displayed if the stock is below 50% of the authorized bench stock level whether a due-out has been established or not.

5.27.18.1.2. Document Replenishment Needs. Unit bench stock monitors will circle the item numbers on the AF Form 465, Bench Stock Inventory (Not LRA) which require replenishment and then process issue requests. (T-2) Customer Support Center personnel will process requests bench stock issue requests for units not having that capability.

5.27.18.1.3. Coordinating Customer Excess Disposition. Customer Support personnel will coordinate with the supported activity to take the appropriate action when excess bench stock inventory exists. Items will not be considered excess until the on-hand balance is more than twice the authorization. Excesses will initially be considered for return review (to determine if return is desired—or necessary, as in the case of storage problems within the bench stock).

5.27.19. Stock-Out and Urgent Bench Stock Replenishment Procedures.

5.27.19.1. Stock-Out (Empty Bin) Reports. The organization may request normal issue processing to replenish the entire bench stock authorization providing a backorder does not already exist for this item.

5.27.19.2. Urgent Bench Stock Requirements. The method to satisfy urgent bench stock requirements will be determined by the LRS/Materiel Management Activity in coordination with the supported activity.

5.27.19.3. Submit Issue Request. Process a priority issue request or call in an expedite issue request to the LRS/Materiel Management Activity using activity code X and then follow normal issue procedures, including the re-input of any killed quantity after validation. Items will be delivered within specified delivery times.

5.27.19.4. Submit Request to Customer Support Liaison Element. The Customer Support Liaison will input a bench stock issue. If the request is filled (issued), a DD Form 1348-1A output issue document will be produced. The customer will be notified of item availability. The output issue document will be hand-carried to the appropriate warehouse for item location. Issued items will be delivered within specified delivery times.

5.27.20. After Duty Hour Requests. Provide the applicable Customer Support function with all the bench stock issue requests outside normal duty hours.

5.27.21. Supply Support Delays. If the supply support for an organizational bench stock due-outs is ineffective, the Customer Support Liaison Element may request a Due-Out Status Listing or any other like management product, to ensure satisfactory supply action has been taken for due-outs. This will be coordinated with AFMC Stock Control to ensure maximum bench stock support.

5.27.22. Bench Stock Due-Out Processing.

5.27.22.1. Establish Firm Backorder (Due-Out). The Customer Support Center will establish a firm customer backorder (due-out) for all initial bench stock fill requests that are processed when property is not available for issue.

5.27.22.2. Due-Out Quantity Balances. If a backorder (due-out) already exists for the full authorized bench stock quantity, the issue request will be killed. Bench stock backorders will only be created for the full authorized quantity. When a due-out is created as a result of a partial issue being processed by the ILS-S, the bench stock due-out will be created for the full authorized quantity. For each bench stock backorder, the cumulative recurring demand (CRD) field is updated on the master bench stock detail.

5.27.22.3. Other Asset Notice. When an issue request is not satisfied and available items may be suitable, a management notice is produced. If any or all of the items are acceptable, reprocess the bench stock issue request with TEX "C." See the ILS-S User's Manual for more information on processing I023 Management Notices. The use of this TEX code will allow available assets to be issued in place of the originally requested item(s).

5.27.22.4. Unsuitable Substitutes. When substitute items are available, but cannot be used, process issue requests for the usable item only; these issues may be identified as bench stock by using the mark-for field serial number portion to identify the line number, e.g., BS00433.

5.27.22.5. Cancellation of Due-Outs. When a master bench stock detail is deleted by processing a Bench Stock Record/EOQ Delete (2BSD) transaction, the IT system will automatically cancel any existing due-out with the same stock number, organization, and shop codes. See the ILS-S User's Manual Master Bench Stock Record/EOQ Delete Transaction for specific ILS-S information and processing.

5.27.22.6. Lack of Funds. When insufficient funds exist for the requested item, the due-out is killed and a management notice (lack of funds) is produced.

5.27.23. Due-Out Release Procedures. On-base due-out release of items for bench stocks will be delivered by the LRS/Cargo Movement Activity to the organizational bench stock delivery location.

5.27.24. Bench Stock Review Requirements and Responsibilities. The bench stock review process is designed to ensure bench stocks are regularly updated in a way that maximizes mission support.

5.27.24.1. Three-Phase Review Process. The bench stock review will be made in three separate phases: monthly, semiannually for regular bench stock, and annually for standard reporting designator (SRD) and minimum reserve authorization. The semiannual review may be discontinued with the concurrence of the LRS APO and the supported organizations.

5.27.24.1.1. Phase I-Monthly Recommended Additions, Changes, and Deletions. Bench stock will be reviewed monthly for additions, changes, and deletions. Items recommended by IT system are based upon past issue and due- out release action. Coordination with affected bench stock account representatives will be affected prior to changes being made. This requirement may be changed to quarterly at the option of the major command.

5.27.24.1.2. Phase II-Semiannual Bench Stock Review. The Customer Support Liaison Element will arrange a semiannual joint review meeting with bench stock-supported shops (determined jointly by the LRS APO and the supported organization commander or Maintenance Chief). Authorized quantity changes made between Phase II meetings will be reviewed.

5.27.24.1.2.1. The Customer Support Liaison Element, Decentralized Supply Support/Materiel Control and the appropriate shop supervisor will participate in the joint review meeting. Air Force approved IT system script will be run to identify bench stock NSNs with zero item record demands and zero item record cumulative demands. During these reviews, bench stock details identified via the Air Force approved IT Database system script will be deleted unless a letter is submitted by the Maintenance Superintendent justifying retention. The semiannual review may be discontinued with the concurrence of the LRS APO and the supported organization commander but must be conducted at least annually. Credit may be granted for bench stock turn-ins for lateral support and for items from non-flying hour accounts for which there are a positive enterprise positive enterprise demand with less than 3 years stock on-hand within the enterprise.

5.27.24.1.2.2. Processing of the Organizational Bench Stock Listing is not required when this review does not take place but may be processed when requested by the Customer Support Liaison Element supervisor. This paragraph may be supplemented if local/MAJCOM requires this review to be accomplished more frequently. The review should not conflict with normally busy periods, such as end of month. Close coordination with the scheduler is needed to set the processing date for the semiannual review.

5.27.24.1.2.3. All bench stocks will be replenished within 15 days of their scheduled semiannual reviews. After the review is concluded (within one work week), normal support to the shops will be resumed as quickly as possible. The one-week time limit may be extended by the major command for distant/remote off-base supported activities. Also, off-base organizations may be reviewed prior to on-base organizations to eliminate the delay in processing the Bench Stock Review.

5.27.24.1.2.4. All changes and recommended deletions will be reviewed during the joint review meeting, and the listing annotated as needed, and then signed by reviewing participants. The Customer Support Liaison Element will keep a copy of the signed listing until the next review is completed.

5.27.24.1.2.5. The Customer Support Liaison Element will provide copies of the Organization Bench Stock Listing to the applicable shop supervisor and Materiel Control (after all necessary actions have been taken). The listing assists shop personnel in the location of bench stock items. The Customer Support Liaison Element will also file a copy of the listing with the signed listing from the joint review meeting. The copy of the listing produced after the semiannual review may be replaced if a new listing is run before the next review. A thorough review is extremely important to ensure that bench stock supports the mission efficiently and economically.

5.27.24.1.2.6. When approved by the LRS APO and the supported organization commander or Maintenance Chief, the semi-annual joint review may be conducted by the following electronic means. LRS/Materiel Management Activity personnel will initiate the ILS-S generation of the Organizational Bench Stock Listing and forward it to the appropriate individual using any electronic means. The LRS/Materiel Management Activity Bench Stock Monitor will not be the chairperson for a formal meeting. Reviewing organizations will ensure special emphasis is placed on the following items: items with no demands in the past year and items with excessive quantities not supported by demands.

5.27.24.1.2.7. All changes and recommended deletions will be reviewed during the electronic review, and the listing annotated as needed. The using organization will prepare a memo for the record to be signed by the reviewing participant. The memo will indicate the following data elements: date the Organizational Bench Stock Listing was created; date review was completed; details requiring change; required change; name; rank; and phone number of individual(s) conducting the review. The memo will be forwarded to Customer Support Liaison who will make the indicated changes and maintain the signed memo until the next review is completed. Memo may be filed electronically.

5.27.24.1.2.8. Updated copies of the Organization Bench Stock Listing will be provided by the Customer Support Liaison for the applicable shop supervisor and Materiel Control (after all necessary actions have been taken). A thorough review is extremely important to ensure that bench stock supports the mission efficiently and economically.

5.27.24.1.2.9. The Customer Support Liaison must keep the fund’s manager informed of significant increases or decreases in bench stock authorizations and demands. Organization commanders will find pertinent financial information included in each organization's bench stock listing. No bench stock orders will be filled unless funds are available in the project fund management record.

5.27.24.1.3. Phase III-Annual SRD/MRA Validation. SRD data and minimum reserve authorization levels must be validated annually. Bench stock demands are identified to mission requirements only if proper SRD data are loaded. MRA levels may no longer be valid resulting in erroneous stock control practices. After phase II of the review has been completed, the following actions are required:

5.27.24.1.3.1. A digitally signed email or cover letter by the LRS APO must accompany the Organization Bench Stock Listing provided to Decentralized Materiel Support. The letter will request a review of all SRD and MRA data. There must also be a reply by endorsement, signed by the shop supervisor, to certify completion of the review.

5.27.24.1.3.2. Changes resulting from the review will be submitted to the Customer Support Liaison, who will update the master bench stock record.

5.27.24.1.3.3. A copy of the signed endorsement will be filed in the Customer Support Liaison and used for verification of the annual review.

5.27.25. Bench Stock Issue Output Issue Document Format and Document Flow–DD Form 1348-1A.

5.27.25.1. Bench Stock Issue Document Flow.

5.27.25.1.1. Customer Support Liaison. Create the master bench stock issue request for items requiring replenishment.

5.27.25.2. Asset Management Section.

5.27.25.2.1. Off-base issues. Select the property to be issued and enter the date and name of the individual selecting the property on line 29 of the DD Form 1348-1A. Forward property with DD Form 1348-1A attached to transportation for shipment. The transportation function will sign, date, and distribute the DD Form 1348-1A.

5.27.25.2.2. Bench stock issues. Select the property to be issued and enter the date and signature of the individual selecting the property on line 29 of the DD Form 1348-1A. Place property and any corresponding documentation in the Deployment and Distribution holding area for customer delivery.

5.27.25.3. Management Notice. This output will be used to coordinate with the customer if a substitute is available for issue.

5.27.26. Deployment/Contingency Bench Stock Support. Bench stock support at deployment/contingency locations is provided via CRSP. In the event a weapon system operates from the same deployment/contingency location for a timeframe sufficient to establish reliable demand patterns within ILS-S and the weapon system is expected to continue operations at the location in the foreseeable future, then regular organizational bench stocks can be established.

5.27.26.1. These two different approaches dictate different replenishment actions. Be aware of these differences and take every effort to aid or assist in the timely replenishment of consumables. These represent most of the bits and pieces, attaching parts and hardware.

5.27.26.2. Items included in the RSP will be ordered under normal procedures as they are expensed (used.).

5.27.26.3. Bench Stock Review. Bench Stock should begin immediate review of deploying units' bench stock. If it is a short notice deployment (60 days or less), the above actions are still advised but must be compressed within the given time.

5.27.26.3.1. Close and continuous coordination with the supported organization to check and double check bench stock adds and deletes is essential.

5.27.26.3.2. Initiate priority action to fill bench stocks according to established procedures.

5.27.26.3.3. Initiate priority action on bench stock due-out line items that the deploying organization identifies as necessary for deployment.

5.27.27. Bin Labels.

5.27.27.1. Bench stock bin labels are produced via the ILS-S upon request. Bin labels are automatically produced for new bench stock items and when existing bench stock records are changed. Bin labels for items with a shelf life can be colored, to distinguish those items

from non-deteriorating items. In some locations, bench stock items are managed by the use of automated information technology (AIT) equipment (hand-held terminals) that record the information stored on bin labels.

5.27.27.2. Process this report using ILS-S. Reference the ILS-S User's Manual. The purpose of this report is to provide bin labels for all item record warehouse locations, bench stock operations, supply point, equipment, retail sales, SPRAM, mission support and war reserve type items.

5.27.28. Shelf-life management policies and procedures are contained in DoDM 4140.27, Vol 1 DoD Shelf-Life Management Program: Program Administration and Vol 2, DoD Shelf-Life Management Program: Materiel Quality Control Storage Standards and will be followed for stocking, storing, and issuing shelf-life designated material. Additional information can be found at the DoD Shelf- Life Program web site. The material owning organization, regardless of material origin, is responsible for costs related to assets Shelf-Life testing.

5.27.28.1. Inspection Element will serve as POC for base shelf-life program. The Inspection Element ensures unit shelf-life monitors are properly trained in all aspects of shelf-life management.

5.27.28.2. Supported Organizational commanders will appoint shelf-life monitors and ensure they are properly trained in all aspects of shelf-life management for items in their care.

5.28. Shelf-Life Item Control. Shelf-life management procedures are contained in DoDM 4140.27, Vol 1 DoD Shelf-Life Management Program: Program Administration and Vol 2, DoD Shelf-Life Management Program: Materiel Quality Control Storage Standards, and will be followed for stocking, storing, and issuing shelf-life designated material.

5.28.1. Designation. Items assigned a National Stock Number (NSN) in the Federal Supply System will be designated by a specific shelf-life code. This code identifies length of the shelf-life period.

5.28.2. All NSNs not designated as shelf-life items per DoDM 4140.27, Vol 1 DoD Shelf-Life Management Program: Program Administration and Vol 2, DoD Shelf-Life Management Program: Materiel Quality Control Storage Standards, are non-deteriorative and, thus, are not managed as shelf-life items and shall be coded and identified by shelf-life code 0 (zero).

5.28.3. Shelf-Life Management and Programs.

5.28.3.1. Storage. Shelf-life items should be consolidated in one central stockroom or warehouse to the maximum extent possible. Consolidation will facilitate efficiency during inspection or surveillance actions by reducing the amount of travel time between locations. It is not necessary to segregate shelf-life items from other assets in storage. Supported organizational shelf-life monitors will ensure proper shelf-life management for items in their care.

5.28.3.1.1. Report any item in storage that appears to be deteriorating and excluded from the shelf-life control procedures to the responsible item manager to evaluate if the item should be assigned a shelf-life code. Supported organizational shelf-life monitors will report any shelf-life code deficiencies to Customer Support.

5.28.3.1.2. Item(s) may be unsuitable for intended use at the expiration of the assigned storage time. Users need to ensure not to confuse Shelf Life and Service Life. Shelf Life is the time the item sits "on the shelf" prior to issue or after issue and not in use. The service life is determined by appropriate TO, Commercial Manuals, or other documentation. For example, a tire might have a shelf-life code of "S" (60 months). This does not mean replace a "in use" tire every 60 months. The service life of the tire might be 10 years. When the tire has been on the shelf for 60 months and has not been used the shelf-life code (SLC) will apply because requirements in tactical situations when mission success could be jeopardized by failure and lives could be lost during combat when assets have sat "on the shelf." Users may challenge any SLC if they feel items are improperly coded.

5.28.3.1.3. Identification on Labels. Warehouse personnel must make sure the label on each item, subject to shelf-life management, clearly states the expiration date. (T-1) Activities using items with short shelf lives are authorized, on an optional basis, to use a color-coding system making expiration dates more readily apparent. One system is to have two sets of decals like those used on vehicle license plates. Each set is a different color to designate the current year and the next year. Each color would have decals with numbers from 1 to 12 to designate the month of expiration.

5.28.3.1.4. Chemical Warfare Defense Equipment (CWDE). Individual Protective Equipment assets that qualify for shelf-life extension must be clearly marked with the latest discard/expiration date and will be clearly remarked with new discard/ expiration date. This can be done by marking out the old data and handwriting in new data, or use of DD Form 2477. Note: Property previously identified with AF Form 2032, Inspection Extension (rescinded) must now be identified using a DD Form 2477, Shelf-Life Extension Form discard/expiration date will not require individual marking of extended shelf life. Along with the guidance above, ILS-S Mobility IT System will be updated for all assets with extension data.

5.28.3.2. Maximum Use of Stock. Issues of shelf-life stocks should be directed against the oldest stocks (those with the least shelf life remaining). Storage activities shall initiate controls to minimize expiration of materiel in storage by issuing first those stocks which have the earliest expiration date for Type I items; or the earliest date manufactured, date packed, date cured, or date assembled for Type II items, except where issue of newer stocks is justified. Under normal circumstances, this policy prescribes for a strict application of first-in/first-out (FIFO) issue control techniques.

5.28.3.2.1. Exceptions. The only exception to this policy is issues (transfers) to MSK/MRSP/WRM where the newest stock is released. Under no conditions will warehouse personnel issue an item that has reached or passed its expiration date. Immediately notify inspection personnel when an item with an expired shelf-life date is discovered in stock. Inspection personnel will immediately begin a complete review of all assets on hand for that stock number.

5.28.3.2.2. Time compliance technical order (TCTO) kits containing shelf-life items will be assigned a shelf-life code of the shortest shelf-life item in the kit.

5.28.3.3. Overseas Shipments. All items for overseas shipment will be selected from the newest stock (longest remaining shelf-life).

5.28.3.4. Internal Controls. To control items in storage, Inspection personnel do the following:

5.28.3.4.1. Query the ILS-S to list the item records for all items assigned shelf-life codes (See ILS-S User's Manual for additional information on shelf-life codes). This program may also be processed to select specific shelf-life codes, as required. This option should be used to frequently monitor items assigned short shelf-life codes.

5.28.3.4.2. Physically check each location for the following:

5.28.3.4.3. Bin label attached to and matched property in location.

5.28.3.4.4. Ensure using first-in/first-out (FIFO) issue control techniques.

5.28.3.4.5. Verify shelf life and expiration date.

5.28.3.4.6. Ensure items are in original packing with manufacturer label for Type I. Type II must have a manufacturer label or DD Form 2477, Shelf-Life Extension Form. Note: Manufacturer label must be clear and legible.

5.28.3.4.7. Color coding bin labels. On an optional basis, warehouse personnel can use a color-coding system to making shelf life and expiration dates more readily apparent. One system is to have two sets of decals like those used on vehicle license plates. Each set is a different color to designate the current year and the next year. Each color would have decals to designate the month of expiration.

5.28.3.4.8. Annotate the listing to indicate items are outdated or require issue or disposition before the next inspection.

5.28.3.4.9. Retain the annotated listing(s) until new products are produced.

5.28.3.5. DoD Shelf-Life Program Website. The DoD Shelf-Life program has both a secure and non-secure website. These sites contain access to the Shelf-Life Extension System (SLES) and other management information. The secure site is available to .mil customers and is located at the DoD Shelf-Life Program web site: **https://www.shelflife.dla.mil**.

5.28.3.6. Shelf-Life Extension System (SLES). AF personnel will utilize SLES to determine whether shelf-life materiel has been tested by a certified laboratory and extended (Reference DoDM 4140.27, Vol 1 DoD Shelf-Life Management Program: Program Administration and Vol 2, DoD Shelf-Life Management Program: Materiel Quality Control Storage Standards).

5.28.3.7. Quality Status Listing (QSL). AF storage activities may utilize the test results in the QSL to extend the shelf-life or dispose of specified items as indicated. The QSL is available to ".mil" customers on the SLES secure site. To extend the shelf-life based on the test results in the QSL, the items on hand must equate to the same stock number, contract, lot, and batch number as listed. For items not appearing on the QSL, contact the appropriate ICP Shelf-Life Point of Contact for assistance. Note: QSL test results are based upon compliance with the mandated DoD/AF storage standards. Storage activities must take into consideration local storage conditions prior to extending/disposing of shelf-life assets.

5.28.3.8. Acting in the role of AF Executive Agent, the Warner Robins ALC shares the responsibility of testing shelf-life items with other DoD components and helps assure update and operation of the data in the SLES.

5.28.4. Shelf-Life Codes. Assigning Shelf-Life Codes. Items assigned shelf-life codes are divided into categories as follows:

5.28.4.1. Type I (alpha codes) are assigned to items having a definite, non-extendable shelf life.

5.28.4.1.1. Type I shelf-life items will not be tested, inspected, or extended in storage. These assets will be downgraded from condition codes "A," to "B," to "C," to "H," in accordance with the specified condition code timeframes located in DoDM 4140.27, Vol 1 DoD Shelf-Life Management Program: Program Administration and Vol 2, DoD Shelf-Life Management Program: Materiel Quality Control Storage Standards.

5.28.4.1.2. For all shelf-life assets other than cure dated items, the manufactured date, assembled date, packed date, expiration date, and the inspect/test date shall be expressed by the numeric month followed by the last two digits of the calendar year, with the day of the month being the last day. When two or more unit packs of identical items have different beginning or ending shelf-life dates, the earliest ending date, e.g., expiration or inspect/test shall be the date used. Note: Example, the date of 12/03 would be December 2003 and the inspection/expiration date would be the 31st of December 2003. The 31st would be the use to date and the item could have a longer service date.

5.28.4.2. Type II (numeric codes) are assigned to items having a shelf life which may be extended after the completion of inspection, testing, or restoration, as appropriate. An item may be extended for the full term of its original life unless TOs or other publications prevent it.

5.28.4.2.1. For Type II extendible shelf-life items, materiel requiring visual inspection will be inspected 6 months prior to the inspection test date. Materiel requiring laboratory testing shall be tested 9 months prior to the inspect/test date, while the item is still in condition code A. Prior to testing, the QSL shall be checked to determine if the item has already been tested and extended. For materiel requiring laboratory testing which is stored at an intermediate or LRS/Materiel Management Activity, the storage activity may test materiel locally in a certified lab or contact the managing ICP shelf-life focal point DoDM 4140.27, Vol 1 DoD Shelf-Life Management Program: Program Administration and Vol 2, DoD Shelf-Life Management Program: Materiel Quality Control Storage Standards, for a list of approved certified labs.

5.28.4.2.2. When submitting Type II shelf-life materiel to a testing laboratory, it is important that the batch, lot, and contract numbers are annotated on all documentation/property that is being sent for testing. This requirement applies to materiel from the warehouse that needs to be tested, as well as the materiel in depot maintenance support centers. This information is required so that the test results reported in the SLES product can be used accurately. In cases where the contract number is not available, the materiel can still be tested and extended if test parameters are met.

5.28.5. Testing and Inspections.

5.28.5.1. Shelf-Life Testing Costs. The basic premise is the organization owning the material pays for the testing. When the customer owning the material is from another AF base, another Service, another Agency, etc. they are responsible to fund any costs related to the testing of shelf-life assets. When the material is owned by a local manufacturing production organization, the testing lab gets paid by the expense incurred testing the material being charged back to the organization owning the material.

5.28.5.1.1. Lab testing is necessary prior to issue or shipment of items exceeding shelf-life expiration dates. When lab testing is not required, check requirements with applicable Technical Order (TO).

5.28.5.1.2. After Type II shelf-life materiel is inspected or tested and then extended to a new inspection or test date, a DD Form 2477, Extended Shelf-Life Form shall be attached to the outside container of each item in a conspicuous place at the storage location.

5.28.5.1.3. Natural or synthetic rubber components, bearings, lubricants, etc., should be replaced, when necessary, as well as any other reconditioning required to return the item to a serviceable condition prior to issue or shipment if the assigned storage time has elapsed.

5.28.5.1.4. Petroleum Products are managed as to TO 42B-1-1, Quality Control of Fuels and Lubricants and DAFMAN 32-1067, Civil Engineering Water and Fuel Systems. Quality control of petroleum products and chemicals will be inspected visually or retested as specified in TO 42C-1-12. (T-1) Contact AF Petroleum Office at Ft. Belvoir, VA, for petroleum product retest information or disposition instructions. Information can also be obtained through the AF Petroleum Office via the AF Portal.

5.28.5.1.5. Aircraft jet engine oils, MIL-PRF-7808L, Lubricating Oil, Aircraft Turbine Engine, Synthetic Base and MIL-L-23699, must be used within 36 months of the date of packaging or the date of the last test. To prevent unnecessary testing, the QSL published by DLA may be used to obtain test data.

5.28.5.1.5.1. Bases maintaining large inventories of aircraft and engine oils as WRM may have difficulty rotating stocks in peacetime, when demands are low. Accordingly, 12 months before the product's expiration date, bases should submit requests for assistance in redistributing stock. AF bases unable to rotate stocks adequately may use advice code 2G when requisitioning to DLA.

5.28.5.1.6. Containers, Drums, Tanks, Lines, and Associated Equipment. Local checklists are developed to ensure that containers, drums, tanks, lines, and associated equipment are inspected monthly. The ILS-S listings or a suitable program may be used to assist in these inspections. Checklists will indicate specific storage areas where chemicals are stored, location of tanks and lines where applicable, and location or serial numbers of associated equipment used in the chemical storage operation. The result of the monthly inspections will be documented on the checklist and maintained for a minimum of one year.

5.28.5.1.7. XD/XF Assets. All Type II shelf life ERRC designator XD (T) and XF (P) items must undergo a 100% test or inspection. (T-1) These items will require a bench

or functional check to ensure serviceability; therefore, all affected assets must be checked.

5.28.5.1.8. Critical Supplies. Shelf-life items that are in a critical supply position will be tested and extended in stock when appropriate; regardless of the dollar value of the materiel involved. Item criticality will be determined by coordination with the appropriate AF activity with engineering authority assigns the shelf-life code having responsibility for the item.

5.28.5.1.9. Possession of Shelf-Life. Inspections shall be the responsibility of the activity having custody of a shelf-life item. Units shall be responsible and accountable for shelf-life inspection on materiel that has been issued to them. Supply activities shall be responsible and accountable for shelf-life inspection on materiel in their possession. The materiel management activity should request assistance from a maintenance activity (user) when they need services or advice to accomplish the inspection or to evaluate the test results. The following procedures will assist with these circumstances:

5.28.5.1.9.1. Process a condition change input to transfer outdated serviceable items to unserviceable details when the item is to be issued to Maintenance for serviceability check, or there will be a delay in processing the item to disposal.

5.28.5.1.9.2. Maintenance personnel will forward written results of their test findings and the items not used or consumed in testing.

5.28.5.1.9.3. Maintenance will return items not consumed but tested unserviceable. Inspection personnel will process a return for the total quantity of the items not consumed but tested unserviceable.

5.28.5.1.9.4. Maintenance will tag those items tested and found serviceable and their expiration dates will be extended according to this manual.

5.28.5.1.9.5. Inspection personnel will process a return for the quantity used or consumed during testing.

5.28.5.1.9.6. The unserviceable document will be stamped or typed with the following statement: “Property reflected on this document has been consumed during routine testing in accordance with applicable directive.”

5.28.5.1.9.7. The ILS-S document will be signed and dated by the Chief Inspector and forwarded to Document Control. Attach a copy of the written test results to provide an audit trail.

5.28.5.1.9.8. Items consistently failing to meet test requirements and have been properly stored should be reported to the appropriate Item Management organization for assessment of the assigned shelf life or use of an alternate source of supply.

5.28.6. Processing Outdated Shelf-Life Items. Under no conditions will warehouse personnel issue an item which has reached or passed its expiration date. Immediately notify inspection personnel when an item with an expired shelf-life date is discovered in stock. Inspection personnel will immediately begin a complete review of all assets on hand for that stock number.

5.28.6.1. Type I Shelf-Life Items. When type I shelf-life items are outdated, process a condition change to change the condition to H (condemned) for an automatic transfer to DLADS.

5.28.6.2. Type II Shelf-Life Items. The QSL maintained by DLA under the SLES program will be checked before any local testing is initiated. Testing is required when the on- hand balance for the affected batch/lot indicates the materiel will remain in stock beyond the expiration. Decisions to test are based on the normal utilization rate or demand pattern for the affected item. If the materiel cannot be tested while it is still in condition code A, this materiel shall be allowed to migrate to condition codes B, C, or J, until the laboratory test results, or disposition instructions are received.

5.28.6.2.1. Processing Type II Expired Shelf-Life Items. Process a condition change input to change the condition code to J (suspend outdated items on an unserviceable detail). When the item is to be issued to maintenance for a serviceability test or when there is a delay in processing. Issue unserviceable items to maintenance using ILS-S controls for monitoring.

5.28.6.2.2. Test Findings. The Maintenance function forwards a written reply of the test finding(s), along with any materiel not used or destroyed in testing, to Inspection.

5.28.6.2.2.1. Item Destroyed During Testing. If the item was destroyed as a result of testing, Inspection processes a return with supply condition code of H and action taken code of 9. This action will generate a transfer document to DLADS. Returns are processed using the original issue document numbers to make certain all due-in from maintenance (DIFM) details are deleted.

5.28.6.2.2.2. Stamp, type, or hand scribe the following statement on the transfer document: “Property reflected on this document has been consumed during routine testing in accordance with applicable directive.”

5.28.6.2.2.3. The Chief Inspector signs and date the document before forwarding it to Document Control. A copy of the written test result(s) will be attached to provide an audit trail.

5.28.6.2.3. Tested Unserviceable. Materiel not consumed and tested unserviceable is processed in the same manner as above, but the resulting transfer document and the unserviceable item are forwarded to DLADS.

5.28.6.2.4. Tested Serviceable. Items tested and found serviceable are tagged and their expiration dates are extended according to instructions in this section.

5.28.6.3. Exception to Type II Shelf-Life Testing. When small quantities of the same stock number reach their expiration date, the Chief Inspector must determine if testing of this material is cost effective. Testing should not be done when the cost of the test is greater than the total dollar value of the outdated materiel, or when only one unit remains, and the materiel will be consumed in testing. See DoDM 4140.27, Vol 1 DoD Shelf-Life Management Program: Program Administration and Vol 2, DoD Shelf-Life Management Program: Materiel Quality Control Storage Standards), for specific policy guidance.

5.28.7. Shipping. Source of Supply activities should utilize the following criteria to ensure that shelf-life items arrive at their destination with adequate serviceable shelf life remaining.

Once the Type II materiel is received, it becomes the receiver's (e.g., retail, end user) responsibility to inspect the materiel and ensure that extension information is available or submit an SDR if information is not current and not available in the QSL. Subsequently, the receiver will ensure that extension markings are current and remark accordingly. Costly DLADS/hazardous waste disposal of Type II shelf-life items/materiel solely on the basis that the inspect/test date markings on the shipment container had lapsed when received would most likely be premature and is unauthorized without conducting the appropriate research. Shipping expired shelf-life materiel to any customer is prohibited.

5.28.7.1. Continental United States (CONUS) Shipments.

5.28.7.1.1. Items with less than 90 days of shelf life remaining (condition code "C") may only be issued for immediate usage priority designator 01-08 requisitions.

5.28.7.1.2. Items with three to six months shelf-life remaining (condition code "B") may be shipped to CONUS contractors' facilities for use as government furnished property (GFP) or government furnished materiel (GFM) and to other CONUS requisitioner's for stock and reissue.

5.28.7.2. Overseas Shipments. All items for overseas (OCONUS) requirements, Foreign Military Sales (FMS), including shipments under security assistance programs, will be selected using guidelines in DoDM 4140.27, Vol 1 DoD Shelf-Life Management Program: Program Administration and Vol 2, DoD Shelf-Life Management Program: Materiel Quality Control Storage Standards). (T-0)

5.28.7.3. Requisitioners may specify the shipment of only the newest stock to meet strategic mission requirements by utilizing DLMS EDI advice code "2G."

5.28.7.4. The IMMs have the capability to supplement the advice codes indicated in the customer's requisition or when instructing storage activities to deviate from the FIFO principle using DLMS EDI management codes. These codes are to be used only to supplement information conveyed by the condition code on the materiel release order. The two management codes are defined as follows: Code "T" - Issue newest stock only. Code "U" - Issue stock having at least one-year shelf life remaining.

5.28.8. Excess, Disposal and Reutilization of Shelf-Life Assets. All DAF units shall report all excess on-hand quantities in accordance with DoDM 4140.26, Vol 3, DoD Integrated Materiel Management for Consumable Items: Auditing and Financial Management. (T-0) All efforts will be made to redistribute potentially expiring shelf-life assets.

5.28.8.1. Final disposal action should be the absolute last resort for shelf-life items that have, for example: (1) expired or (2) will not be extended due to visual inspection/laboratory test failure and (3) are not Hazardous Material (HAZMAT)/Hazardous Waste. Using discretion and common sense, in terms of Environment, Safety and Occupational Health (ESOH) considerations, there may be circumstances where use of these items may be diverted to completely non-critical or non-tactical applications as opposed to disposal. Alternative uses should be coordinated with ESOH authority and facilities maintenance.

5.28.8.2. Challenging a SLC Assignment. Challenges shall be written, coordinated within the challenging service/agency prior to routing to the AF activity with engineering

authority that assigns the shelf-life code, and coordinated with the remaining services/agencies prior to service implementation. Shelf-life assignments are based on optimum storage conditions and the exact rates of deterioration or degradation are unknowns, shelf-life items must be closely monitored and visually inspected prior to use. When the items are still good even when stored under adverse conditions, the scenario presents an opportunity to challenge the shelf-life code assignment.

5.28.8.3. Retail activities will dispose of expired items and redistribute/dispose of excess items as needed. When serviceable items become unserviceable due to expiration of a shelf-life component, a determination will be made as to whether a firm or future stock level requirement still exists for the item. If so, the item will be tagged with a DD Form 1576 or DD Form 1576-1, Test/Modification Label-Materiel and forwarded to maintenance for local repair or evacuation.

5.29. Research Overdue Outbound In-Transit Shipments. For shipments originating from ILS-S, Customer Support Section will:

5.29.1. Every two weeks, generate a list of overdue outbound shipments using the ILS-S "Problem Shipment Deliveries (Outbound Shipments)" list. Ensure only Problem Flag "L" (Late Shipments) are included. (T-1)

5.29.2. Perform initial research to identify shipments (DLA-DS, Off Base Deliveries, etc.) that did not go through Transportation using the document control record as justification to clear the Outbound Shipment Record. (T-1)

5.29.3. Use the "Query Shipment (IGC)" function in ILS-S with the shipment document number to see if IGC has a delivery confirmation from the carrier. If a shipment delivery confirmation is provided, update the "Shipment Action" in the Outbound Shipment Record with "Shipment Received." (T-1)

5.29.4. If the "Query Shipment (IGC)" function does not return any information, or no new information since the last query (in either the "Last Status Date/Time" or "Last Status Event" fields), forward copy of late ILS-S Problem Shipment Deliveries listing to Cargo Movement Section in conjunction with the Delinquent Shipment Listing (DSL). (T-1) Cargo Movement Section will perform research and provide tracer action statements in accordance with DAFI 24-602, V2, **para 11.10**.

5.29.4.1. Cargo Movement Section will return the annotated DSL within 5 GBD after conducting research on the shipment with one of three shipment status categories:

5.29.4.1.1. Status Update. If Cargo Movement Section provides an updated shipment status on the DSL indicating the Transportation Service Provider has updated their estimated delivery date, then take no further action. (T-1)

5.29.4.1.2. Delivered. If Cargo Movement Section confirms the shipment was received by the consignee, they will annotate "Received (date)" on the DSL and will provide documentation confirming positive delivery (via IGC, Tracker Lite, GATES, or commercial carrier's website) to Customer Support to support the delivery. Customer Support will update the "Shipment Action" in the Outbound Shipment Record with "Shipment Received." (T-1)

5.29.4.1.3. Lost in Shipment.

5.29.4.1.3.1. If Cargo Movement Section confirms tracer actions indicating Cargo Movement submitted a TDR, take no action and await TDR results. (T-1) TDR results should not exceed 30 calendar days in accordance with the Defense Transportation Regulation, Part II. (T-0)

5.29.4.1.3.2. Cargo Movement Section will attach the TDR to the DSL and annotate "DD 361/Message attached" when a reply to a TDR is received indicating the shipment was lost in transportation channels or if a TDR is unanswered. For shipments Lost in Shipment, Customer Support will update the "Shipment Action" in the Outbound Shipment Record with "Shipment Not Received – Processing Lost Shipment Documents/Transactions." (T-1)

5.29.5. If an inventory adjustment is required, Customer Support will forward a copy of the DSL and DD Form 361 (TDR) to the Inventory Section who will process a record reversal followed by an inventory adjustment. (T-1)

5.29.6. Customer Support will forward the completed DSL to Document Control along with any supporting documentation to be filed manually. (T-1)

5.29.7. The ILS-S Manage Outbound Shipment process provides enhanced capabilities for managing movements from initial shipment through Cargo Movement until the receipt is processed by the consignee, ensuring outbound shipments are received by the consignee within standard time frames. Refer to the ILS-S User's Manual, Chapter 17 (Manage Outbound Shipments) and Appendix 10 (Working the Problem Shipment Deliveries List) for more information and processing instructions.

5.30. Document Control and Detail Records.

5.30.1. Document Control and Detail Records. Document Control monitors supplies and equipment documents that establish the LRS APO's accountability of stock items. Document Control will ensure any action affecting the stock record account is processed through the applicable materiel management IT system.

5.30.2. Special Delinquency Extension. MAJCOM/A4Rs review or revise delinquency extensions for on-base transactions and off-base issues and shipments monthly to assess action plans and identify root causes. Trend analysis and corrective action plan development can mitigate delinquencies and if supply chain concerns cannot be resolved at the MAJCOM level, elevate to AF/A4LR for additional support. On-base transactions are authorized a maximum 15 calendar day extension, and off-base transactions are authorized a maximum 30 calendar day extension. As required, extend the deadline past 30 days for off-base transfers to consolidated DLADS in support of fuel conservation. The MAJCOM/A4R will not grant across-the-command extensions; each base will apply for its own extension through the waiver process.

5.31. Document Control Management:

5.31.1. Security. Auditable documents will be maintained in a secure location.

5.31.2. Records Dispositions. Accountable documents will be filed and disposed IAW the AFRDS.

5.31.3. Document Removal. Removal of documents will be controlled via AF Form 614, Charge Out Record.

5.32. Quality Control of Documents.

5.32.1. General Procedures for Quality Control. LRS/Materiel Management Activities will follow the procedures outlined below concerning the quality control of documents.

5.32.2. Quality Control. Document Control will perform quality control checks. At a minimum, document number, stock number, quantity and unit of issue are compared between each document and the materiel management IT system record for accuracy. Additional quality control checks are as follows:

5.32.2.1. All accountable documents should utilize electronic files to the furthest extent possible. Note: Hardcopy must be signed in blue or black ink or by digital (CAC) signature.

5.32.2.2. Classified items. Only individuals identified on the classified authorization listing can sign for classified items. Immediately report security incidents to the LRS APO and the squadron security manager if unauthorized individuals have signed for property.

5.32.2.3. Issues, sensitive and pilferable items including bench stock issues and releases with an extended cost of $1,000 or more.

5.32.2.4. Reimbursement/refund issues (except non-sensitive bench stock issues).

5.32.2.5. Only individuals identified as equipment custodians are authorized to sign for equipment items, expendability expandability/recoverability/reparability cost designator (ERRCD) “ND” and “NF”.

5.32.2.6. Receiving reports for local purchase or consignee inspection and acceptance.

5.32.2.7. Shipping documents. Check for the inspector's stamp or signature and the in-checker's stamp or the signature of a representative from Packing and Crating.

5.32.2.8. Transfers to DLA Disposition Services.

5.32.2.9. Warehouse change notice documents.

5.32.2.10. COMSEC/CCI items. The COMSEC custodian will sign or initial all documents for COMSEC items.

5.32.2.11. NWRM items. Only individuals authorized on NWRM Authorization Receipt Listing can sign for NWRM items. If an individual is not on this listing and has signed for property, immediately contact the LRS APO and the squadron security manager.

5.32.3. Required Documents. Begin by comparing the information on the document control record (DCR) with the information on one of the following: the ILS-S document or Document Control copy of the source document. When procedures state that a specific copy of a document is to be used as the Document Control copy, the most legible copy may be substituted when the document specified is marred or hard to read. Also, verify all accountable equipment documents are signed for by the applicable equipment custodian. Additionally, verify condition of property. Note: Automated document control uses the DCR from the ILS-S database to make these comparisons (see Document Control Record (DCR) paragraph of this document).

5.32.3.1. Filing DCR. DCRs are created by the applicable ILS-S during end-of-day processing.

5.32.3.1.1. Filing Source Documents. Generally, source documents are filed according to organization and ascending document number to match the document control record sequence.

5.32.3.2. Weapons Inventory Listing (Customer Inventory Report/CIR). Document Control will maintain a signed copy of the Weapons Inventory Listing in accordance with Air Force Records Disposition Schedule. If discrepancies are discovered, a letter must be attached to the listing summarizing the results of the inventory, any differences, and the action taken to correct the differences. The Materiel Management Officer must sign the letter and the LRS APO must approve it. (T-1)

5.32.4. Matching. To match document control records with their documents, use the last 8 positions of the document number. Exception: For stock-funded, locally manufactured items the document control records will contain the organization and shop code of the manufacturing activity in positions 30-35. Note: The Document Control copy for these receipts will contain the base stock record account number in the document number field of the materiel management document.

5.32.5. Errors. When finding an error or an omission that can be corrected, do so. Return the document to the responsible activity for immediate corrections.

5.32.6. Disposition. After the documents are validated and the required quality control checks are performed, the document is digitally stored in ILS-S. Note: Bases in wartime categories 1, 2, and 3 must validate only the signature on a document.

5.32.7. Specific Quality Control Checks. For each of the following document categories, check the information listed below:

5.32.7.1. Due-out release documents. Verify all other bench stock documents for warehouse personnel have initialed or stamped the document.

5.32.7.2. Turn-in documents. For all turn-ins, check for inspector's stamp or signature. For REM vehicles, also check for in-checker's stamp or signature.

5.32.7.3. Receipts. For material physically inspected, check for inspector's stamp or signature. Except for REM vehicles, check for in-checker's stamp or signature.

5.32.7.4. Shipment. Check for inspector's stamp or signature and in-checker's stamp or signature from Outbound cargo.

5.32.8. Transfers.

5.32.8.1. Condemned radioactive transfers. The off-line shipment document is signed by the LRS/Transportation activity and filed with the transfer document.

5.32.8.2. MRSP/MSK Transfer. When a transferred MRSP/MSK listing is received, the gaining base Document Control checks it against the materiel management IT system document control records to be sure processing is complete. After verifying that 100% processing was done, Document Control personnel sign the listing and forward it to the deployed unit's materiel management personnel to use in solving inventory problems when the unit returns to home-station.

5.32.9. Supporting documentation control checks. In some cases, supporting documentation is required such as reports of survey, statement of charges, cash collection vouchers and reports

of discrepancy in shipment. When applicable, file supporting documentation with the materiel management IT system source document.

5.32.10. Manual Accounting documents. Document control records will match the handwritten manual accounting documents.

5.32.11. Organizational refusals. When an organization refusal requires turn-in action, the organization's refusal document must include the inspector's stamp or signature and the applicable turn-in document number. For retail outlet individual equipment items, Individual Equipment Element personnel sign the document.

5.32.12. Record Reversal Actions. Document Control processes reverse transactions when the materiel management IT system control record and the source document do not match.

5.32.13. Delinquent Documents:

5.32.13.1. Standard Delinquent Requirements. A document becomes delinquent on the sixth calendar day after the processed date on the document control record for on-base organizations. Also, on the 11th calendar date for satellite off-base organizations unless it contains a modified delinquent requirement. Delinquency requirements are modified for some documents because of their processing requirements.

5.32.13.2. Classified. All classified items (including NWRM) are delinquent after three calendar days.

5.32.13.3. SA/LW. All controlled item codes N, 2, 3, 4, 5, 6, or 8 source documents that apply to SA/LW are delinquent after three calendar days.

5.32.13.4. COMSEC/CCI documents. All COMSEC documents with NSNs which have materiel management codes of CA, CR, CO, CY, and CIIC 9 are delinquent after three calendar days.

5.32.13.5. Off-base issues at bases operating under the main base or satellite are delinquent after ten calendar days.

5.32.13.6. Off-base shipments having priority 01-08 are delinquent after five calendar days. Off-base shipments having priority 09-99 are delinquent after ten calendar days.

5.32.13.7. Transfers to DLADS. On-base transfers to DLADS are delinquent after 15 calendar days. Off-base transfers to DLADS are delinquent after 30 calendar days. Property that is batch-lotted will become delinquent using the same 15 and 30 calendar day standards.

5.32.13.8. Documents created during regularly scheduled drill. Some ARC units are only manned part time on drill weekends, rather than with full time technicians. Documents for regularly scheduled drill are delinquent a maximum of three calendar days after the next drill weekend.

5.32.13.9. Retail outlet items. Due-out releases for retail outlet items held for customer pickup are delinquent after 10 calendar days.

5.32.13.10. Document Control personnel will ensure IT/electronic image source documents are created/retained to support clearing delinquent documents for the transaction types listed in **paragraph 5.32.18** of this instruction. If the required document

cannot be located, the section responsible for the document will provide an email or other documentation providing what information is known, and the rationale for the document being unavailable. (T-1)

5.32.14. Document Filing. Files will be maintained per DoDM 4140.01 and AF Records Disposition (RDS). External work files contain source documents which Document Control will keep for a specified time. Management sets up files according to the specific document categories. These files are arranged in either document number sequence or ascending Julian date serial number sequence.

5.32.14.1. Fileable. The LRS APO will select the preferred document filing method for LRS activities and the Document Control will implement business rules for document management (T-2) All LRS/Materiel Management Activities will create/retain IT/electronic image source documents per DoDM 4140.01 and RDS coded for the following transactions: (T-0)

5.32.14.1.1. Issue Transactions

5.32.14.1.2. Maintenance Issue Transactions

5.32.14.1.3. Local Purchase Receiving Transactions

5.32.14.1.4. Bench Stock Issue Transactions

5.32.14.1.5. Directed Shipment Transactions

5.32.14.1.6. Shipment Transactions

5.32.14.1.7. Unit of Issue and Unit Price Change Transactions

5.32.14.1.8. Identity Change Transactions

5.32.14.1.9. Disposal Transactions

5.32.14.1.10. FED Transactions

5.32.14.1.11. Condition Code Changes

5.32.14.1.12. 1GP Transactions

5.32.14.1.13. Record Reversal Transactions

5.32.14.1.14. Kit Detail Transactions

5.32.14.1.15. Materiel Return (TIN) Transactions

5.32.14.1.16. Receipt (REC) Transactions

5.32.14.1.17. Complete Inventory Count (CIC) Transactions, to include count sheets

5.32.15. In the event the IT system identifies a contrary disposition for these transactions, this manual takes precedence.

5.32.16. Non-fileable. These documents will be maintained for 15 calendar days prior to disposal.

5.32.17. Additional Filing Requirements. If an audit, inspection, or other reason requires Document Control to keep destroyable documents after a specific time, maintain the

documents in a separate file. Do not mix them with documents normally filed by Document Control.

5.32.18. Permanent Document Files. Document Control maintains permanent files as directed by Air Force Records Disposition Schedule. For conflicts between Air Force Records Disposition Schedule and this instruction, documents will be retained for the longest period indicated. Indicative and price/unit of issue change documents which meet the fileable criteria will be filed separately in stock number and transaction date sequence. File all other documents in permanent files in ascending or descending sequence. The following permanent documents will be filed and maintained by Document Control:

5.32.18.1. All classified and NWRM.

5.32.18.2. Documents with ERRCDs ND3, ND4, ND5, NF3, NF4, NF5, regardless of the extended cost dollar value, and ERRCDs NF1 and NF2 with an extended cost greater than $999.99.

5.32.18.3. All receiving documents except local purchase, with an extended cost dollar value greater than $1,000.

5.32.18.3.1. Local Purchase receiving documents are fileable regardless of the extended cost dollar value.

5.32.18.3.2. If an SF 364, Report of Discrepancy (ROD), or DD Form 361, Transportation Discrepancy Report (TDR), was prepared to correct a discrepancy in receipt, file a copy with the receiving documents and maintain.

5.32.18.4. All repair cycle DIFM issues and turn-ins with ERRCD of “XD”/”XF” with an extended cost greater than $999.99.

5.32.18.5. All sensitive, pilferable, and control item code 7 items.

5.32.18.6. All shipping documents with an extended cost greater than $1,000, including transfers to DLADS and shipment of vendor-owned containers or AF owned containers returned for credit.

5.32.18.7. Transactions with non-AF activities including bench stock.

5.32.18.8. Reimbursement or refund issue and turn-in documents including bench stock having an extended dollar value of $1,000.00 or more and as indicated by the materiel management IT system.

5.32.18.9. Returns (TIN) with forced credit.

5.32.18.10. Returns (TIN) with interchangeable relationship.

5.32.19. Documents associated with the following transactions:

5.32.19.1. Equipment/WRM Package Deployment Transaction

5.32.19.2. Equipment (in ILS-S) Transfer Transaction

5.32.19.3. SPRAM Inter-Custody Receipt Transfer Transaction

5.32.19.4. Establishment of SPRAM Accountability Transaction

5.32.19.5. Equipment/WRM Packages Receipt of Transfer Transaction

5.32.19.6. Non-EAID Equipment Detail Update Transaction

5.32.19.7. Spares Deployment Transaction

5.32.19.8. SPRAM Deployment/Return Transaction

5.32.19.9. EAID Accountability Termination Single Selection Transaction

5.32.19.10. Equipment/SPRAM Accountability Transfer Transaction

5.32.19.11. EAID/In-Use Identity Change Transaction

5.32.19.12. Due-out release transaction

5.32.19.13. Identity/Condition Change Transaction(s)

5.32.19.14. Spares Transfer Transaction

5.32.19.15. Records Reversals and Corrections.

5.32.20. Retrieve Forced Record Alteration Change Request details from **https://usaf.dps.mil/teams/11813/ISA/SCMGeFIX/**. Ensure base approval was completed and file a copy in serial number order in a permanent document file. The original Forced Record Alteration Change request documentation is maintained in the LRS and AFMC/AFSC/435 SCOS. Copies of the request documents are forwarded to Document Control for filing.

5.32.21. Supporting Document Files. Maintain permanent files for the following supporting documents:

5.32.21.1. All documents of a manual or automated materiel management IT system for which a direct image document register is not produced.

5.32.21.2. Any document with information on it or attached to it for managers, auditors, or inspectors to determine the disposition of an item.

5.32.21.3. Equipment management documents as required in **Chapter 11** of this manual.

5.32.21.4. Written requests for reversal of a direct charge. File with the record reversal documents.

5.32.21.5. Notice of lost or missing documents.

5.32.21.6. Original local purchase receipts. File IAW DoD 7000.14-R, Volume 1, Chapter 9, Financial Records Retention and AFRDS. (T-0)

5.32.22. NWRM Inventory Documentation. Maintain permanent files for the following supporting documentation:

5.32.22.1. NWRM appointment letters IAW DAFMAN 20-110.

5.32.22.2. Records of NWRM Audits and Inventories.

5.32.22.3. Certificate of Transfer of Accountability.

5.32.22.4. Shipment Suspense Records/Details. Document Control will manage shipment suspense records/details manually or via the materiel management IT system. (T-2)

5.32.22.5. Receipt Authorization Requirements for Controlled Property. Documents that authorize individuals to receive classified property must be prepared and maintained separately from documents authorizing individuals to receive unclassified supplies and equipment. Note: When the LRS APO opts to maintain the Classified and NWRM Authorization Receipt Listing in the Customer Support Function, Document Control will receive a copy of the list (should be an electronic copy) to complete quality control edits on non-asset tracking IT system prepared documents.

5.32.22.6. Maintain a separate file of individuals authorized to receipt for classified and NWRM property and upon request, provide this information to the asset tracking IT system security administrator.

5.32.22.7. Maintain a separate file of signed letters of authorization. Signed letters of authorization will be destroyed upon filing the validated semiannual Authorization Receipt Listings in accordance with AFI 33-322, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

5.32.22.8. Prepare Classified and NWRM Authorization Receipt Listings provided by the LRS APO and distribute for signatures.

5.33. Shipment Suspense Processing.

5.33.1. General Procedures for Shipment Suspense Processing. LRS/Materiel Management Activities are to follow the procedures outlined below concerning the management of Shipment Suspense Processing. This section describes the procedures that Document Control uses to manage the shipments both with and without the CMOS interface. Shipments without the CMOS interface are controlled by using the shipment suspense file and either a shipment suspense detail or shipped not credited detail. Shipments using the CMOS interface are controlled entirely by either an SSC or a SNC.

5.33.2. Shipment Suspense (SSC) Output. The ILS-S will provide an output of an SSC image under several conditions when not operating with the CMOS interface.

5.33.3. Bases operating with a CMOS interface.

5.33.3.1. Redistribution Order and Referral Order Inputs. With these inputs, the ILS-S will output an SSC and create a shipment suspense detail when shipment action is initiated. For each different stock number, system designator, document number, and suffix code that is shipped, there will be one SSC output and one shipment suspense detail established.

5.33.3.2. Replies to Reports of Customer Excess. With these inputs, the ILS-S will output an SSC and create a SNC detail when credit return shipment action is initiated.

5.33.3.3. DLADS Transfer Inputs. These inputs will produce an SSC and build a shipment suspense detail. The SSC output will contain a T in position 7.

5.33.3.4. CMOS Interface Processing. When the CMOS interface is in operation, Document Control does not retain shipment documents and transfers to off-base DLADS and off-base organizations.

5.33.3.4.1. An SSC detail or a SNC detail is created, and an electronic image is sent to the LRS/Materiel Management Activity. SSC images are not created because CMOS generates SSC inputs and automatically updates the shipment suspense/shipped not

credited details with the in-checker identification code, date in-checked, TCN, date shipped, and mode of shipment code.

5.33.3.4.2. There are exceptions when Document Control must manually update details. The Customer Support NCOIC assigns a three-digit numerical in checker code to each person in Document Control, and any other authorized outside activities when approved by the LRS APO, to be used when processing manual updates. These codes must be controlled. Use the following procedures when processing these exceptions:

5.33.3.4.2.1. Downgraded Low Dollar Value Property. When low dollar value property is authorized to be downgraded to scrap and not sent to DLADS, the inspector sends a copy of the document to Document Control. Document Control personnel will process an SSC to update the applicable detail with the in-checker code and date. A TCN is assigned in accordance with SSC input format and Entry requirement in the ILS-S User's Manual.

5.33.3.4.2.2. Non-CMOS Property Transfers. When property is moved from one account to another and not moved through the LRS/Materiel Management Activity, a TEX code will be used to bypass CMOS. A DCR will be established, and a signed document will be returned, cleared, and filed under normal document control procedures.

5.33.3.4.3. Procedures for Degraded Operations Recovery. During these operations, the LRS/Materiel Management Activity enters data for each transaction manually. All SSCs for these transactions are stored in the ILS-S interface until recovery is complete. When the interface is activated, the SSC transactions are processed.

5.33.3.4.4. Transfer of Property to DLADS. When property is moved to the DLADS, the customer is responsible for ensuring a signed copy of the transfer document is provided to Document Control. Shipment suspense details are created to use for DLADS confirmation and follow-up. A DCR is created, and a signed document is returned to Document Control and cleared under normal document control procedures.

5.33.3.4.5. Deployed MRSP Details. When MRSPs are deployed, each detail is flagged to create off-base releases of property. Normally, these must pass through the LRS/Materiel Management Activity. When MRSPs are about to be returned and the MRSP personnel do not want to ship items to the deployed location, they should sign for the property and send a signed copy to Document Control. Document Control clears the document. These documents are then filed as normal.

5.34. Digital ILS-S Document Control.

5.34.1. Digital ILS-S Document Control Procedures. The following actions and procedures pertain to the LRS/Materiel Management Activity utilizing the Digital ILS-S Document Control: Document removal, document signatures, specific quality control checks, control checks for supporting documentation, document verification procedures for DLADS in-transit control program, degraded operations document processing, delinquent document requirements, and permanent document file requirements.

5.34.2. Any validated and digitally stored document can be printed from ILS-S by any user.

5.34.3. Document Control Record (DCR). It is Document Control's responsibility to maintain the DCR data file. Document Control performs the quality control checks then updates the DCR database using the personal computer process. More IT specific information on DCRs can be found in ILS-S User's Manual.

5.34.4. Delinquent Source Document (DSD). Document Control creates and loads the DSD record on the database and deletes the DSD when it is cleared. See ILS-S User's Manual for IT guide.

5.34.5. Delinquent Document List (DDL). Document Control personnel will utilize ILS-S Manage Document Control Record (DCR) capability to manage delinquent document list. This listing will be distributed to LRS activity responsible for the delinquent document. See ILS-S User's Manual for IT guidance and Delinquent DCR criteria.

5.34.6. Consolidated Transaction History (CTH) Inquiries. Document Control processes TIP/BATCH CTH inquiries from a terminal by screen inputs. See ILS-S User's Manual for IT guide.

5.34.7. Automated reversal. Document Control processes reversal inputs on CTH records. The automated program creates the reversal inputs and displays them for review before processing.

5.34.8. Personal Computers. Procedures for the automated processing of document control records are in Automated Document Control.

5.35. Filing Documents.

5.35.1. General Procedures for Filing Documents. LRS/Materiel Management activities to follow the procedures outlined below concerning the filing of documents.

5.35.2. Required Checks. Before filing documents, complete all required quality control check outlined in this manual. Once all checks for completeness are accomplished, the document(s) may be filed.

5.35.3. Document Filing.

5.35.3.1. Arrange documents in Julian date serial number sequence.

5.35.3.2. Remove the corresponding document control suspense record from the file.

5.35.3.3. Do a quality control check. If the document control suspense record and the source document do not match, correct the errors using the instructions in **paragraph 5.42**. If the DCR and the source document match scan document control images for upload into ILS-S, upload images directly into ILS-S and complete the validation within ILS-S regardless of the position code in position 53.

5.35.3.3.1. All materiel management activities will retain all source documents with TRICS ISU, DOR, MSI, SHP, AXA, BSU, FCH, and FCU for 120 months (10 years) regardless of what is in position 53 of the DCR. (T-1) The materiel management accounts with an applicable materiel management automated tracking system do not need to maintain paper copies if the transaction was processed through this automated system. These transactions must be retained in this automated system for 120 months. All other transactions output documents will be stored using the ILS-S Digital Document Control capability.

5.35.4. MRSP/IRSP/MSK Transfer (1WD/NGV471). Regardless of the flag found in position 53, all document control records will be cleared by uploading and validating the image within ILS-S. The 1WD document generates multiple transactions associated to the one document. Upload the 1WD document as a single image within ILS-S. Then clear the first 1WD record with the uploaded document, and clear the remaining DCRs by clicking the process 1SI button within ILS-S.

5.36. Processing Degraded Operations Documents.

5.36.1. General Procedures for Processing Degraded Operations Documents. LRS/Materiel Management activities are to follow the procedures outlined below concerning the processing of degraded operations documents.

5.36.2. General Issues, Releases, and Shipments. Once the appropriate signature has been obtained, Document Control will receive copy one of all degraded operations documents.

5.36.3. Maintain these documents in a suspense file according to ascending Julian date serial number.

5.36.4. When the transaction appears on the Document Register, perform quality control.

5.36.5. Upload the document into ILS-S to complete the validation process and file the handwritten accountable materiel management document in the permanent document file.

5.36.6. Returns. Inbound Cargo or designated return point will send a copy of all returns to Document Control.

5.36.7. Maintain returns in a suspense file in document number order.

5.36.8. When the return appears on the Document Register, perform quality control checks from the Quality Control of Records. Note: Single returns with partial credit return require special processing. There will be two document control records (DCR) representing a separate transaction for these returns. Consider the total action quantity shown when performing the quality control check. When reversal action is required, process separate inputs for each transaction.

5.37. The Delinquent Document Listing.

5.37.1. General Procedures for the Delinquent Document Listing. The listing contains delinquent and pre-delinquent document control records and all delinquent source records. LRS/Materiel Management Activities are to follow the procedures outlined below concerning the management of the Delinquent Document Listing. The LRS/Materiel Management document control activity will hold weekly delinquent document meetings with LRS/Materiel Management Activities.

5.37.2. Obtain Delinquent Document Listing within ILS-S daily.

5.37.3. Review Listing. Verify that the documents were not previously given to Document Control personnel. Contact applicable section delinquent document monitors to verify location/status of document(s).

5.37.4. Distribute the Listing. Any user can review the Delinquent Document Listing within ILS-S. Only those assigned the document control capability will be allowed to insert comments and clear document control records as outlined in the ILS-S User’s Manual.

5.37.5. Annotate listing. Annotate the ILS-S Document Control Listing to mark the documents still being processed and the flight responsible for the document.

5.37.6. Destruction of the delinquent listing. The ILS-S Document Control electronic listing is refreshed every 4 hours and new records obtained once a day. All annotations remain in place until the document control record is cleared.

5.37.7. Further Actions for Delinquent Documents. Begin aggressive action to locate documents the first day they appear on the delinquent document listing and continue the research on the second day. When a document is still missing after it appears on the daily listing a third time, obtain a duplicate or prepare a replacement. Actions will depend on the type of document being reviewed and at what stage in processing it is lost or missing.

5.37.8. Lost Documents. If the intended receiver has no record of and does not have the property, prepare a replacement document, initiate a mandatory special inventory, and complete issue or shipping action. If the special inventory shows that a shortage exists, Inventory will start proper action. The inventory results will support the complete inventory adjustment. When no shortage exists, file the completed replacement document. No record reversal action is necessary.

5.37.8.1. Lost document certification. If a signed copy of 1, 2, 3 from the original set or a reproduction cannot be found, then a replacement document will be created with a certificate of lost document stamped or typed on the Document Control copy. This certificate will state that a thorough search has been made. Include any other details important enough to mention. Forward to Document Control for filing. Note: A duplicate means copy1, 2, 3 of the original documents. A replacement is a hand scribed or typed copy to look like the original.

5.37.8.2. Procedures for lost DLADS shipping documents: First, see if a duplicate copy of the lost shipping document exists. Contact the custodian/activity, local LRS/transportation activity, or the local DLADS that was to receive the property to see if copy 2, 3, or 4 of the shipping documents is available. If a duplicate copy is available, it may be used without certification. If it is not, then prepare a replacement. The replacement will be signed by the intended custodian or activity, the local LRS/transportation activity, or the local DLADS. Send a copy of the certified document to the intended receiver.

5.37.9. Follow-up. Complete follow-up actions on delinquent documents each day until the document(s) are received.

5.37.10. Notify Flight leadership and escalate as necessary.

5.38. Delinquent Shipment Listing.

5.38.1. General Procedures for Management of the Delinquent Shipment Listing. LRS/Materiel Management Activities are to follow the procedures outlined below concerning the management of the Delinquent Shipment Capability. This capability provides Document Control with a list of all shipment transactions for which the SSC detail or SNC detail has not been updated with transportation data (TCN, in checker code, in checker date, mode of shipment, and date shipped) using the SSC input. Detailed instructions for the Delinquent Shipment Capability are contained in ILS-S User’s Manual, Chapter 17. Additionally, more

information concerning Shipment Suspense detail records can be found in the ILS User's Manual.

5.38.2. Processing Frequency. Document Control requests that the delinquent shipment listing be processed every 2 weeks. When the base is using the automated applicable ILS-S/CMOS interface, the listing should be processed each week. More information on the interface of the materiel management and transportation systems can be found in the ILS-S User's Manual.

5.38.3. Output. The delinquent shipment listing is produced in six parts:

5.38.3.1. Parts I and II contain delinquent SSC and SNC records which have not been updated with transportation data. Parts I and II are not produced when the base is using the automated ILS-S/CMOS interface.

5.38.3.2. Part III contains both SSC and SNC detail records for which the LRS/transportation activity has provided only an estimated date the item was shipped, and a transportation hold code was not provided. These details are identified by an asterisk (*) in position 1 of the TCN field. Part III is not produced when the base is using the automated ILS-S/CMOS interface.

5.38.3.3. Part IV contains a separate list of delinquent shipment suspense detail records for all transfers to DLADS which were shipped through the base LRS/transportation activity channels but have not been updated with an SSC input. The delinquent shipment listing determines whether LRS/transportation activity or the LRS/Materiel Management Activity delivery was used for disposal documents by checking the "TMO-DRMO-DELIVERY-FLG" on the 516 record. If the flag is set to a "T", the LRS/Materiel Management Activity delivers the shipment directly to DLADS. This part is not produced if DLADS shipments are delivered directly by the LRS/Materiel Management Activity or if the base is using the automated ILS-S/CMOS interface.

5.38.3.4. Part V is produced only when the automated ILS-S/CMOS interface is being used. The listing contains all SSC and SNC records for which the LRS/transportation activity has not provided an in-checker code and in checker date.

5.38.3.5. Part VI is produced for those SSC and SNC records where the in-checker code and date are present, but the TCN and Mode of Shipment are blank.

5.38.4. Processing Parts I, II, and IV for bases not using the ILS-S/CMOS Interface.

5.38.4.1. Document Control Actions. To process parts I, II, and IV details, check 1) previous delinquent shipment listings provided by the LRS/transportation activity for transportation data, 2) any unprocessed transportation data provided by the LRS/transportation activity and 3) delinquent document files. Line off any entry on the listing found during the above checks so the LRS/transportation activity does not review these details. Enter any unprocessed transportation data found on an SSC input and process to the ILS-S. Forward the updated delinquent shipment listing (original and one copy) to the LRS/transportation activity within 1 calendar day after receiving the listing and suspense the LRS/transportation activity to return within 72 hours. Extensions can be approved by the LRS/Materiel Management Flight leadership.

5.38.4.2. LRS/transportation activity processing actions. To process the delinquent shipment listing, the LRS/transportation activity will follow the steps below:

5.38.4.3. Review the delinquent shipment listing against appropriate materiel management documents.

5.38.4.4. Return copies of these documents with the listing if they have not previously been provided to the LRS/Materiel Management Activity.

5.38.4.5. When copies have been sent to the LRS/Materiel Management Activity, the LRS/transportation activity will enter the transportation data on the listing and return the annotated listing to Document Control for processing of an SSC input.

5.38.4.6. When the LRS/transportation activity cannot provide either hold data or TCN/GBL but is sure the shipment was made on a specific Julian date, it will provide these data.

5.39. Document Control Actions.

5.39.1. When Document Control receives copies of transportation documents or the annotated delinquent shipment listing, enter the TCN/GBL data in the SSCs and input them into ILS-S.

5.39.2. When the LRS/transportation activity is sure a shipment was made on a specific Julian date but cannot provide hold data or TCN/GBL, Document Control will check to see that a completed shipment document signed by the LRS/transportation activity is on file. When a document is on file, then enter the following data on the SSC input: an asterisk (*) in position 62 and the Julian date of the shipment in positions 63-66. Next process the SSC image to update the SSC detail.

5.39.3. Part III Processing for Bases without CMOS Interface. Part III of the delinquent shipment listing contains SSC/SNC details for which the LRS/transportation activity has provided an estimated date shipped and a transportation hold code was not provided. The estimated date shipped, as provided by the LRS/ transportation activity, will appear in the date shipped field of the SSC/SNC detail. This part of the listing provides information about the number of shipments the LRS/transportation activity makes for which the ILS-S has been provided no TCN/GBL or hold code. If the LRS/transportation activity has the TCN/GBL for a shipment that appears in this part of the listing, it will send a copy of the materiel management document along with the listing. Document Control will then use the TCN/GBL to process the appropriate SSC input and update the SSC/SNC detail.

5.39.4. Part V Processing for Bases with CMOS Interface. Part V of the delinquent shipment listing will include those SSC/SNC details which have no in-checker number or in-checker date in the detail. This is an indication that the LRS/transportation activity has not received the property for shipment.

5.39.5. Document Control must check with the section shipping the materiel to ensure the property has been moved, and no delays in shipping have occurred. (T-2) When delays have occurred, line through the items that have not been forwarded to the LRS/transportation activity for shipment. Forward the listing to the LRS/transportation activity. The LRS/transportation activity will use the listing to either provide transportation data or annotate the listing with no record of the shipment found. The listing will then be returned to Document Control within 72 hours.

5.39.6. For any item that the LRS/transportation activity has no record of the shipment, record reversal or special inventory procedures will be followed.

5.39.6.1. When inventory results indicate an overage equal to (or greater than) the quantity on the shipment document exists then prepare a certified replacement document and complete the shipping action. No inventory adjustment for the shipment quantity or record reversal and correction action is necessary.

5.39.6.2. When inventory results do not indicate an overage equal to (or greater than) the quantity on the shipment document exists then further research may be necessary.

5.39.7. Part VI Processing for Bases with CMOS Interface. Part VI of the delinquent shipment listing will include those SSC/SNC details which have the in-checker code and date in the detail but lack the TCN and Mode of Shipment. This is an indication that the LRS/transportation activity has received the property but not released it for shipment.

5.39.8. Part VI should be annotated and forwarded directly to the LRS/transportation activity for research. The LRS/transportation activity must provide the missing data and conduct research to verify receipt by the consignee of the shipment. The listing will then be returned to Document Control. Note: Manually processed SSCs must also include the date shipped. This date is used to Shipment Suspense Record deletion during follow-up.

5.40. Monitoring Authorizations to Receipt for Property.

5.40.1. General Procedures for Monitoring Authorizations to Receipt for Property. LRS/Materiel Management activities are to follow the procedures outlined below concerning the monitoring authorizations to receipt for property.

5.40.2. Initiating Activity Responsibilities. The organization commander to include the LRS APO must do the following:

5.40.2.1. Unit Commander(s) identify individuals authorized to receive classified and NWRM property for their unit via letter. (T-1) The letter must contain the following data elements; Organization code(s), Shop Code(s), Last, First, MI, Name(s), Security Clearance, Revalidation Date, DSN and authorized controlled Item codes. The letter must be certified by their unit security manager, signed by the unit commander, and be submitted to the LRS Customer Support Section. (T-1)

5.40.2.2. For munitions, the initiating activity will follow the specific requirements in DAFMAN 21-201, Munitions Management and AFMAN 21-204, Nuclear Weapons Maintenance.

5.40.2.3. Every June and December the initiating activity reviews the Authorization Receipt Listing provided by the LRS APO, annotates required changes, signs, and dates the listing, and returns it to the LRS APO.

5.40.2.4. Retain the Classified and NWRM Authorization Receipt Listing from Document Control or Customer Support until it receives an updated listing. (T-1)

5.40.3. Responsibility of the LRS APO. The LRS APO will provide a letter of receipt authorization to activities that can process classified and NWRM property. (T-1) This letter will identify the LRS/Materiel Management Activity representatives authorized to receive classified and NWRM property.

5.40.4. Responsibilities of Document Control/Customer Support. For classified receipt authorizations and NWRM property, Document Control/Customer Support will:

5.40.4.1. Prepare Classified and NWRM Authorization Receipt Listing from the receipt authorizations. Document Control will send a complete copy to each internal LRS/Materiel Management Activity. (T-1) One copy will be used to provide supported activities with a list of individuals authorized to receive classified and NWRM property for their organization.

5.40.4.2. Record all changes to the current Classified and NWRM Authorization Receipt Listing. Beginning with 1, number each change to the listing. Notify internal LRS/Materiel Management Activity activities and 635 SCOW by email of listing with changes annotated.

5.40.4.3. Perform a semiannual revalidation of authorizations to receipt for classified property each June and December. Perform a semiannual revalidation of authorizations to receipt for NWRM property each March and September. The validations are done by sending organizations a copy of their portion of the authorization listing which is prepared from the file maintained according to this paragraph. Necessary additions, changes, and deletions are annotated by the organizations and the listings are returned to Document Control or Customer Support. Document Control or Customer Support then updates the file and produces a new, updated listing for distribution according to this paragraph.

5.41. Record Reversal and Correction (RRC).

5.41.1. RRC requirements.

5.41.1.1. The materiel management IT system will have the capability for reversing transactions (formerly Reverse Post (RVP).

5.41.1.2. The LRS APO will designate qualified Materiel Management/Air Force Specialty Code 2S0 personnel to process reversal inputs.

5.41.1.3. The 441 Vehicle Supply Chain Operations Squadron (VSCOS) will initiate and process reverse inputs to correct errors involving vehicles if the base RE transactions are centralized under them.

5.42. Record Reversal and Correction Research.

5.42.1. Conduct research to identify all transactions affecting RRC prior to processing.

5.42.2. Ensure the sequence for reversal of each transaction is correct and applicable detail records are loaded for the document number being reversed.

5.42.3. Inadequate research and subject knowledge could result in rejects or erroneous inventory adjustments (e.g., Transaction Identification Codes (TRICs), Type Transaction Phrase Codes (TTPC), and reversal sequence). A list of reversible TRICs and TTPCs are in the ILS-S User's Manual. The key is the word "reverse." The reversible transactions that appear on the CTH will be processed in reversal order according to TRICs and TTPCs. The AF Form 13, Record Reversal & Correction Worksheet is used to document all record reversal transaction data. The worksheet will be signed by all approving officials prior to processing any record reversal transactions. The approving official's signature certifies information on the Record Reversal & Correction Worksheet as accurate and all applicable research was conducted. Note: Record Reversal & Correction for NWRM require more stringent research and approval authority.

5.42.4. The following actions are performed in order:

5.42.4.1. From research: determine the TRICs, TTPCs, and record reversal processing order utilizing appropriate IT systems.

5.42.4.2. Process a stock number inquiry to obtain interchangeable items and substitutes in appropriate IT system.

5.42.4.3. Process a consolidated transaction history record (CTH) on all related stock numbers in appropriate IT system.

5.42.4.4. Ensure all asset management transactions are complete within ILS-S prior to processing.

5.42.4.5. After determining that a record reversal correction is needed: assign freeze code "Q" to all affected item records utilizing the appropriate IT systems. Information addressing Freeze Code "Q" and its effects on record reversal and correction in the appropriate IT system. Note: AFMC/AFSC/635 SCOW will coordinate with the LRS/Materiel Management Activity prior to processing record reversal and correction transactions on shipments and RDOs to ensure property has not departed from the base.

5.42.4.6. Print a copy of the freeze code load notice and attach it to the reversal record source document.

5.42.4.7. Fill out the Record Reversal & Correction Worksheet for processing of the correct TRIC/TTPC transaction sequence.

5.42.4.8. Forward the Record Reversal & Correction Worksheet with the correct supporting documentation to the LRS/CC's designated personnel to process reversal inputs.

5.42.5. Determine the proper sequence for record reversal. When responsible for record reversals determine the proper sequence of each transaction, e.g., due-out releases (DORs) before receipts (RECs), etc.

5.42.6. When processing the record reversal, coordinate with Asset Management to determine correct quantities, unit of issue or stock numbers when necessary to ensure accurate processing of the record reversal.

5.43. Automated Record Reversal.

5.43.1. Only one TRIC can be processed at a time when utilizing this program. Be sure to process the individual TRICs in the reversal order identified. All information and requirements for normal record reversal processing also applies to the automated record reversal. Inputs on the applicable IT systems require the TTPC, date, and serial number of the transaction to reverse. This includes TTPCs from all stock numbers that are applicable to the transaction being reversed.

5.43.2. Review all prefilled areas on record reversal screen for accuracy before input.

5.43.3. Ensure the cursor is placed at the end of the last field on the screen before transmitting.

5.44. Steps of Document Distribution.

5.44.1. This procedure will help with the quality assurance of the process of getting the reversal out of the system.

5.44.2. The initiator will forward the Record Reversal & Correction Worksheet and supporting documentation to the assigned supervisor for approval.

5.44.3. Upon supervisor approval, the initiator will provide the Record Reversal & Correction Worksheet and supporting documentation to the Flight Chief/Materiel Management Flight Commander for approval.

5.44.4. After Flight Chief/Materiel Management Flight Commander approval, the initiator will provide the Record Reversal & Correction Worksheet and supporting documentation to the Record Reversal & Correction Action monitor for processing of the reversal.

5.44.5. The initiator records the dates and transaction serial numbers on the record reversal and correction log. Sample log is in Document Identifier Code (DIC)/Transaction Identifier Code (TRIC) Authorized Record Reversal, ILS-S User's Manual. If the type of transaction was a receipt and multiple inputs were required, enter the date and transaction serial numbers which were applicable to type transaction phrase codes (2T, 1Y, or 1W), since no output documents are created for these TTPCs.

5.44.6. Record Reversal and Correction Action monitor will forward the Record Reversal & Correction Worksheet and supporting documentation to Document Control for filing. AFMC will process their own record reversal and correction actions. AFMC will retain record reversal and correction documentation and will forward a copy to the base for document control purposes.

5.44.7. An additional copy of the Record Reversal & Correction Worksheet will be provided to the initiator for corrective action after the reversal transaction to ensure all reversal actions were completed.

5.44.8. After verification of completion of all reversal actions, additional copies of the Record Reversal & Correction Worksheet should be disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

5.44.9. Notify stock control of all transactions affecting unserviceable details to report or to delete excess detail records.

5.45. Forced Record Alteration.

5.45.1. Occasionally, there will be conditions created on a database that cannot be corrected by processing normal transactions. When these conditions exist, the records must be altered or deleted. It is mandatory that all errors should be corrected by processing a normal input or a series of inputs, such as file maintenance, reverse-post, or inventory adjustments in lieu of a Forced Record Alteration. Refer to ILS-S User's Manual, Chapter 34 for information on the forced record alteration process.

5.45.2. Attention: Forced Record Alteration (FIX) processing input images are written to ILS-S audit trail.765

5.45.3. Forced Record Alteration processing. This program will permit alteration or deletion of records on the database. The execution of this program is restricted and should only be executed by personnel who are familiar with database management system commands and the structure of the database. All Forced Record Alteration requests will be reviewed and approved by the Materiel Management Flight Commander/Chief and AFMC/AFSC/435 SCOS.

AFMC/AFSC/435 SCOS and Contingency account Record Alteration Requests will be reviewed/approved by AFMC only.

5.45.4. After documentation has been reviewed and approved the LRS/Materiel Management Activity requesting activity will submit a Forced Record Alteration request using the AFMC website for processing. If the reason for the request was for system related errors include the Difficulty Report (DIREP) or Computer Systems Discrepancy (CSD) ticket number as part of the Forced Record Alteration documentation.

5.45.5. After processing the Force Record Alteration, AFMC/AFSC/435 SCOS will provide notification of the Forced Record Alteration requests completion with the Forced Record Alteration Change Request serial number, as well as the date completed. The results recorded in the ILS-S audit trail will indicate if Accounting and Finance (A&F) and satellites or other type stock record account records were affected. For base level generated Forced Record Alterations, base level personnel will capture the number of Forced Record Alterations and serial numbers for the month for filing via AFMC website.

5.45.6. The original copy of the document, all supporting documentation, and a signed Consolidated Inventory Adjustment Document Register, M10/NGV836 will be filed in the Document Control.

5.45.7. Each month, Inventory will verify the accuracy of the Forced Record Alterations file. Compare the number of Forced Record Alterations requests file with the AFMC/AFSC/435 SCOS website. If number of Forced Record Alterations requests and the number of Forced Record Alterations completed do not agree, the following procedure is used to account for and correct the difference:

5.45.7.1. Conduct an extensive search to determine the reason for the disagreement. Note: The serial number for a Forced Record Alteration request is stored on the AFMC/AFSC/435 SCOS Forced Record Alterations website. Do not confuse this serial number with the Remedy system discrepancy report number.

5.45.7.2. The section supervisor must submit a letter explaining the reason for the difference, complete with support documents (copies of AFMC/AFSC/435 SCOS Forced Record Alterations website reports/audit trail results, etc.).

5.45.7.3. When a complete record is lost and must be reconstructed on the database, use the applicable inputs to reestablish the record. For example, if an item record is lost, use a FIL input to reload the record; use an inventory adjustment input to establish the serviceable balance (if applicable) and execute the Force Record Alteration to enter applicable data in other fields that cannot be entered with normal inputs.

5.46. Reserved.

5.47. Physical Inventory and Adjustments. Inventories and inventory adjustments of all property held by AF activities, to include Materiel Management activities, will be conducted as provided in this section. (T-1)

5.47.1. PICP AF Materiel Management Activity storage facilities will maintain a Physical Inventory Control Program per DoDM 4140.01, DLM 4000.25-2, DoDI 5000.64 to provide for the economical stewardship of DoD and AF materiel system. (T-0)

5.47.2. Purpose, Requirements, and Methods. Physical inventories will be conducted using the floor-to-book/book-to-floor method for all assets IAW DoDM 4140.01. Floor to book refers to physically checking the entire work area to ensure items are accounted for on the appropriate APSR. Under no circumstances will computer balances be reflected on initial HHT or initial inventory count sheets.

5.47.3. When approved by the owning MAJCOM, AIT may be used to conduct inventories per DoDM 4140.01. (T-0)

5.48. Adjustment to accountable records. All adjustments or corrections to accountable records will be accomplished within 30 days following initial comparison of the count to the record balance IAW DLM 4000.25-2 and DoD 7000.14-R. (T-0) For inventory adjustments supported by a Financial Liability Investigation (DD Form 200), the inventory adjustment should be processed after the investigation is complete (blocks 1-11 of DD Form 200 are complete). The inventory adjustment should not wait until financial liability is determined.

5.49. Planning and conducting inventories.

5.49.1. Establishing an inventory schedule. Within the LRS, the Inventory Section (or equivalent in other materiel management activities) will establish an inventory schedule by fiscal year to ensure all items assigned a warehouse location or on a detail record (to include IPE) are inventoried at the designated frequency. EAE will develop an inventory schedule for all in-use equipment details and provide to the Inventory Section for consolidation. The warehouse validation schedule will follow the inventory schedule for type stock record account codes “B” and “E”, and satellites. Out-of-cycle inventory counts will not satisfy quarterly, semiannual, or annual complete inventory requirements. The LRS APO has the authority to conduct inventories more frequently for assets on their accountable record.

5.49.2. Overdue Date of Last Inventory (DOLIs). Overdue DOLIs are monitored by HQ AF/A4LR monthly. MAJCOMs must provide responses to AF/A4LR for the following questions for all SRANs with overdue DOLIs that exceed $500,000 by the 20th of each month or the following workday when the 20th falls on a non-workday: 1. Reason for overdue DOLIs. 2. Course of action to reconcile overdue DOLIs. 3. Overdue DOLI preventive measures to be taken for future months. (T-1) Responses must include metrics used to evaluate DOLIs. Email responses to AF/A4LR org box **af.a4lrm.workflow@us.af.mil**.

5.49.3. The overall goal for inventory accuracy is 98%. This aggregate goal, as well as the sub-goals below, do not change the requirement for 100% accountability of classified and sensitive items.

5.49.3.1. The goal for items with a unit cost greater than or equal to $1,000 is 99%.

5.49.3.2. The goal for items with a unit cost less than $1,000 is 95%.

5.49.4. Closed warehouse inventory. A closed warehouse inventory is the normal method for conducting inventories. During a closed warehouse inventory, only emergency issue transactions are removed from the warehouse. Emergency issues are defined as priority designator 01-08 requests. Ensure all transactions affecting locations have been pulled or put-away prior to a physical count. Emergency issues will be processed as degraded operations transactions and will be recorded on the inventory recap sheet. The materiel management

officer will ensure the warehouse does not remain closed to normal receipts and issues for an unreasonable length of time and is immediately reopened after completion of the count.

5.49.5. Inventory types. Only two types of inventory counts are authorized to ensure the accuracy of base materiel inventory records. They are complete counts and special counts. Complete inventories will only be taken by the closed warehouse method.

5.49.5.1. Complete Inventory Counts. Complete inventory counts are conducted using the closed warehouse-method of inventory. This method applies to all stock record account codes, satellites, and custodial accounts. Procedures for conducting complete inventory counts are covered in this manual.

5.49.5.2. Special Inventory Counts. Special inventory counts are used to reconcile out-of-balance conditions that are discovered during other than complete inventory counts. Special inventory counts apply to all on-hand and in-use supply and equipment items.

5.49.6. Requirements for classified, sensitive, and pilferable items.

5.49.6.1. Inventory personnel must possess a security clearance equal to the highest category of classified material that they inventory.

5.49.6.2. Waivers of research for minor inventory adjustments are not permissible for classified, pilferable, or sensitive items.

5.49.7. For IT equipment inventory procedures reference DAFMAN 17-1203.

5.50. Inventory adjustment approval, certification, and reporting accuracy.

5.50.1. Approval/Authentication of inventory adjustments. All inventory adjustments that do not qualify for automatic adjustment will be approved by the Materiel Management Flight Commander/Chief or equivalent prior to processing the adjustment. Approval requires verification for all inventory post count validation and pre-adjustment research actions have been completed.

5.50.2. Tracking and reporting inventory accuracy. M-Flight leadership is responsible to ensure causative research is accomplished for inventory adjustments. Causative research results will be analyzed and used with other inventory adjustment and discrepancy trend data; fraud, waste, and abuse indicators/reports; and for reviewing other management/security products to monitor the integrity of base resource management processes. M-Flight leadership will brief the LRS APO on this analysis, as well as providing the root cause for total adjustments greater than $500,000 (the inventory adjustment reporting threshold), inventory performance against accuracy goals (greater than 98%), current DOLI Status for the inventory as a whole, and any other inventory indicators that fall below How-Goes-It metric thresholds for the month.

5.50.3. Inventory Certification. Causative research, analysis, and other inventory adjustment and discrepancy trend data will be used to monitor the integrity of base resource management processes. M-Flight leadership will present this analysis to the LRS Commander (or equivalent) along with the Consolidated Inventory Adjustment Document Register, M10/NGV836, and all requisite supporting documentation for review, approval, and signature.

5.50.4. Reporting. The LRS Commander (or equivalent in other materiel management activities) will report inventory adjustments and overdue dates-of-last inventory to their

respective MAJCOM/A4R NLT the 10th of each month, and MAJCOM/A4Rs will in turn provide copies of these reports, along with any amplifying notes, regarding trends, corrective actions, or other inputs to AF/A4LR NLT the 20th of each month, IAW paragraphs **1.3.1.16.1** and **1.3.3.8** of this instruction. (T-1) The inventory adjustment and overdue dates-of-last inventory reporting criteria is:

5.50.4.1. Inventory Adjustment Reporting. The LRS Commander (or equivalent in other materiel management activities) will report inventory adjustments for all classified and sensitive items regardless of cost, monthly equipment inventory adjustments greater than $5,000, and monthly ILS-S item and detail records with an individual or combined value greater than $500,000 in MAC value to their parent MAJCOM. Inventory adjustment reports will include: 1. Summary of the adjustments made. 2. Research that was undertaken prior to the adjustment. 3. Preventive measures to be taken for future months to prevent similar occurrences. (T-1)

5.50.4.2. Overdue DOLI Reporting. The LRS Commander (or equivalent in other materiel management activities) will report overdue ILS-S Items and detail records DOLIs that exceed $500,000 in MAC value to their parent MAJCOM with: 1. Reason for overdue DOLIs. 2. Course of action to reconcile overdue DOLIs. 3. Preventive measures to prevent future overdue DOLIs. (T-1)

5.51. Inventory Frequency.

5.51.1. The frequency of inventory counts is specified based upon category of item. All materiel management and equipment items, in storage or in use, will be subject to inventory count as specified in **Table 5.9**: (T-1) Sensitive/classified items (Controlled Item Codes A, B, C, D, E, F, G, H, K, L, Q, R, S, T, 1, 2, 3, 4, 5, 6, 8, 9, and $) will adhere to 180-day inventory frequency requirements. (T-1) Note: Classified/COMSEC items assigned to a detail record may be segregated via unique shop code to help facilitate180-day inventory frequency requirements.

Table 5.9. Inventory Frequency.

Unserviceable materiel in storage on R920 Details will be inventoried by warehouse personnel ensuring 100% accountability.	Quarterly
All Classified (to include NWRM items) Controlled item codes A thru H, K, L, O, S, and T **See Note 2**	Semiannual (March and September)
All Sensitive (including COMSEC/CCI and SRC-C items) Controlled item codes 1, 2, 3, 4, 5, 6, 8, 9, Q, R, and $ See **Notes 2 and 3**.	Semiannual (March and September)

Base Level SA/LW **Note:** Individual units are responsible for conducting monthly inventories for daily in use weapons.	Semiannual (February and August)
General Officer Personal Defense Weapons **Note:** Applies to General Officer serialized weapons	Semiannual (February and August)
RSP, MSK, WRM **Note:** Fuels Support Equipment and Basic Expeditionary Airfield Resource activities, managing WRM in serialized sealed containers, may physically inventory by approved container seal serial number on a three-year cycle, only when seal is undisturbed.	Annual/within 10 days of return from deployment or transfer/loaned from another unit (in conjunction with RSP personnel)
Items in Due-Out to Maintenance status (assets inducted into depot maintenance and accounted for by D035K will be inventoried by AFSC personnel).	Annual
Recoverable (XD/XF), Consumable (XB), Pilferable, SPRAM, not containing CIICs listed in this table.	Annual
Equipment in Warehouse not containing CIICs listed in this table.	Annual
Equipment In-Use not containing CIICs listed in this table.	Annual
Supply Point **Note:** At GSUs, supply point inventories will be conducted by the GSU. The LRS will accomplish an inventory every three years.	Annual
Individual Protective Equipment (IPE) **Note:** IPE training purposes only items are inventoried every two years.	Annual (not to exceed 12 months between inventories)
Notes: 1. All inventories will be performed using floor-to-book/book-to-floor method. Inventories frequencies are based on the highest item classification. 2. Controlled Item Inventory (CII). Those items designated as having characteristics that require that they be identified, accounted for, secured, segregated, handled, or transported in a special manner to ensure their integrity and safeguarding. CII codes include: NWRM; Non-nuclear Missiles and Rocket (NNMR); and Arms, Ammunitions & Explosives (AA&E) and)/ COMSEC/CCI. CII categories in descending order of the degree of control normally exercised are classified items; sensitive items; and pilferable items. 3. COMSEC/CCI stored at F3T/ FB2307 (AFLCMC/HNC) will be inventoried annually. All other CIIC 9 assets will be inventoried semiannually regardless of location, whether deployed or at home station.	

4.Ensure sensitive/classified items (Controlled Item Codes A, B, C, D, E, F, G, H, K, L, Q, R, S, T, 1, 2, 3, 4, 5, 6, 8, 9, and $) assigned to a SPRAM appear under a unique shop code for each SPRAM account to facilitate 180-day inventory requirements	

5.51.2. Waiver of requirements for inventory.

5.51.3. Local management is authorized to delay and reschedule inventory work within the same fiscal year in coordination with higher headquarters.

5.51.4. Units will submit DAF 679, DAF Publication Compliance Item Waiver Request/Approval, to suspend or delay inventories beyond the current fiscal year with appropriate justification to their respective MAJCOM/A4R. AF/A4LR is the final approval authority for such requests. (T-1)

5.51.5. AF/A4LR will approve suspension of inventory work or delay in the accomplishment of inventory of a selected lot longer than two fiscal years.

5.51.6. Misidentified Serialized Control COMSEC/CCI Items. Special inventory procedures must be used to re-identify serialized control COMSEC/CCI items.

5.52. Inventory Accuracy Standards.

5.52.1. Inventory Accuracy is computed as the Inventory Variance Rate IAW DLM 4000.25, Volume 2, Supply Standards and Procedures. Goals and standards are prescribed in DLM 4000.25, Volume 2, Table C6.T1, General Supplies Record Accuracy Goals Stratification Sub-Populations and Associated Goals and Tolerance Levels.

5.53. Establish and Distribute an Inventory Schedule.

5.53.1. The inventory schedule will ensure all commodities are scheduled to not exceed required inventory frequency. Work with each warehouse/activity to create schedule which will be used to create the warehouse location validation.

5.53.2. The following actions will be performed to establish and distribute an Inventory Schedule:

5.53.2.1. Determine the length of time and the number of items for inventory, so that normal LRS/Materiel Management Activity operations do not suffer.

5.53.2.2. Physical Inventory Control Section establishes an inventory schedule by fiscal year.

5.53.2.3. Prepare and publish an inventory count schedule using letter format.

5.53.2.4. Establish an inventory deadline as the date on which the inventory begins. The balance on the computer record as of the deadline date is the balance with which the inventory count input balance is compared.

5.53.2.5. Provide copies of the inventory schedule to all affected sections/elements or flights.

5.53.2.6. The LRS APO will notify supported unit commanders of upcoming scheduled inventories.

5.53.2.7. LRS/EAE functions will notify the appropriate unit equipment/SPRAM custodians of the inventory schedule to allow proper time to generate necessary documents, listings, resolve discrepancies etc. in preparation for the inventory.

5.54. Preparing the Warehouse for Inventory Count.

5.54.1. All actions applicable to the location scheduled for inventory must be processed at least 1 day before the inventory deadline date.

5.54.2. Warehouse personnel accomplish the following to prepare for an inventory count:

5.54.2.1. Validate the warehouse location within 10 workdays prior to the date the inventory is to begin. See **paragraph 5.18** of this manual for more information on procedures to conduct warehouse validations.

5.54.2.2. Isolate and identify the area scheduled for inventory by clearly marking the parameters of the area with ropes, signs, etc. Signs marking off the area must state the inventory deadline date so warehouse personnel can monitor transactions occurring before that date.

5.54.2.3. Limit movement of assets in the areas to be inventoried to emergency issues and to transactions occurring before the inventory deadline date.

5.54.3. When property is removed from an area under inventory on or after the inventory deadline date, record the transactions on a recap sheet. As a minimum, entries on the recap sheet must include stock number, system designator, quantity, document number, appropriate transaction identification code, and warehouse location.

5.54.4. Items received during inventory are held in the Inbound Cargo hold area if sufficient space is available. When not, the materiel, a copy of the receipt, and a copy of the applicable IT system notice indicating the stock number is frozen for inventory will be held in the warehouse storage hold area.

5.55. Complete Inventory Count Procedures.

5.55.1. The identification of a potential inventory variance (gain or loss) on a classified item constitutes a potential compromise of classified information and will be reported immediately upon discovery in accordance with AFI 16-1404 Air Force Information Security Program. For NWRM, see DAFMAN 20-110 for additional reporting requirements.

5.55.2. Steps to prepare the warehouse for inventory must be completed before the inventory count deadline date.

5.55.3. Perform complete inventory counts using the closed warehouse-method of inventory.

5.55.4. The Inventory Management function in ILS-S will be used to record and submit inventory counts for ILS-S accounts. Inventory count listings (and count images) will be available in ILS-S Inventory Management function after the applicable inventory parameter is processed by AFMC. See ILS-S User's Manual for IT guidance. Note: ILS-S system queries will not be used as the official tool to perform this function. (T-1)

5.55.5. Inventory Count Parameters. Inventory personnel utilize the Inventory Request Screen in ILS-S to prepare an inventory request which will freeze warehouse locations and associated

records as desired. Refer to Chapter 25 of the ILS-S User Manual for further guidance on processing inventories.

5.55.5.1. The SRAN and Inventory count start date are the only mandatory entry fields, all others are used to focus the inventory further.

5.55.5.2. In addition to scheduled inventories, inventory personnel will ensure both 365 day/annual (e.g., consumables and recoverables) and 180-day/semi-annual (e.g., classified and COMSEC) requirements are processed no earlier than 5 days prior to end of each month. (T-1)

5.55.6. Inventory parameters will be processed to identify detail records that will become overdue in the scheduled month (e.g., Supply Point, Equipment, SPRAM, WCDO, MSK, Special Spares, RSP, Unserviceable DIFM, COMSEC Serialized Details, etc.). Process all Item and detail record inventories through ILS-S so DOLI's are updated within inventory frequencies. (T-1) Note: For equipment in ELMS refer to **chapter 11** for equipment inventories.

5.55.7. Retrieve the Inventory Count Listing from ILS-S Inventory Management function. Count listings may be printed or downloaded to a handheld terminal (HHT).

5.55.8. Physically count and record the warehoused/in-use quantity for each item listed on the Inventory Count Listing.

5.55.9. When the inventory count is completed, inventory personnel must submit the Physical Count Quantity on each Inventory Count Record through ILS-S Inventory Management function for processing in the ILS-S. (T-1)

5.55.10. When the count quantity and the item record/detail quantity are equal, the IT system will update the Date of Last Inventory and remove inventory freeze codes. No further action is required.

5.55.11. When the count quantity and the item record/detail quantity are unequal, the following actions are accomplished:

5.55.11.1. The IT system updates the applicable inventory accuracy record, creates a transaction history, and produces an inventory recount image.

5.55.11.2. Physically recount the inventory materiel in the location indicated on the inventory recount image and record the count balance. Note: To comply with DoDM 4140.01, Vol. 11 DoD Supply Chain Materiel Management Procedures: Management of Critical Safety Items, Controlled Inventory Items Including Nuclear Weapons Related Materiel, materiel recounts must be blind and where feasible, not be performed by the original inventory counter.

5.55.11.3. Update inventory recount images with the recount quantity and input into the appropriate materiel management IT system.

5.55.11.4. AF policy allows programmatic/automatic inventory adjustments for items meeting defined criteria.

5.55.12. When unequal physical inventory recounts do not qualify for programmatic/automatic adjustment, additional research must be conducted.

5.55.13. Inventory count completion. Review Daily Document Registers and Transaction Histories to ensure all item movement recorded on recap sheets is processed immediately after count/recount processing. Recap sheets may be disposed of in accordance with the Air Force Records Disposition Schedule (RDS) after verifying all transactions are recorded in the appropriate materiel management IT system. Inventory Count Records (count sheets) will be turned in to Document Control for filing along with the M10 IAW DOD 7000.14-R, Vol 1, Chapter 9 Records Disposition Schedule.

5.55.14. Advise applicable elements/sections/flights the inventory count has been completed after all count/recount records and subsequent transactions have been processed. When the last inventory count transaction for an inventory is accepted, an Inventory Completion Notice will be recorded in the ILS-S Audit Trail. Inventory Completion Notices are viewable by querying Transaction Name "ICN" in ILS-S Audit Trail. Print output and file with monthly inventory adjustment listing.

5.55.15. Complete Inventory Counts of Supply Points. The general procedures for complete inventory recounts apply to supply point inventory recounts except as detailed below.

5.55.15.1. Process Supply Point Listing (see ILS-S User's Manual) to create the count record database file. Use ILS-S Inventory Management function to print a list of count images for supply point items in document number sequence or download the count images into a HHT. Inventory count personnel advise Flight Service Center personnel of applicable supply points undergoing inventory count to ensure emergency issues/shipments are recorded on recap sheets. Note: ILS-S queries will not be used as the official tool to perform this function.

5.55.15.2. Inventory count personnel perform the physical count of local supply point assets. LRS personnel may conduct a joint inventory with COMSEC/CCI monitor. All other supply point custodians will assist Inventory Count Personnel as required.

5.55.15.3. Off-base inventory counts are conducted in the same way as local supply point inventory counts, except that Inventory Count Personnel send only the inventory count listing to the supervisor of the supply point. Inventory Count Personnel retains the remainder of the Supply Point Listing and appropriate Issues and Inquiries until the inventory count has been completed. The supply point supervisor is responsible for conducting the inventory count and for returning the listing to Inventory Count Personnel. For satellite accounts, the inputs are returned to satellite Inventory Count Personnel. Note: When the annual inventory count is to be conducted at the same time as the reconciliation, the Supply Point Listing will be distributed by the supply point monitor within the Flight Service Center.

5.55.15.4. Inventory Count Personnel processes inventory recount inputs for supply points through the ILS-S Inventory Management function. Satellite account supply point inventory recounts are input by satellite account Inventory Count Personnel.

5.55.15.5. Inventory Count Personnel can reconstruct lost count or recount inputs by obtaining the required data from the count listing.

5.55.16. Complete Inventory Counts of MSK/MRSP Assets. The general procedures for complete inventory recounts apply to MSK/MRSP inventory recounts except as detailed

below. Note: For recoverable and consumable MSK/MRSP items, the item records are not frozen during annual inventories.

5.55.16.1. For receipt of an MRSP transferred or loaned from another unit; conduct an inventory.

5.55.16.2. Inventory counts for off base (non-deployed) MSK/MRSP may be conducted by managing unit. LRS APO has the option to send inventory count personnel to the off-base location if warranted.

5.55.16.3. The managing unit signs and forward listing to LRS. Inventory personnel will update DOLI accordingly. Listing will be filed in Document Control in accordance with Air Force Records Disposition Schedule.

5.55.17. Complete Inventory Counts of WCDO/IRSP Assets. The general procedures for complete inventory recounts apply to WCDO/IRSP asset inventory recounts except as detailed below.

5.55.17.1. WCDO/IRSP items collocated with normal retail warehouse stock. When WCDO/IRSP spares are stored in the same bin location as normal retail stock and DO NOT have an RSP warehouse location assigned, conduct the inventory by doing the following:

5.55.17.2. Process Inventory Count Listing and use ILS-S Inventory Management function to print a list of count images or download the count images into a HHT.

5.55.17.3. Segregated WCDO/IRSP spares. When WCDO/IRSP spares are stored separately from normal retail stock, and a RSP warehouse location is assigned, conduct the inventory by doing the following:

5.55.17.3.1. Process WCDO list using the inventory select option.

5.55.17.3.2. Process IRSP using the inventory select option.

5.55.17.3.3. Use ILS-S Inventory Management function to print a list of count images or download the count images into a HHT.

5.55.17.4. MAJCOMs authorized IRSP will follow local inventory procedures are developed and coordinated with the storing activity when these assets are not stored in the LRS APO storage facility. Inventory Count Personnel provides the storing activity with an annual inventory count schedule. The inventory count is jointly accomplished by personnel from Inventory Count Personnel and the storing activity.

5.55.17.5. Complete Inventory Counts of Sensitive, COMSEC/CCI in the warehouse and on MRSP. The general procedures for complete inventory apply to COMSEC/CCI MRSP inventory recounts except as detailed below.

5.55.17.6. In addition to scheduling inventories, Inventory Count Personnel submits the applicable inventory parameter to AFMC and takes the following actions:

5.55.17.6.1. Advise the applicable custodian of the inventory count date so all transactions can be recorded on a recap sheet.

5.55.17.6.2. Obtain the required inventory count list from ILS-S Inventory Management function. Send the MRSP custodian the inventory count list. Note: ILS-S queries will not be used as the official tool to perform this function.

5.55.17.6.3. RSP personnel will perform a 100% physical inventory count by serial number. (T-1) Physically verify the serial number on the item to the serial number on inventory list; enter the quantity on hand on the inventory count list and return to Inventory Count Personnel for processing.

5.55.17.6.4. Overage/Shortage of COMSEC/CCI. If the physical inventory count does not agree with the supply system inventory balances, an inventory recount image is produced.

5.55.17.6.5. Inventory Count Personnel must notify the LRS APO, the COMSEC/CCI custodian, and the organization commander of a possible overage/shortage of COMSEC/CCI. (T-1)

5.55.17.6.6. Inventory Count Personnel will assist the RSP personnel in performing the required research (for additional information on research see Researching Out-Of-Balance Inventory Conditions). Note: For equipment items, coordinate with EAE for additional research and corrective actions.

5.55.17.6.7. When the cause of the overage/shortage cannot be determined, the LRS APO or organization commander notifies the appropriate security manager to initiate an inquiry into the probable compromise. Process the probable compromise per DoDM 5100.76, AFI 16-1404 and DoD 7000.14-R. Note: The COMSEC/CCI custodian / equipment custodian is responsible for any additional reporting actions (see AFMAN 17-1302-O, Communications Security (COMSEC) Operations, for additional information on COMSEC/CCI materiel).

5.55.17.7. Conduct complete inventory counts of BEAR UTC upon return from a deployment).

5.55.17.8. When the annual inventory count schedule is completed, Inventory Count personnel prepares an inventory parameter request using the Stand-Alone DOLI option to produce inventory count outputs for item records that contain a warehouse location or serviceable balance but have not been inventoried in the past 365 days or in the last 180 days for sensitive and classified items.

5.56. Conditions for Special Inventories.

5.56.1. Special inventories will be accomplished, and necessary adjustments made without delay but NLT 30 days IAW DLM 4000.25-2. (T-0)

5.56.2. Special Inventory Procedures are for Select Conditions. The following paragraphs detail additional special inventory count procedures as they apply to specific conditions.

5.56.2.1. Warehouse Refusals or Insufficient Balance Rejects.

5.56.2.2. When Inventory Count Personnel receive warehouse refusals without a Special Inventory Output Notice (see ILS-S User's Manual) attached, they should prepare and process a Special Inventory Interrogation Input, TEX code "P" for the item(s).

5.56.2.3. Distribution of Warehouse Refusal Documents. The distribution of warehouse refusal documents depends upon the outcome of the special inventory count.

5.56.3. Assets Not Found. If Inventory Count Personnel cannot find the assets associated with the warehouse refusal, distribute the related documents.

5.56.4. Issue Documents (to include Bench Stock Issues). Distribute issue documents as follows: copy 1 to Document Control; copy 2 to Input source; copy 3 to Organization; copy 4 to the Flight Service Center.

5.56.5. Shipping Documents. Distribute shipping documents as follows: copy 1 to Document Control; copy 2 to Input source; all other copies will be disposed.

5.56.6. Record Reversal Document. Forward the copy of the reverse-post document (DD Form 1348-1A) to Bench Stock Support, so that the master bench stock format will be re-input.

5.56.7. Assets Found. If Inventory Count Personnel find asset(s) associated with the warehouse refusal, return the documentation to Storage personnel for action.

5.56.8. For insufficient rejects without a Special Inventory Output Notice, prepare and process a Special Inventory Interrogation Input (see ILS-S User's Manual).

5.56.9. Misidentified Serialized Control COMSEC/CCI Items. Special inventory procedures must be used to re-identify serialized control COMSEC/CCI items.

5.56.10. Controlled Item Code Changes. When a controlled item code is upgraded and the item record has a serviceable balance or a warehouse location, the item record will be frozen for a special inventory count. Special Inventory count images will be systematically created when controlled item code changes occur and detail records have an on-hand balance exist.

5.56.10.1. Inventory count images for DIFM details are created when the DIFM status flag equals zero and for unserviceable details when the first six positions of the document number equal R920RW.

5.56.10.2. Unserviceable Asset Special Inventory Counts. Use the Unserviceable Detail List section of the D23 to perform the inventory of unserviceable detail assets.

5.56.10.3. Notify Personnel. When counting out-of-warehouse assets (DIFM, supply point, etc.), Inventory Count personnel notify the personnel who are counting the materiel of the new controlled item code, so that adequate security measures are taken.

5.57. Special Inventory Count Procedures. To provide instructions for performing special inventory counts to reconcile out-of-balance conditions discovered during other than complete inventory counts.

5.57.1. Conducting Special Inventory Counts: The following paragraphs explain generalized procedures for requesting and conducting special inventory counts. If an inventory functional section/element does not exist at satellite accounts, the host base performs the special inventory. Note: Special inventory counts do not satisfy the requirement for complete inventories.

5.57.2. Special Inventory Interrogations are required for:

5.57.2.1. Insufficient Balance. When an insufficient balance exists for a degraded ops transaction, item condition code changes, or identity changes, the appropriate materiel management IT System will programmatically freeze the item record. Inventory Count Personnel will receive the degraded ops transaction reject and the special inventory request.

5.57.2.2. Warehouse Refusal. For warehouse refusals, the warehouse/stockroom supervisor will process the special inventory request and forward the output notice to Inventory Count Personnel.

5.57.2.3. Other. Inventory Count Personnel are required to process the request for other special inventory requirements.

5.57.3. Process a Special Inventory Interrogation Input (see ILS-S User's Manual) to freeze the item record and details with freeze code "I" and produce a Special Inventory Count Output Notice containing pertinent asset, detail, and history information. Transactions that do not affect the serviceable balance of a frozen item record will be allowed to process.

5.57.4. Inventory Count Personnel will manage a Special Inventory Suspense file.

5.57.4.1. Retain the suspense file copy of the Special Inventory Interrogation Inputs and reject notices. Automated files will be used in lieu of paper.

5.57.4.2. After the inventory count is complete, pull the suspense copy for distribution. Return a copy of the annotated Special Inventory Interrogation Input to the requesting activity. If an automated file is used, notify the requester, and delete the record.

5.57.4.3. Dispose the suspense copy for policy-directed special inventories (e.g., control item change or critical item code change) in accordance with the Air Force Records Disposition Schedule (RDS).

5.57.4.4. Count the items in the bin location reflected on the Special Inventory Count Output Notice.

5.57.4.5. When the item count is equal to the quantity indicated in the output notice, process a Special Inventory Input transaction. Note: When a TEX Code is in the input, it appears on the M10/NGV836, Consolidated Inventory Adjustment Document Register for the management review.

5.57.4.6. When the item count is not equal to the quantity indicated in the output notice, conduct research to determine the cause and appropriate actions to correct the out-of-balance condition. See this section for details about how to conduct the research. Note: Research is not required for items meeting automatic adjustment criteria.

5.57.4.7. When the research is complete and corrective actions have been taken, process an inventory recount input using the format provided.

5.57.5. Unserviceable Assets.

5.57.5.1. Unserviceable Asset Overage. Take the following actions if the special inventory count result indicates an unserviceable asset overage exists:

5.57.5.1.1. Overage Found-Unserviceable Detail Already Loaded. If there is an overage and an unserviceable detail is loaded for the stock number, use Special Inventory Input to increase the detail balance.

5.57.5.1.2. Overage Found-Unserviceable Detail Not Loaded. Pick up supply items by processing a Special Inventory Input (see ILS-S User's Manual) with TEX code L (found on base) followed by a condition code change.

5.57.5.2. Unserviceable non-accountable Equipment Items. Inventory works with EAE to determine if the previous user caused the overage by forwarding a return item to the unserviceable warehouse location without processing the TIN input.

5.57.5.2.1. Previous User Known. When the previous using organization can be determined, process a P activity code return using their organization code. This records the unserviceable detail and updates the authorized/in-use detail record if appropriate.

5.57.5.2.2. Previous User Unknown. When assets cannot be traced to a previous user, process a serviceable Special Inventory Input with TEX code L followed by a Condition Code Change (see ILS-S User's Manual). This action establishes an unserviceable detail record.

5.57.6. Unserviceable Shortages. When there is a shortage, process a Special Inventory Input to decrease or delete the unserviceable detail record. Notify Flight Service Center Personnel of all transactions affecting unserviceable detail records to ensure reporting, control, and shipment of unserviceable assets.

5.57.7. Identity Changes. When recorded assets or item records require identity changes, Inventory Count Personnel will work with Inspection and Storage personnel to provide the data necessary for proper validation and corrective action.

5.57.8. Problematic warehouse location changes.

5.57.8.1. Inventory Count Personnel screen the file maintenance transactions (activity code Y) on Daily Document Registers to ensure newly assigned warehouse locations are valid. When new locations are not valid, Inventory Count Personnel initiates special inventory count procedures to verify the locations and quantities on hand.

5.57.8.2. When the items are not located, inventory adjustments will be processed in accordance with this section.

5.57.8.3. When locations are determined to be valid, update the inventory schedule to ensure locations are included in normal inventory cycle.

5.57.9. Misidentified Serialized Control COMSEC/CCI Items. When special inventory procedures are used to re-identify serialized control COMSEC/CCI items ensure the following occurs:

5.57.9.1. Process a return to decrease the Authorized-In-Use-Detail record for the losing stock number.

5.57.9.2. Process a Special Inventory Interrogation Input to freeze the stock number on the losing in use detail record.

5.57.9.3. Process a COMSEC/CCI Serialized Control Input-Format Two. Use type phrase IADDTL.

5.57.9.4. Process a Special Inventory Input to decrease the in-use quantity on the losing in use detail record.

5.57.9.5. Increase the Authorized In-Use Detail record for the gaining stock number (SPRAM).

5.57.9.6. Process a Special Inventory Interrogation Input (see ILS-S User's Manual) to freeze the stock number on the gaining in use detail record.

5.57.9.7. Process COMSEC/CCI Serialized Control Input-Format Two. Use the type phrase IADDTL.

5.57.9.8. Process a Special Inventory Input to increase the in-use quantity on the gaining in use detail record.

5.58. Researching Out-Of-Balance Inventory Conditions. Provide procedures for researching inventory out-of-balance conditions. For additional information on research requirements, accounting adjustments, and determining cause, see DoD 7000.14-R.

5.58.1. The identification of a potential inventory variance (gain or loss) on a classified item, COMSEC/CCI, or NWRM constitutes a potential compromise of classified information and will be reported immediately upon discovery in accordance with DAFMAN 17-1302-O. For NWRM, see DAFMAN 20-110 for additional reporting instructions.

5.58.2. General research requirements associated with specific inventory deficiencies. Research begins with the current date and continues back either one year, to the last inventory adjustment, or the previous DOLI. Research is not mandatory for automatic adjustments.

5.58.2.1. Research all variances, including DIFM balances, before input of the recount to determine cause and correct the following accountable processing errors:

5.58.2.1.1. Review the CTH Inquiry Report to find erroneous transactions.

5.58.2.1.2. Account for transactions that may not have been posted. Review unprocessed backlog including warehouse recap sheets, the daily/cumulative reject listing, and the receiving line for assets that have not been forwarded to Central Storage.

5.58.2.1.3. Review Serviceable Balance with no Location function (see ILS-S User's Manual) to determine if a different warehouse location was assigned. Correct warehouse location errors.

5.58.2.1.4. Review IT audit trail file to determine if a notice to stock is on file with a warehouse location.

5.58.2.1.5. Review emergency issues made during complete inventory count to ensure all physical movement of materiel in and out of the storage bin was properly recorded.

5.58.2.1.6. Do any additional research required to review locally established processes.

5.58.2.2. After research, correct the discrepancies via the following actions as appropriate:

5.58.2.2.1. Complete a Record Reversal to correct erroneous transactions detected during research for resolved discrepancies.

5.58.2.2.2. Advise Central Storage or the warehousing activity for other type accounts and satellites to move the property to the correct location or to process a warehouse location change.

5.58.2.2.3. Process backlog transactions that include corrected/rejected documents by other applicable sections or flights for resolved discrepancies.

5.58.2.2.4. Adjust the count or recount quantity for unresolved discrepancies. Then reprocess the count or recount image.

5.58.2.3. Document research actions (including discrepancies and corrective action) and file this document in Document Control as a supporting document.

5.58.2.4. When initial research does not identify the probable cause(s) of inventory loss, further research may be required. See DoD 7000.14-R for additional guidance.

5.58.2.5. Further research is conducted by a person not supervised by the accountable or responsible officer.

5.58.2.6. The results of the investigation will be documented on DD Form 200, Financial Liability Investigation of Property Loss.

5.58.3. Investigating Discrepant DLADS Shipments/Transfers. In transit control procedures are an additional control for discrepant DLADS shipments or transfers. They do not affect inventory adjustment procedures and criteria. Use the inventory procedures below to investigate and process Disposal Follow-Up from DLADS.

5.58.3.1. When Document Control forwards a copy of the Disposal Follow-Up from DLADS to Inventory, perform a special inventory to determine why a quantity variance exists between the quantity shipped/transferred to the DLADS Location and the quantity reported to the DLADS. Complete the special inventory and return the Disposal Follow-Up from DLADS to Document Control within ten days.

5.58.3.2. Inventory Personnel determines if the property was removed from the warehouse and delivered to the DLADS Location or if the property was transferred to Cargo Movement for shipment to the DLADS Location. If the property is located, Inventory ensures it is promptly delivered or transferred to the DLADS Location.

5.58.3.3. If the property is not located and one suspects theft or fraud is the reason property is not in the warehouse or at DLADS Location, document these findings and present them to the Operations Officer. The Operations Officer reviews the findings and if warranted, initiates a request for criminal investigation according to AFI 90-301, Inspector General Complaints Resolution. If the DLADS Location never received the shipment/transfer, enter an L in position 44 and enter zeros in position 25-29.

5.59. Unserviceable Materiel (R920) Special Inventory Procedures.

5.59.1. Perform a physical count.

5.59.2. Conduct research for all special inventory counts as described in this chapter.

5.59.3. If research confirms adjustment or records reversal/correction is not required, do the following:

5.59.4. Process a Special Inventory Input (see ILS-S User's Manual) with the item record serviceable balance or the detail balance in the inventory count to remove the freeze code.

5.59.5. When records reversal and correction is required to resolve the discrepancy, take the following action:

5.59.5.1. Prepare and process reverse-post and other transactions as required.

5.59.5.2. When applicable, forward warehouse refusal documents to Central Storage to release materiel for customer equipment.

5.59.5.3. Annotate the Special Inventory Interrogation Input notice with the action taken. Use this notice to clear the freeze code suspense file.

5.59.6. When adjustments are required, do the following:

5.59.6.1. Input Special Inventory Input (see ILS-User's Manual). Enter the stock number, system designator, count quantity (leading zeros are not required), and TEX code, if applicable. The document number and research date fields will be required if the suspense image is for a DIFM detail inventory count.

5.59.6.2. If required, prepare reverse-post transactions.

5.59.6.3. Annotate the Special Inventory Interrogation Input notice with the corrective action. Keep the notice in suspense until the adjustment appears on the document register. Use this notice to clear the freeze code suspense file.

5.59.6.4. The following special instructions apply for unserviceable assets found on base:

5.59.6.4.1. If an asset does not seem to belong to an existing detail.

5.59.6.4.1.1. Input Special Inventory Input TEX L to pick it up on the item record serviceable balance.

5.59.6.4.1.2. Process a condition change request to establish an unserviceable detail and transfer the assets.

5.59.6.4.2. If the item is unserviceable and belongs to an existing detail, use normal processing. For serialized controlled items, create the serial number record with the phrase IADITM (inventory adjustment item).

5.60. NWRM Inventory Procedures.

5.60.1. Describes the general procedures associated with conducting Semiannual NWRM Worldwide Inventory (WWI) and inventories required when the NWRMAO changes. Additional information, including appointment and certification of NWRM inventory team, can be found in DAFMAN 20-110.

5.60.2. A complete physical count of NWRM by serial number or Unique Item Identification (UII) will be conducted semiannually or upon change of NWRMAO to obtain agreement between the physical on-hand NWRM balances and the accountable record balance. NWRM inventories validate the existence and completeness of 100% of the NWRM. Existence indicates items selected from the APSR (e.g., ILS-S, Theater Integrated Combat Munitions System (TICMS), DSS) are physically inspected. Completeness indicates all assets are accounted for in the APSR.

5.60.2.1. The change of NWRMAOs requires a 100% inventory to support the effective date of transfer. This inventory will be jointly conducted/validated (reviewed with the inventory officer (IO) by both the losing and gaining NWRMAOs to certify a joint 100% inventory as of the effective accountability transfer date). Note: Semiannual inventories can be used to suffice for the requirement for a change of NWRMAO provided both gaining and losing individuals approve the inventory and no transactions affecting stock record

balances occur between the end date of the inventory and the effective date of the transfer of accountability.

5.60.2.2. AF activities will conduct NWRM inventories during the same months (March and September) of the installation's nuclear weapons Semiannual Inventory Report (SIR) in accordance with DAFMAN 20-110. (T-1)

5.60.2.3. TICMS managed NWRM will use TICMS procedures found in DAFMAN 21-201, Munitions Management. (T-1) Note: Out-of-cycle inventory counts do not satisfy semiannual complete inventory requirements. The LRS APO may elect to conduct an annual inventory count for any class or type of asset other than controlled assets, to include NWRM.

5.60.2.4. Due to information system constraints and to ensure schedules and deliveries are not impacted, it is up to the respective organization to determine if items need to be frozen within the repair cycle for proper count during the inventory period.

5.60.2.5. NWRM installed on-weapon systems (e.g., missiles, aircraft) will not be inventoried.

5.60.3. Roles and Responsibilities for Semiannual Inventory.

5.60.3.1. 635 SCOW: Directs and manages the semiannual NWRM world-wide inventory on every NWRM with an on-hand balance in materiel management APSR to include all detail/custody balances.

5.60.3.1.1. Provides specific dates for the stop movement and freeze of NWRM. The inventory freeze will take place during a two-week period in the months of March and September for executing the inventory. (T-0) The inventory freeze will be lifted after all units have completed their physical count.

5.60.3.1.2. All materiel management APSR NWRM items will be frozen for inventory. The NWRM Transaction and Control Cell (NTCC) manages inventory freeze codes and updates the Date of Last Inventory (DOLI) after the inventory is complete.

5.60.3.1.3. Identifies a POC to provide NWRM information to the MAJCOMs and consolidates all NWRM inventory results forwarded to AFMC thru MAJCOMs.

5.60.3.1.4. Provides each MAJCOM POC with an inventory spreadsheet containing NWRM items for their bases/units for use in accomplishing the inventory process.

5.60.3.1.5. Creates official world-wide inventory data pull listing and establishes the inventory data cut-off date as of the date of the data pull.

5.60.3.1.6. Provide a semi-annual summary on all NWRM discrepancies and any related enterprise level gap/trend analysis to AF/A4, AF/A4L, AF/A10, MAJCOM A4s/ A10s and the Defense Logistics Agency Director by the last Thursday of April and October of each year. (T-1) Make recommendations for enterprise level corrective actions and share analysis results with MAJCOMs. (T-1)

5.60.3.2. MAJCOM NWRM POCs (recommend O-6 or GS-15):

5.60.3.2.1. Assigns an NWRM WWI POC and provides the POC information to AFMC inventory POC and affected bases.

5.60.3.2.2. Ensures distribution of NWRM WWI Semi-annual inventory timeline, any additional inventory instructions, and inventory spreadsheets to all units under their respective control. Note: The inventory spreadsheet is the official inventory record.

5.60.3.2.3. Performs quality check on unit submitted inventory documentation and consolidates into a MAJCOM inventory package. When complete, forward all inventory package to AFMC NWRM Inventory POC per DAFMAN 20-110. Note: Documentation package will also include any inventory related adjustment discrepancy research.

5.60.3.3. The NWRMAO:

5.60.3.3.1. Reviews the inventory data spreadsheet provided by AFMC to validate locations, baseline quantities or volume to determine number of teams required to perform inventories in the allotted inventory period.

5.60.3.3.2. Assembles the inventory team(s) coordinating with appropriate organizations and assign inventory area of responsibility.

5.60.3.3.3. Appoints an IO in writing in accordance with DAFMAN 20-110 and selects additional team members to assist with inventory as required.

5.60.3.3.4. The inventory team members must be identified no later than (NLT) seven days prior to the start of the inventory to allow time to arrange for access into the secured areas.

5.60.3.3.5. The Inventory Team will be comprised of the following individuals: an IO with materiel management experience and a verifying individual. The organizational equipment custodian will be required to support the inventory of assets on in-use details. The team may be further supported with additional personnel to facilitate the inventory (moving property, unpackaging and repackaging assets, etc.). Maintenance/munitions Subject Matter Experts (SMEs) will assist in determining special asset handling requirements. (See DAFMAN 20-110 for additional information on inventory teams).

5.60.3.3.6. Coordinate with the respective area being inventoried to provide special instructions for access, safety, ESD prevention, and other required information.

5.60.3.3.7. Schedule the times and locations for the inventory teams (where to go and when).

5.60.3.3.8. Ensure all inventory team members are authorized to enter all locations where NWRM are stored.

5.60.3.3.9. Brief the inventory team on the details and procedures of conducting a ‘blind inventory.’

5.60.3.3.10. Use the inventory spreadsheet and current APSR data to identify all locations where NWRM is stored. Note: The inventory spreadsheet(s) will not be used to perform the inventory; it will be used to reconcile the results after the inventory is complete.

5.60.3.3.11. Create blind inventory count cards for each NWRM NSN using the Excel template provided by 635 SCOW. Only the NSN and location/facility will be filled in. NWRM Storage Facility (NSF) may use DSS-generated products.

5.60.3.3.12. Provide NWRM inventory count cards to the verifying officer(s).

5.60.3.3.13. Provide NWRM Smart-Book (if used) for assigned inventory area. Note: If utilized, care must be taken to ensure the information contained in the Smart-Book does not contain or become "classified" in nature. Each organization with NWRM may generate an NWRM Smart-Book to help familiarize the inventory team with their organization's NWRM.

5.60.3.3.14. In coordination with inventory team(s), reconcile the blind inventory count cards with the inventory spreadsheet after inventory counts are complete.

5.60.3.3.15. Conduct thorough and in-depth causative research for all variances or discrepancies.

5.60.3.3.16. Report discrepancies in accordance with this manual and DAFMAN 20-110.

5.60.3.3.17. Perform additional trend analysis of the inventory and provide results to inventory OPR at the AFMC NTCC within 30 calendar days of inventory closeout.

5.60.3.4. Inventory Officer:

5.60.3.4.1. Performs the physical count, annotate the NWRM inventory count card(s), and provide the information to the inventory team verifier at the end of each count.

5.60.3.4.2. Keeps track of the NWRM inventory count cards given to the inventory team.

5.60.3.4.3. Validates the count and direct recounts when the physical count does not match the accountable balance on the inventory spreadsheet.

5.60.3.4.4. Initiates causative research for all inventory discrepancies.

5.60.3.5. The verifying individual accomplishes an audit of account in conjunction with the NWRM inventory. See DAFMAN 20-110 for audit of account procedures.

5.60.4. NWRM Smart-Book (if utilized) Contents.

5.60.4.1. The use of a Smart-Book is a local option although not required, its use is highly encouraged. If utilized, care must be taken to ensure the information contained in the Smart-Book does not contain or become "classified" in nature. Each organization with NWRM may generate an NWRM Smart-Book to help familiarize the inventory team with their organization's NWRM.

5.60.4.2. Official NWRM NSN list with all NWRM NSNs highlighted which the organization does or could possess.

5.60.4.3. Consolidated list of potential NWRM with list of locations within the organization where the item could be found (known as the NWRM footprint).

5.60.4.4. Each NWRM item listing will consist of the following:

5.60.4.4.1. NSN.

5.60.4.4.2. Part Number(s).

5.60.4.4.3. Applicable Resource Control Center (RCC)/Production Section Scheduling Designator (PSSD).

5.60.4.4.4. Delivery location(s).

5.60.4.4.5. Storage location(s), including the AWP area.

5.60.4.4.6. Maintenance location(s), where work is performed on the item.

5.60.4.4.7. Month/Year of last time the organization had one or more of these items.

5.60.4.4.8. A picture or drawing of each NWRM, including information on the location of the data plate.

5.60.5. The following actions are general procedures for NWRM Semi-annual Inventories:

5.60.5.1. To validate the existence of NWRM, the inventory will be a blind inventory, meaning the inventory officers will be provided a count card with an NSN and location but will not be given the serial number or the number of assets on record.

5.60.5.2. A complete physical inventory of NWRM, by serial number (S/N), will be conducted on every NWRM with an on-hand balance in the accountable materiel management systems to include all detail balances, assets tracked by spreadsheets, or any assets that are not on an accountable materiel management system (e.g., trainers). Note: Blind inventory requirements must be complied with when multiple NWRMAO's have NWRM in a shared respective area. At a minimum NWRMAO's will review NWRM listings together before the semi-annual inventory begins to ensure all NWRM in the respective area is inventoried and that count cards on common items are reconciled afterwards against the applicable accountable property system of record data files (e.g., inventory spreadsheets).

5.60.5.2.1. The inventory team will be taken to the respective area by escorts from the organization where the inventory is to take place to physically inventory all NWRM they find in the area.

5.60.5.2.2. These inventory locations will be searched for NWRM that may have been misplaced to include those areas where NWRM has recently been stored or maintained. The objective is to perform a general sweep of these locations, not a “wall-to-wall” search, to find all NWRM.

5.60.5.3. All NWRM will be visually verified (except when properly packaged and marked per DAFMAN 20-110) and counted by S/N. The blind inventory count card will be filled out using asset information from the asset itself or the exterior packaging/tag if the asset is banded, crated, or sealed. The objective is to ensure 100% accountability of all NWRM.

5.60.5.4. The IO and verifying individual both visually inspect the items identification information for each asset or container. The maintenance/munitions SME ensures the correct serial number is identified for assets that contain subcomponents (e.g., Aft Section). The IO will record the required information on the blind inventory count card and the verifying individual reviews the information to ensure 100% accuracy. It is essential that serial numbers are accurately transcribed (to include any preceding zeros) to the blind

inventory count cards during the inventory. Note: Care must be taken to ensure the information recorded on the blind inventory count card is legible.

5.60.5.5. When the data plate does not have all the information needed to identify the asset (e.g., data plate is missing the NSN), or the item is contained in a sealed box, use the accompanying documentation (e.g., Work Control Document (WCD), DD Form 1577, Unserviceable (Condemned) Tag Materiel, or DD Form 1348-1A) to get the required information for the count card. If the documentation conflicts, note all variations of numbers on the count card using subsequent lines with '#' column set the same for any one item pending research after the completion of the inventory. When unable to determine the identity of an asset, contact the NTCC for assistance.

5.60.5.6. Inventory of installed assets on accountable records.

5.60.5.6.1. NWRM will not be disassembled for the sole purpose of serial number (S/N) verification.

5.60.5.6.2. These assets will be inventoried by records check. The NWRMAO will create a new blind inventory count card for each NSN for NWRM that are inventoried via a records check.

5.60.5.6.3. The IO and verifying individual will complete the blind inventory count card using data from the accountable system and will annotate, inventoried by records check, in the remarks section of the count card.

5.60.5.6.4. When transcribing the blind inventory count card data to the inventory spreadsheet, annotate in the comments section the NHA the asset is installed in (e.g., Trainer, Mockup, Simulator, test stand).

5.60.5.7. After the inventory is complete, perform inventory reconciliation in accordance with the process in this manual.

5.60.6. Inventory Count Cards.

5.60.6.1. The IO will document each NWRM inventoried on their inventory count cards. Each line on the count card will only contain one item (e.g., Qty is 1). Special care will be taken to ensure all leading zeros are included in S/Ns.

5.60.6.2. When corrections are made, line out incorrect information and initial next to the line out.

5.60.6.3. When all assets have been inventoried and the count card has remaining lines, draw a diagonal line through all unused rows and write “No Further Entries” on the line.

5.60.6.4. Additional detailed instructions for filling out the count card (NWRM Inventory Count Card) form are provided with the official form.

5.60.6.5. Once the inventory is complete, close the inventory by assigning page numbers (1 of 8, etc.) to the blind inventory count cards. Blind inventory count cards used during the inventory must be signed and dated by both the IO and verifying individual.

5.60.6.6. NWRMAO will collect all materiel given to the inventory teams.

5.60.7. Movement of assets during semiannual inventory.

5.60.7.1. Movement of assets must be curtailed prior to the inventory to clear the transportation channels and ensure that most, if not all, assets are accounted for in a system of record. To facilitate this effort, outbound shipments will be stopped two weeks prior to the start of the inventory. Internal base-level or depot-level asset movements (receipts, issues, due-out releases, returns) will continue through the day prior to the data pull for the inventory (ensure returns are processed to unserviceable details).

5.60.7.2. Cargo Movement will be notified by Material Management to stop all NWRM outbound shipments two weeks prior to the start of the inventory. (T-2) Cargo Movement will make every effort to ensure all assets are processed for shipment prior to this deadline. After the data pull, asset movements are restricted at all locations, with the exceptions noted below, until inventory actions are completed across the AF and NTCC has lifted the inventory freeze and notification given to Cargo Movement when normal shipping activity can resume.

5.60.7.3. Exceptions to asset movement restrictions:

5.60.7.3.1. MICAP requirements for assets with available stock on hand will be satisfied using manual degraded operations issue procedures (Asset Management will not be used). MICAP requirements for assets with no stock on hand will be requisitioned off-line and receipted/due-out released using manual degraded operations procedures (Asset Management will not be used). All transactions will be recorded on recap sheets for subsequent processing when the freeze is lifted. The NWRMAO is responsible for ensuring all degraded operations transactions are processed correctly and record balances, serial numbers, etc. match assets on-hand.

5.60.7.3.2. Internal base-level asset movements (REC, ISU, MSI, DOR, TIN) will continue through the day prior to the data pull for the inventory.

5.60.7.3.3. Inventory requirements for record balance gains (receipts, returns) resulting from the above transactions: Assets will be inventoried using procedures above (general procedures for NWRM Semi-annual Inventories) and the following additional guidance. A new blind inventory count card will be created by the NWRMAO and completed by the inventory team. Enter explanation of record balance gain in the remarks field of the blind inventory count card (e.g., MICAP REC, Doc # FBXXXX91969001). These additional assets will not be counted when processing Inventory Recount (IRCs) transaction to complete ILS- S inventory processing. Asset information from the blind inventory count cards will be transferred to the appropriate columns of the inventory spreadsheet using the first blank line at the bottom of the inventory spreadsheet. Enter specific explanation for addition in the remark's column (e.g., MGS receipt, Doc # FBXXXX91960001).

5.60.7.3.4. Inventory requirements for record balance losses (issues, due-out releases, shipments) resulting from the above transactions: Enter explanation for movement of asset in the remarks column of inventory spreadsheet for each specific serial number involved (e.g., MICAP MSI, Doc # S0050191960001). These assets will be counted when processing IRCs to complete ILS-S inventory processing since they were on record at the beginning of the inventory period.

5.60.8. Inventory Procedures for Assets in Cargo Movement. Inventory Management will inventory assets that have been processed for shipment but were not physically shipped by the Cargo Movement prior to the shipping deadline per guidance. The NWRMAO will identify NWRM assets in the Cargo Movement and create a new blind inventory count card for each NSN. The IO will complete the blind inventory count card and enter In-transit Cargo Movement and the shipment document number in the remark's column. (T-2) Additional assets will not be counted when processing IRCs to complete ILS-S processing. Asset information from the blind inventory count cards will be transferred to the appropriate columns of the inventory spreadsheet using the first blank line at the bottom of the spreadsheet. Enter In-transit Cargo Movement and the shipment document number in the comments.

5.60.9. Inventory of Assets in Base Level Maintenance. Installed NWRM not on the Accountable Property System of Record (APSR) are not subject to NWRM inventory. Refer to DAFMAN 20-110. Note: If NWRM items are already disassembled, they will not be counted, but the NSN/part number (PN) should be captured. The remarks section of the inventory count card should clearly identify these items as sub-assemblies of the end item they are a part of. The NSF is a wholesale NWRM node and will not follow standard retail inventory procedures. For specific procedures, see the "Physical Counting in the NWRM Storage Facility" (NSF).

5.60.10. Planning and Performing Inventories in AF NWRM Storage Facilities (NSF). These procedures outline the process to accomplish the semi-annual world-wide inventory of NWRM in Distribution Standard System (DSS) accounts. The NSF is a wholesale NWRM node and will not follow standard retail inventory procedures.

5.60.10.1. The Acceptable Performance Level (APL) for physical inventories of NWRM is 100 percent. This means that there will be zero difference between the physical count and record balances.

5.60.10.2. Unique Item Identification (UII) numbers (synonymous with serial number) must be verified manually during the physical count process as DSS does not inventory by UII. A DSS PE4Y-02 Inventory Workload by Work Area document will be utilized in the verification process of the location count for each physical inventory. A second, modified, Query Management Facility (QMF) Count Sheet (See **Figure 5.2**) will be used to inventory counts and record the UII/serial numbers (See **Figure 5.3**.). This product will not contain pre-printed UII/serial numbers.

5.60.10.3. All inventories of NWRM are completed by physically counting the stock unless Automated Information Technology (AIT) radio frequency identification (RFID) inventory is performed at MAJCOM discretion. A paper count (recording the on-hand balance from the Quantity by Location record) IS NOT an acceptable practice.

5.60.10.4. Physical counts will be performed by a two person (IO and verifying individual) dual count verification process.

5.60.10.4.1. When a second or third count of a location is required, different individuals will perform the count. Example: Persons conducting the first count should not conduct the second or third count. (Second count is generated because of a first count variance. Third count is the result of a variance between the first and second counts.)

5.60.10.4.2. A bare item inspection is not required for banded, crated, or sealed items that show no sign of tampering. Conduct a bare item inspection to verify the NSN, UII, Condition Code, Unit of Issue, and quantity. (If opening the container will compromise the condition of the materiel, do not perform the inspection.)

5.60.10.5. Have all potential adjustments reviewed by the NWRMAO. Causative research for all adjustments will be conducted IAW DAFMAN 20-110, Chapter 8. Procedures must be established to ensure the NWRM inventory includes or meets the following:

5.60.10.5.1. Schedule inventories.

5.60.10.5.2. Monitor scheduling to ensure effective management of work.

5.60.10.5.3. Complete NWRM inventories within two weeks of workload release.

5.60.10.5.4. Provide NTCC with verification that all NWRM NSNs at the site have been inventoried.

5.60.10.5.5. Track and report performance to the NSF NWRMAO.

5.60.10.5.6. Report problems completing any of the Type Physical Inventory Codes (TPIC) G inventories to the NWRMAO.

5.60.10.5.7. Coordinate the availability of an Equipment Specialist (ES) as required in performance of a bare item inspection/physical count.

5.60.10.5.8. Notify the NWRMAO within one hour after discovery of potential inventory loss or gain of NWRM.

5.60.10.5.9. Have all potential adjustments reviewed by the NWRMAO. Causative research for all adjustments requires approval at the Flag Officer/Senior Executive Service level.

5.60.10.5.10. Conduct rapid assessment research for all potential gains and losses and report findings to the NWRMAO.

5.60.10.5.11. TPIC. NWRM item inventories will be assigned a TPIC of G through the Complete Inventory Group Program in DSS.

5.60.10.5.12. Report inventories of any NSN not completed, in writing, to the NWRMAO. The report should contain an explanation of the reason the inventory is incomplete.

5.60.10.5.12.1. Catalog data changes and condition code changes automatically cancel the TPIC G inventory in DSS. If this occurs, reschedule the cancelled inventory and complete within the original two-week period. (DSS CA Dispatch report PE4X (ADD INVENTORY CANCELLATION) will be generated daily and may be reviewed to identify cancelled inventories due to cataloging or condition code changes).

5.60.10.5.12.2. If a scheduled inventory cannot be completed within the original two-week period, permission to extend the completion date must be obtained from AFMC/AFSC/635 SCOW.

5.60.10.6. NWRM Inventory Scheduling Procedures in DSS.

5.60.10.6.1. Use the PS03 (LOCAL STRATA INPUT/REVIEW) screen to add an inventory request. Type Physical Inventory Code "G", Warehouse Area, and Narrative (title for inventory) must be entered.

5.60.10.6.1.1. After adding inventory request, confirm release of the inventory (PS031 screen, LOCAL STRATA SELECTIONS).

5.60.10.6.1.2. The complete inventory program will run behind the scenes and populate the stratum. The inventory must be reviewed and accepted before it will release into production.

5.60.10.6.2. Access the PS11 (BROWSE OPEN SAMPLE INVENTORIES) screen to locate and browse (or delete) the inventory that was created. DSS will display the PS16 (COMPLETE INVENTORY REVIEW/ACCEPT) screen, where the inventory may be accepted or deleted. The applicable Inventory Cut-Off Date (ICOD) must be entered prior to accepting the inventory. The inventories will load into the workload bank and subsequently release into the workload when end-of-day wrap-up runs on the assigned ICOD.

5.60.10.6.3. Verify the group inventory was accepted by browsing the applicable group ID number on the blank PS11 (BROWSE OPEN SAMPLE INVENTORIES) screen. DSS will display the PS13 (DISPLAY IN-PROCESS RESULTS) screen showing the inventories were loaded into the workload bank.

5.60.10.6.4. Print the DSS PE4Y-02, Inventory Workload by Work Area document for use in the inventory.

5.60.10.7. Physical Counting in the NWRM Storage Facility (NSF).

5.60.10.7.1. For assets stored in the NSF, one count team member will possess the DSS PE4Y-02 and the other will use the modified QMF count sheets containing Stock Record Account Number (SRAN), NSN, and Location (**Figure 5.3**.). The IO and Verifying Individual will proceed location-by-location to stored material, "both will" verify NSN, UII/serial number, Condition Code, Unit of Issue, and quantity contained on the DD Form 1500-Series tag and verify corresponding information on the DSS documents. The "Physical Quantity" total for each location will be recorded on the DSS PE4Y-02 and each "UII/Serial Number" and "Total Location Count Quantity" will be recorded on the modified QMF count sheet.

5.60.10.7.2. During the inventory, annotate the following:

5.60.10.7.2.1. Total Quantity.

5.60.10.7.2.2. Serial Number/UII (Synonymous).

5.60.10.7.2.3. Condition Code.

5.60.10.7.2.4. Document Number (If an asset is in-transit or is not on the data pull).

5.60.10.7.2.5. Use the Remarks block to annotate any discrepancies or other notes of interest.

5.60.10.7.2.6. IO and VI prints name, organization, phone number, dates, and signs in respective blocks. Note: SRAN need not be filled out on the Blind Count Cards.

5.60.10.7.3. After the inventory documents (DSS PE4Y-02 and modified QMF count sheets) are annotated, the IO and Verifying Individual will turn them over to the NWRMAO who will reconcile the counts of the DSS PE4Y-02 (Figure 5.1) against the modified DSS count sheets (**Figure 5.2**.). The NWRMAO will then verify the UII/serial numbers on the DSS count sheets against the AFMC/AFSC/635 SCOW provided data pull.

Figure 5.1. Query Management Facility (QMF).

NWRM Third Count Notification QMF:
SELECT DISTINCT A.FSC, A.NIIN, A.COND_CD, A.VISIT_OCCURANCE, A.TPIC, A.MGR_RIC, C.UI,
C.CIIC, A.STA_DT, B.WRHS_LOC
FROM DDHUENVR.INH A INNER JOIN DDHUENVR.IND B ON B.NIIN = A.NIIN INNER
JOIN
DDHUENVR.QBG C ON C.NIIN = A.NIIN AND B.NIIN = C.NIIN INNER JOIN
DDHUENVR.DIN D
ON D.NIIN = A.NIIN
WHERE (A.VISIT_OCCURANCE = '3')
AND (A.VISIT_STA = ' ')
AND (A.RESEARCH_STATUS = 'P')
AND (B.VISIT_OCCURANCE = '2')
ORDER BY 5 ASC, 9 ASC
WITH UR
NWRM UII Verification QMF:
SELECT DISTINCT D.FAC_NM, C.FSC, B.NIIN, B.UII, B.WRHS_LOC,
C.COND_CD, ' ' AS UII_DISCREPANCIES
FROM DDHUENVR.DIN A, DDHUENVR.UMR B, DDHUENVR.QBD C,
DDHUENVR.FAC D, DDHUENVR.QBG E
WHERE B.NIIN = A.NIIN
AND B.NIIN = C.NIIN
AND B.WRHS_LOC = C.WRHS_LOC
AND B.COND_CD = C.COND_CD
AND B.SITE_ID = D.SITE_ID
AND B.NIIN = E.NIIN
AND (B.UII_STTS_CD IN ('AA', 'AV', 'PA', 'PV', 'WA', 'WV','RA'))
ORDER BY 5, 4 WITH UR

Figure 5.2. QMF Generated Spreadsheet Example.

FAC_NM	NIIN	UII	WRHS_LOC	COND_CD
OGDEN, UT	000037274	A4V0639	C22F0800101A	A
OGDEN, UT	000037274	A4V0680	C22F0800101A	A
OGDEN, UT	000037274	A4V1173	C22F0800101A	A

OGDEN, UT	000037274	A4V0499	C22F0800301A	F
OGDEN, UT	000037274	A4V0806	C22F0800301A	F
OGDEN, UT	000037274	A4V0811	C22F0800301A	F
OGDEN, UT	000037274	A4V0990	C22F0800301A	F
OGDEN, UT	000037274	A4V1009	C22F0800301A	F
OGDEN, UT	000037274	A4V1112	C22F0800301A	F
OGDEN, UT	000037274	A4V1169	C22F0800301A	F
OGDEN, UT	000037274	A4V0555	C22F0800501A	Q
OGDEN, UT	000121729	0006142	C22F1900401A 1	F
OGDEN, UT	000121729	0006149	C22F1900401A 1	F
OGDEN, UT	000121729	0006156	C22F1900401A 1	F
OGDEN, UT	000121729	0006179	C22F1900401A 1	F
OGDEN, UT	000121729	0006273	C22F1900401A 1	F
OGDEN, UT	000121729	0006286	C22F1900401A 1	F
OGDEN, UT	000121729	0006375	C22F1900401A 1	F
OGDEN, UT	000121729	0006386	C22F1900401A 1	F
OGDEN, UT	000121729	0006446	C22F1900401A 1	F
OGDEN, UT	000121729	0006565	C22F1900401A 1	F
OGDEN, UT	000121729	0006646	C22F1900401A 1	F
OGDEN, UT	000121729	0006670	C22F1900401A 1	F
OGDEN, UT	000121729	0006685	C22F1900401A 1	F
OGDEN, UT	000121729	0006883	C22F1900401A 1	F
OGDEN, UT	000121729	0006889	C22F1900401A 1	F
OGDEN, UT	000121729	0006949	C22F1900401A 1	F
OGDEN, UT	000121729	0007092	C22F1900401A 1	F
OGDEN, UT	000121729	0007131	C22F1900401A 1	F
OGDEN, UT	000121729	0007140	C22F1900401A 1	F
OGDEN, UT	000121729	0007202	C22F1900401A 1	F
OGDEN, UT	000121729	0007448	C22F1900401A 1	F
OGDEN, UT	000121729	0007523	C22F1900401A 1	F
OGDEN, UT	000688700	PDM0089	C22F0300504B 1	A
OGDEN, UT	000688700	PDM0096	C22F0300504B 1	A
OGDEN, UT	000688700	PDM0124	C22F0300504B 1	A
OGDEN, UT	000688700	PDM1029	C22F0300504B 1	A
OGDEN, UT	000688700	PDM1066	C22F0300504B 1	A
OGDEN, UT	000688700	PDM1103	C22F0300504B 1	A
OGDEN, UT	000688700	PDM1116	C22F0300504B 1	A
OGDEN, UT	000688700	PDM1118	C22F0300504B 1	A
OGDEN, UT	000688700	PDM1186	C22F0300504B 1	A
OGDEN, UT	000688700	PDM1212	C22F0300504B 1	A
OGDEN, UT	000688700	PDM1235	C22F0300504B1	A
OGDEN, UT	000688700	PDM1240	C22F0300504B 1	A
OGDEN, UT	000688700	PDM1244	C22F0300504B 1	A
OGDEN, UT	0006887000	PDM1262	C22F0300504B 1	A
OGDEN, UT	0006887000	PDM1277	C22F0300504B 1	A

OGDEN, UT	000688700	PDM1324	C22F0300504B 1	A

5.60.10.7.3.1. When the counts reconcile, the counts will be input into DSS (PE3H screen, ENTER INVENTORY COUNTS) by a qualified NSF DSS user.

5.60.10.7.3.2. When the counts do not reconcile, a different inventory team will be dispatched to the location where the discrepancy exists to perform a second count. If that second count reconciles, the count will be input into DSS (PE3H screen).

5.60.10.7.3.3. When the second count does not reconcile, the NWRMAO will accompany the inventory team to the location and determine the cause of the discrepancy and resolution. Counts that cannot be reconciled will be processed in accordance with DAFMAN 20-110 procedures for causative research and potential inventory adjustment.

5.60.11. Inventories in Depot Organic Maintenance.

5.60.11.1. These procedures outline the process to accomplish the world-wide inventory of NWRM items in depot organic maintenance.

5.60.11.2. Maintenance Wing (MXW) personnel will inventory NWRM within their respective wing.

5.60.11.3. The AFMC Aerospace Maintenance and Regeneration Activity does not have any NWRM in repair and these procedures do not address any NWRM assets on an aircraft/end-item currently in storage at AFMC Aerospace Maintenance and Regeneration Activity.

5.60.11.4. For locations using multiple inventory teams, ensure local procedures are developed to identify NWRM disassembled for on-going maintenance actions to prevent duplication of count by inventory teams. Teams are highly encouraged to coordinate the performance of inventories to avoid duplication in counts.

5.60.11.5. NWRM that has been removed from a NHA as part of an on-going maintenance action are subject to inventory. These items will be captured on a new inventory count card and the remarks section of the count card will clearly identify these items as sub-assemblies of their associated NHA. Research will be conducted to determine the status of these items (e.g., to be reinstalled in the NHA or it is no longer required and will be turned in, demilitarized, etc.). These assets will be added to the inventory spreadsheet following the last entry under a heading “Part of Ongoing Maintenance Action.” The status of these assets (e.g., reinstalled in NHA, turned in) will be clearly identified in the comments section of the inventory spreadsheet for that item. These are not considered overages.

5.60.11.6. NWRM that are issued to a work order for repair of an NWRM NHA. These assets will be documented on a new inventory count card and the remarks section of the count card will clearly identify these items as sub-assemblies of the NHA they are a part of to include the work order number. These items will be added to the inventory spreadsheet with a comment stating these items will be installed in a NHA to include the work order number.

5.60.11.7. All maintenance holding areas (courtesy stores) will be inventoried, NHA only.

5.60.11.8. Items in the maintenance repair organization (MRO) will not be frozen for this inventory.

5.60.11.9. Inventory data will consist of physical location, SOS, NSN, Condition Code, Serial Number, and an on-hand accountable balance.

5.60.11.10. Researching an out-of-balance scenario. Each situation may be unique, but there are common circumstances that could cause an out-of-balance scenario.

5.60.11.10.1. Verify/validate, conduct research in the following areas for any discrepancies noted.

5.60.11.10.1.1. Check the RINA screen in D035K for condition code Z in- transits, check the scheduling workbooks to verify all returns have been processed, etc. See process for more avenues that could cause an out-of- balance scenario. When the verifying individual does not have D035K access, the NSF RIM will check D035K information.

5.60.11.10.1.2. Transaction history in D035K.

5.60.11.10.1.3. Due-In for Overhaul (DIOH) Returns (document identifier D6M, condition code Z in-transits).

5.60.11.10.1.4. Due-In for Overhaul (DIOH) Issues (document identifier D7M, condition code Y in-transits).

5.60.11.10.1.5. Wash-post transactions.

5.60.11.10.1.6. The missing item may be in awaiting parts storage (AWP) area, which should be checked accordingly.

5.60.11.10.1.7. Review scheduling workbooks for process routes (paint shop, etc.) and match NSN against the WCD.

5.60.11.10.1.8. Look for exceptions in G042A, G004L and D035K.

5.60.11.10.1.9. Look for found on base (FOB) receipts.

5.60.11.11. If discrepancy cannot be reconciled, inventory will complete an AFMC Form 37, Inventory Research Worksheet. An inventory adjustment will not be taken by inventory team.

5.60.11.12. Forward AFMC Form 37 to Wing NWRMAO for further research or action.

5.60.11.13. The NWRMAO will continue causative research, if required, and forward AFMC Form 37 to the IM for adjustment action.

5.60.11.14. Inventory adjustments and Financial Liability Investigation of Property Loss (FLIPLs) will be passed to the IM for processing.

5.60.11.15. The IM will coordinate with AFMC Item Manager (RIM) to process any adjustments.

5.60.12. Planning and Performing Inventories in Contractor Facilities.

5.60.12.1. Close and early coordination between the NWRMAO, AFNWC Program Offices, IM, Production Management Specialist (PMS), ALC Contracting (PK), the

Defense Contract Management Agency (DCMA), AFMC, and NTCC is essential to ensure full understanding and cooperation from all involved parties to include the contractors possessing Government owned NWRM at their facilities.

5.60.12.2. NWRMAO:

5.60.12.2.1. Assigns an IO that has a basic understanding of the items to be inventoried.

5.60.12.2.2. Provides the IO blind inventory count cards that contain the NSN and location of NWRM as well as an inventory spreadsheet sealed in an envelope that is to be used during the reconciliation.

5.60.12.2.3. Coordinates with the CO at least 30 days prior to the inventory, to notify the contractor that the inventory will be taking place.

5.60.12.2.4. Through the contracting officer, instructs contractors to stop movement of assets and freeze assets as well as reduce transaction processing to mission essential transactions to align with the inventory freeze dates provided by AFMC. The contractor will provide the inventory team documentation of all transactions processed after the data pull upon arrival at the contractor's facility.

5.60.12.3. PMS (AFNWC) works with the IM to ensure the inventory team has all the necessary information/data to facilitate a successful inventory.

5.60.12.4. The CO:

5.60.12.4.1. Acts as a liaison to the contractor to ensure full understanding and compliance with the inventory requirements.

5.60.12.4.2. Ascertains if special access/security clearances are required for access to contractor facilities.

5.60.12.4.3. Coordinates specific dates for the inventory and forward a formal written notification to the contractor.

5.60.12.4.4. Contact DCMA for inventory support as necessary.

5.60.12.5. The IO is responsible for planning the inventory, conducting the inventory, performing the inventory reconciliation, and conducting any causative research at the contractor facilities where the inventory took place, and report inventory results as prescribed by AFMC in this document.

5.60.12.5.1. Ask the contractor if they are aware of other AF owned NWRM at their facilities. These assets will be inventoried in accordance with DAFMAN 20-110 and this manual.

5.60.12.6. The Government is responsible to perform the inventory along with the IO will be familiar with AF inventory procedures.

5.60.12.7. Program Manager is responsible to coordinate with the CO to ensure all contracts include the necessary contract language outlining the requirements for semi-annual 100% NWRM inventories.

5.60.12.8. At larger contractor locations where a DCMA representative is assigned, DCMA may act as a liaison between the contractor and the inventory team to verify the contractor's stated location of previously un-located items. At contractor facilities where no DCMA representative is assigned, the regional DCMA office acts in an advisory capacity supporting where practical.

5.60.13. Reconciling Inventories.

5.60.13.1. Serial number validation. Since NWRM are serialized, it is essential that serial numbers from the blind inventory count cards are verified against the accountable record to ensure 100% accountability. Asset identification info (NSN, serial number, condition code) from the blind inventory count cards will be validated against both the AFMC provided inventory spreadsheet and the system accountable record to ensure all data matches. If there is a discrepancy, research must be conducted to resolve the error.

5.60.13.2. Completion of the inventory spreadsheet. Blind inventory count card data for assets on record will be transferred (electronically) to the inventory spreadsheet in the appropriate columns to the right of the pre-existing data. Blind inventory count card data for assets gained (receipts, returns) or in the Cargo Movement will be added in the first blank line at the bottom of the inventory spreadsheet. Ensure explanations for record balance loss asset movements are recorded in the comment's column for each specific serial number.

5.60.13.3. If physical count does not match accountable records and inventory spreadsheet, research must be performed in accordance with researching inventory discrepancy procedures in this section and full supporting documentation provided in DAFMAN 20-110.

5.60.14. Researching Inventory Discrepancies.

5.60.14.1. The NWRMAO must research, identify, and correct, or initiate action to resolve, the cause of all inventory discrepancies. (T-1) If the input inventory count does not match the accountable records balance, a physical recount is required to validate the initial count. The inventory team will recount the item using the procedures in this document and record the results on new inventory count card(s). The NWRMAO will then use the NWRM inventory count card(s) and inventory spreadsheet to reconcile the inventory to the accountable record. (T-1)

5.60.14.2. If the recount does not resolve the discrepancy, pre-adjustment research is required. Pre-adjustment research is performed to verify that the system balance is correct. The NWRMAO will perform a complete review of all transactions to include supporting documents and catalog changes, shipping discrepancies and unposted/rejected documentation since the last inventory to validate the system balance and determine if a discrepancy between that balance and the count exists. (T-1) If a potential discrepancy (gain or loss) is discovered and cannot be resolved, notify the NTCC and initiate a Financial Liability Investigation for Property loss IAW DAFMAN 20-110. Pre-adjustment research is complete when the system balance is verified to be correct, or the adjustment quantity is determined.

5.60.14.3. If upon completion of pre-adjustment research, an inventory adjustment is required, the IM, the NTCC, and MAJCOM A4R must be notified within 24 hours and

provide inventory adjustment documentation for IM approval. The inventory adjustment documentation must be certified by the NWRMAO and approved by the appointing official (Wing/CC) per DAFMAN 20-110. IMs must obtain approval from the first Flag Officer/Senior Executive Service level in their chain of command prior to performing or authorizing the inventory adjustment transaction. The adjustment that results will change the system balance to match the final definitive count.

5.60.14.4. Causative research must be performed on all discrepancies, resolved and unresolved, identified because of an inventory IAW DAFMAN 20-110. (T-0) The purpose of causative research is to identify the root cause of any inventory discrepancy.

5.60.14.5. NWRMAO has 30 days to complete causative research IAW DAFMAN 20-110 and provide the results to the IM, the NTCC, and MAJCOM A4R. At a minimum, ensure the causative research and any other required supporting documentation is sent to the first Flag Officer/Senior Executive Service in the owning organization's chain of command for approval.

5.60.14.6. A resolved discrepancy is any discrepancy that is correctable by (re)processing a transaction to correct the system balance (thus bringing count in line with balance). An unresolved discrepancy is any discrepancy that cannot be corrected by (re)processing a transaction to correct the system balance.

5.60.15. Analyzing and Reporting Inventories.

5.60.15.1. The NWRMAO or MASO of units participating in the semi-annual NWRM Worldwide Inventory (WWI) will submit the following products to their respective MAJCOM NWRM POC:

5.60.15.1.1. A Certificate of Inventory signed by the NWRMAO or MASO, Inventory Officer and the Verifying official. (T-1)

5.60.15.1.2. An Inventory sheet signed and dated by the Inventory Officer and Verifying Individual reflecting the final counts. Note: All discrepancies will be identified (loses or gains, and inventory mismatches). (T-1)

5.60.15.2. MAJCOM POCs will quality check/review unit submitted inventory documentation. Consolidate information and submit an inventory documentation package to NTCC within 30 calendar days after the last day of inventory.

5.60.15.2.1. A certificate of Inventory signed by the NWRMAO or MASO, Inventory Officer and the Verifying Individual.

5.60.15.2.2. An Inventory sheet signed and dated by the Inventory Officer and the Verifying Individual reflecting the final counts. Note: All discrepancies will be identified (losses, gains, and inventory mismatches). Inventory sheets submitted by NWRMAOs or MASOs must include signatures from MAJCOM A4R for ILS-S/ELMS managed assets or MAJCOM A4W (or equivalent) for TICMS managed assets. MAJCOM signatures are an acknowledgment of the inventory review and the results of their respective units. (T-1)

5.60.15.3. When out of balance condition was discovered during inventory, the NTCC will remove the 'N' freeze code via NWRM Freeze Code Load or Delete and submit a Special Inventory Interrogation.

5.60.15.4. The NTCC will update the DOLIs upon proper notification from the owing MAJCOM indicating inventory completion at their individual units. Note: DOLI processing will not occur for NSNs at the unit until DAFMAN 20-110 mandated Discrepancy or FLIPL processing is complete.

5.60.15.5. NTCC will provide discrepancies requiring inventory adjustment to AF/A4L NLT 1 January for the previous year semi-annual inventories.

5.61. Adjustment Procedures.

5.61.1. Provides instructions to adjust the accountable balance for unresolved discrepancies when there is a difference between the quantities of assets on hand and the quantity shown in the accountable balance.

5.61.2. The identification of a potential inventory variance (gain or loss) on a classified item constitutes a potential compromise of classified information and will be reported immediately upon discovery in accordance with AFMAN 17-1302-O. See DAFMAN 20-110 for additional reporting requirements for NWRM.

5.61.3. Inventory variances are discovered during Complete or Special inventories or upon the processing of a Special Inventory Input (see ILS-S User's Manual).

5.61.4. Processing a Special Inventory Input may create both a decrease and an increase inventory adjustment record. These adjustments appear as separate entities on the Consolidated Inventory Adjustment Document Register, M10/NGV836.

5.61.5. Adjustment Documentation

5.61.5.1. Adjustments research will be documented using AF Form 12, Supply Inventory Research Worksheet.

5.61.5.1.1. AF Form 12 is used to provide justification and authentication for the adjustment of the physical inventory and accounting records. AF Form 12 will be signed by the certifying and approval officials prior to processing adjustment. The LRS Commander or the LRS Materiel Management Officer must sign all Establish/Terminate output documents. The LRS Materiel Management Officer may delegate authority to the Equipment Management Supervisor to sign the output documents during absence. (T-1)

5.61.5.1.2. The certifying official will be the person who performed the inventory research or lead researcher if team performed the research. The approving official will be the Materiel Management Flight Superintendent/OIC. The certification signature certifies information on the AF Form 12 as accurate and all applicable research was conducted. Note: Adjustments for NWRM require more stringent research and approval classification authorization in accordance with this manual.

5.61.5.1.3. Once adjustment is processed, the IAD document number and transaction number will be annotated on the AF Form 12 and form will be filed with the M10 along with all supporting documentation.

5.61.5.2. Supporting documentation for organizational supplies and equipment:

5.61.5.2.1. Organizational supplies and equipment encompass any items stored and managed outside of LRS, e.g., Equipment/SPRAM, DIFM, RSP, Supply Point, etc.

5.61.5.2.2. For losses that do not meet financial liability criteria, organizational commander will draft a memorandum summarizing research conducted, suspected cause of variance, and corrective actions taken to prevent further reoccurrence. Memorandum will be attached to AF Form 12 as supporting documentation.

5.61.6. Automatic Inventory adjustment guidance.

5.61.6.1. The dollar value for automatic inventory adjustment, computed by multiplying the adjusted quantity by the MAC, is within the following limits:

5.61.6.1.1. Pilferable items less than $100.00.

5.61.6.1.2. Controlled item code "U", unclassified items less than $1,000.00. Note: Items with controlled item code "7", although considered unclassified for storage and handling purposes, require research prior to adjustment. The loss, theft, unlawful disposition, or recovery of an item in this category will be investigated IAW DLM 4000.25-2 and DoDM 7200.10. (T-0)

5.61.7. Inventory Research. The objective of inventory research is to identify causes for out of balance conditions. Specific types of errors can include errors in inventory counts, transaction processing, and transactions that may not have been posted to the recap sheet. As a minimum the following research will be conducted:

5.61.7.1. 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.

5.61.7.2. Pre-adjustment research will occur on all adjustments that do not meet automatic adjustment criteria. Pre-adjustment research is a review of potential discrepancies, which involves the review of all transactions to include supporting documentation: catalog change actions, shipment discrepancies, and un-posted or rejected documentation occurring since the last completed inventory; the last location reconciliation which included quantity; or back one year whichever is sooner. The purpose of pre-adjustment research is to determine the correct balance. Pre-adjustment research ends when the balance has been verified or the required adjustment quantity has been determined.

5.61.7.2.1. For unclassified and pilferable assets, the maximum time to complete pre-adjustment research is 7 calendar days.

5.61.7.2.2. For NWRM, Sensitive and Classified assets, the maximum time to complete pre-adjustment research is 5 calendar days.

5.61.7.3. Causative research will be accomplished for all pilferable items valued over $100, all other controlled items, DIFMs, and adjustments greater than $1,000. The purpose of causative research is to identify, analyze, and evaluate the root cause of inventory discrepancies with the aim of eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after a thorough review of the transactions, no conclusive findings are possible.

5.61.8. Inventory Analysis. An analysis will be made of inventory adjustments that have been processed and potential variances resolved. Analysis can reveal trends that can be a valuable

tool toward gaining effective asset control by identifying areas of current and potential high loss. Inventory Analysis will be performed monthly to accomplish the following:

5.61.8.1. To identify failures in the control systems so improvements can be made.

5.61.8.2. To reduce similar discrepancies in the future.

5.61.8.3. To evaluate indicators of trends or system problems for corrective action.

5.61.8.4. To ensure that the proper inventory adjustments and proper controls were asserted.

5.61.8.5. To ensure actions required for inventory adjustment of AF items with a security classification were followed.

5.61.8.6. For areas with a high rate of inventory adjustments, extra controls will be instituted selectively by the LRS APO or equivalent. These controls will include:

5.61.8.6.1. Additional research to identify systems/operational deficiencies causing an inventory adjustment, high loss items and possible pilferage.

5.61.8.6.2. Initiation of a FLIPL.

5.61.8.6.3. Disciplinary action as required.

5.61.8.6.4. Establishment of studies and action items to correct deficiencies.

5.61.8.6.5. Elevation of levels authorized to review, certify, and approve inventory adjustments.

5.61.8.6.6. Referral of systems problems to higher echelons with recommended solutions.

5.61.8.6.7. Follow-on actions of analysis.

5.62. Special Purpose Recoverables Authorized Maintenance (SPRAM).

5.62.1. SPRAM assets. SPRAM assets are ERRCD code “XD”/ “XF” items used by maintenance to perform functions such as detecting or isolating a fault, calibrating or aligning equipment, -21 T.O. authorized items (not spares) such as alternate mission equipment (AME), shop standard spares, training spares, test station spares and stand-alone spares. This section is applicable to AF activities providing or employing SPRAM. Note: The exclusion of -21 TO items in the SPRAM program is optional when the owning MAJCOM is using other methods to maintain accountability and visibility. The owning MAJCOM must provide the central IM an annual update of asset position.

5.62.1.1. SPRAM AME/NIE. Alternate Mission Equipment (AME) is utilized to adapt the aircraft for a specific mission requirement. All aircraft AME and non-installed Normally Installed Equipment that is not assigned to an aircraft (ex. spare/golden gun systems) will be tracked as SPRAM.

5.62.1.2. Unit’s must inform Lead Command functional area of any unserviceable SPRAM AME/NIE that is repairable and requires turn-in to the repair cycle.

5.62.1.3. The R25 listing will be used to track SPRAM AME/NIE by serial number, in the approved MIS (i.e. IMDS).

5.62.2. SPRAM management. SPRAM assets are managed on detail records accounted for by LRS/Materiel Management Activity. This ensures additional SPRAM assets are procured if requirements exceed asset availability. Recoverable assets accounted for by a different method, such as supply points, do not require transfer to SPRAM details. SPRAM flag is a code used to identify the types of requirements authorized for retention of SPRAM assets.

5.62.3. Requirements and Funding.

5.62.3.1. SPRAM requirements for aircraft maintenance/Cost per Flying Hour (CPFH) programs, replacement, and replenishment will be funded by the appropriate Funds Holder. The AFMC/A4F CAM office is the Funds Holder for all active-duty AF MAJCOMs (excludes AMC TWCF and Air Force Special Operations Command (AFSOC)).

5.62.3.2. The Air National Guard, Air Force Reserve Command, AFSOC and AMC (C-5 and C-17) are responsible for their individual SPRAM/Flying Programs. All other (i.e., non-flying hour) replacement/replenishment SPRAM requirements will be paid for by the owning MAJCOM or using organization. Materiel Systems Division charges Exchange Price if a carcass is returned, otherwise the Standard Price will be charged.

5.62.3.3. Exceptions.

5.62.3.3.1. “XF3” items are not on SPRAM details unless MAJCOM or a higher authority so directs for a specific program.

5.62.3.3.2. SPRAM assets may satisfy MICAP requirements. SPRAM requirements will not be misused to routinely fill MICAP requirements.

5.62.4. Adding/Deleting SPRAM Authorizations.

5.62.4.1. Recommendations to add, change, or delete SPRAM authorizations are submitted by the requesting organization via letter to the EAE. Request will include NSN, nomenclature, ERRC, unit price, quantity, SPRAM Flag, SRD, detail number (if applicable), and a statement of funding availability. Additions or increases require justification such as TO references, maintenance directives, correspondence, etc.

5.62.4.1.1. Computation method. The method for computing the additional SPRAM authorized quantity should be included in the justification. Example: If a maintenance directive states that a quantity of two SPRAM assets is required per aircraft and 24 aircraft are assigned to the base, then the SPRAM quantity authorized under this justification would be 48.

5.62.4.1.2. Approval. All SPRAM T.O. listed requirements will have each request for changes to SPRAM authorizations be approved by the respective group commander (or equivalent) and forwarded from the EAE to applicable FAM. (T-2) The Operations Group and Maintenance Group Commanders (or equivalent) may delegate SPRAM approval authority to the squadron commanders. Delegation below that level is not authorized. Note: NWRM SPRAM approval authority will not be delegated.

5.62.4.1.2.1. Any authorization variances outside of T.O. requirements that meet the SPRAM definition in 5.62.1 (i.e. negative/positive quantities, fault isolation spares, shop standard spares, training spares, alternate mission equipment, test station spares, stand-alone spares) will have locally approved requests forwarded to the MAJCOM FAM (or equivalent) for IM/PM coordination and FAM approval.

If approved, the FAM forwards to the Lead Command FAM for final approval, if applicable. Approved requests will be forwarded to the EAE for further distribution to the supported activity.

5.62.4.1.2.2. Disapproval at any level warrants the return of the request with reason for the denial to the initiating activity.

5.62.4.1.2.3. SPRAM requests for entities where the SPM is also the requester, (e.g., Cryptologic and AFLCMC/HNC; Remote ReKey (RRK) program; Intercontinental Ballistic Missile (ICBM) Systems Directorate), will be approved by the SPM's delegated authority and will be accompanied with the delegation letter. (T-1)

5.62.4.1.2.4. Requests for the following RDT&E activities may be locally approved by the Logistics Branch Chief (or equivalent) in lieu of Group Commander and may be delegated to the Senior Materiel Leader. IM/PM approval is required: (T-2)

5.62.4.1.2.4.1. DoD & Space Test Programs

5.62.4.1.2.4.2. AF Research Laboratory (AFRL).

5.62.4.1.2.4.3. Air Force Institute of Technology (AFIT) School of Engineering (for master and doctorate thesis and for faculty research).

5.62.4.1.2.4.4. National Air and Space Intelligence Center (NASIC) for AF/A2.

5.62.4.1.2.4.5. Major Range and Test Facilities.

5.62.5. Documentation. A copy of each letter requesting changes to SPRAM authorizations must be maintained by the EAE in a folder along with the current SPRAM listing and the custodian appointment letter until the authorization is deleted and new signed inventory is on file. The letters requesting SPRAM changes must be retained until the authorization is deleted.

5.62.5.1. Review. All SPRAM authorizations will be reviewed annually and certified as valid. Certification occurs during the annual SPRAM inventory and may be noted on the approved SPRAM listing. (T-1)

5.62.6. Load, Change, Delete SPRAM Detail Records. For IT specific guidance use the ILS-S User’s Manual.

5.62.6.1. EAE personnel load, change, and delete SPRAM detail records using the Load, Change, Delete SPRAM Detail Record input (see ILS-S User’s Manual for the input format).

5.62.6.2. Load. The following are applicable:

5.62.6.2.1. Use any terminal for the load, change and delete SPRAM detail record input. However, any input through a satellite terminal function must be for that specific satellite system designator.

5.62.6.2.1.1. Load the item record for the applicable system designator, if required.

5.62.6.2.1.2. Check the Issue Flag box Enter on the load, change and delete

SPRAM detail record input to call the issue program. Assets will either be issued from the item record serviceable balance or due-outs will be established.

5.62.6.2.2. Change. Change the special purpose asset detail as follows by processing load, change, and delete SPRAM detail record input with a "C" in the Action Cd field.

5.62.6.2.2.1. Authorized quantity. Do not decrease the authorized quantity below the total quantity on hand for the prime and all substitute detail records prior to turn-in.

5.62.6.2.2.2. Item code. To realign the prime/substitute relationship in a group, change the existing substitute record to the prime record or add a new prime authorization. If making this realignment, the existing prime is changed to a substitute if an on-hand quantity exists. If the on-hand quantity is zero, the program deletes the detail substitute.

5.62.6.2.2.3. Type SPRAM flag. Input the type SPRAM flag on the prime authorization. This input changes all detail records with the same document number and system designator.

5.62.6.2.2.4. SRD. A valid SRD must be entered on the prime detail record. This input will update the prime and sub detail of the SPRAM asset.

5.62.6.2.3. Delete. Delete a special purpose asset detail record when all on hand balances are 0 by processing the load, change and delete input with a "D" in the Action Cd field if the on-hand balance equals zero. SPRAM detail record cannot be deleted when either the prime (item code P) or substitute detail records are not zero.

5.62.6.2.4. Inquiry. Inquire a special purpose detail record by processing a load, change and delete SPRAM detail record input with an "I" in the Action Cd field. The only data elements required to inquire a SPRAM detail is TRIC, action code, stock number, system designator and document number.

5.62.7. Manage/maintain SPRAM Management Products.

5.62.7.1. The SPRAM Report Listing:

5.62.7.1.1. Provides a listing of all items authorized, on hand, and due-out for those organizations authorized SPRAM assets.

5.62.7.1.1.1. Serves as a custody receipt and authorization certification document and is signed by the custodian that performed the inventory and organization commander and filed in the Master and Custodian SPRAM Jacket files.

5.62.7.1.1.2. Provides equipment inventory count inputs for the inventory of SPRAM assets.

5.62.7.1.2. Daily Document Register (D04). The Daily Document Register provides the SPRAM custodian with a daily recap of all transactions affecting the SPRAM account in document number sequence. Maintain the Daily Document Registers until receipt of an updated and signed SPRAM Report Listing. Custodian will maintain D04 listings (electronic) identifying transactions effecting the account until a new signed SPRAM Report Listing is filed in the Custodian Jacket File.

5.62.7.1.3. Priority Monitor Report and Due Out Validation Listings. Maintain current copies of the Priority Monitor Report and Due out Validation Listings until superseded.

5.62.7.1.4. Custodian Request Log. Maintain a copy of a custodian request log with suspense and completed documentation submitted to LRS within the Custodian Jacket File. Completed documentation (other than authorization requests) may be disposed upon receipt of a new SPRAM Report in accordance with the Air Force Records Disposition Schedule (RDS).

5.62.7.1.5. Supporting Documentation. Maintain supporting documentation for SPRAM assets authorized on the account within the Master and Custodian Jacket Files. Note: Justification documentation will be validated annually and maintained on file until the SPRAM authorization is deleted. Maintain all copies of hand receipts, logs, letters, etc., used to identify assets stored or used outside the custodian's work center. Note: Justification documentation will be validated annually and maintained on file until the SPRAM authorization is deleted. Authorized document codes are as follows:

5.62.7.1.5.1. First digit:

5.62.7.1.5.1.1. M=Manual

5.62.7.1.5.1.2. R=Regulation

5.62.7.1.5.1.3. T=TO

5.62.7.1.5.1.4. L=Letter

5.62.7.1.5.1.5. C=Message

5.62.7.1.5.1.6. O=Other

5.62.7.1.5.2. Second Digit

5.62.7.1.5.2.1. U=Headquarter USAF

5.62.7.1.5.2.2. M=MAJCOM

5.62.7.1.5.2.3. A=AFMC

5.62.7.1.5.2.4. L=Local

5.62.7.1.6. Records of Assets Off-Base. Maintain all records of SPRAM assets that accompany end-items (e.g., aircraft, test stations, etc.) off-station for other than deployments. Maintain a copy of the correspondence directing the movement of the assets with applicable model and serial numbers. If end-items return without the SPRAM assets, the depot or using location will be tasked to return the assets, provide a replacement, or accept accountability. Coordinate with the EAE to process returns and shipments to the gaining location, if required. Maintain copies of returns and shipment documentation until an updated SPRAM Report Listing is approved and filed.

5.62.7.1.7. Relief of Accountability Documentation. Maintain all copies of documentation requesting relief of accountability for assets lost, damaged, or destroyed until updated SPRAM Report listing reflects all actions have been completed and the SPRAM Report Listing is signed and filed.

5.62.8. Maintain SPRAM Custodian File.

5.62.8.1. Purpose: To explain the procedures for maintaining the SPRAM Custodian File.

5.62.8.2. The EAE maintains a Master SPRAM File on each account where SPRAM authorization approval has been given. The file is made up of the following mandatory items. The same mandatory items, as well as additional identified below will be maintained by the SPRAM custodian within the Custodian Jacket File to maintain the status of the SPRAM account. Files will not include anything other than what is listed in each tab unless approved by MAJCOM/A4. The SPRAM Jacket File will be maintained separate from the Master CIR Jacket File.

5.62.8.2.1. Tab A – Memorandums and Certificates.

5.62.8.2.1.1. Signed custodian appointment.

5.62.8.2.1.2. SPRAM request change letters, e.g., letter requesting for a change to existing authorized quantities, etc.

5.62.8.2.1.3. SPRAM training certificate(s). Training certificates issued from the respective EAE.

5.62.8.2.2. Tab B – Current File.

5.62.8.2.2.1. Current signed SPRAM Listing with original or digital (CAC) signatures from the custodian that performed the inventory and organization commander.

5.62.8.2.2.2. Any current/pending transfer or deployment documentation relating to SPRAM assets.

5.62.8.2.2.3. AETC Form 120, Training Equipment List, or AETC Form 120A, FTD Training Equipment List, and cover letter for all AETC sponsored training organizations.

5.62.8.2.3. Tab C – Information File.

5.62.8.2.3.1. Memorandum from organization commander requesting an extension to current SPRAM Inventory requirements. Note: Extensions are not authorized for SA/LW.

5.62.8.2.4. Tab D – Listings and Logs (Custodian Jacket File only)

5.62.8.2.4.1. Daily Document Register (D04).

5.62.8.2.4.2. Priority Monitor Report and Due Out Validation Listing.

5.62.8.2.4.3. Custodian Request Log.

5.62.9. Deploy/Transfer SPRAM Assets.

5.62.9.1. Purpose: To explain the deployment/transfer of SPRAM procedures.

5.62.9.2. A deployment is the temporary movement of assets from the home base to another location or base with accountability remaining at the home station. A transfer is the movement of assets and accountability to another location or base. When it is necessary to deploy or transfer SPRAM assets, the SPRAM custodian must provide the EAE a listing of all items to be transferred or deployed indicating the duration, location, and any special actions required. The custodian determines if any requirements on order at the time of

transfer action should remain on-order or be cancelled. NOTE: SPRAM assets will not to be loaned to another location or base.

5.62.9.2.1. Authority to Deploy or Transfer. The organization commander possessing the SPRAM assets has the authority to deploy or transfer SPRAM assets. However, for management purposes, MAJCOMs retain the authority to identify specific SPRAM assets that require MAJCOM approval before they are deployed or transferred.

5.62.9.2.2. Losing EAE. When directed by the MAJCOM to deploy or transfer SPRAM assets, the SPRAM custodian identifies the assets to the EAE. The losing EAE does the following:

5.62.9.2.2.1. List of assets. After receiving the deployment or transfer listing from the custodian, logistics plans, and appropriate staff agencies, finalize the lists of assets to be deployed or transferred.

5.62.9.2.2.2. Prepare the inputs necessary to deploy, return, or transfer the selected items (Equipment Deployment/Return Transaction/EAID Accountability Transfer/EAID Accountability Termination). Note: ELMS

5.62.9.2.2.2.1. Use the Equipment/SPRAM Single Item Deployment/Return Input to deploy or return single items.

5.62.9.2.2.2.2. Use Equipment/SPRAM Accountability Transfer inputs to transfer single items. Note: EAID Accountability Transfer, EAID Accountability Termination and Accountability Transfer transactions are not authorized for NWRM equipment. Contact the NWRM Transaction Control Cell for processing instructions.

5.62.9.2.2.2.3. Use EAID Accountability Termination inputs for group selection of assets for deployment, return, or transfer.

5.62.9.2.2.3. Shipping destination record. Ask Customer Support to load a shipping destination record for the ship-to Stock Record Account Number (SRAN). This provides a complete mailing address when shipping documents are output.

5.62.9.2.2.4. Multi-item custody receipt transfer. When the items selected for transfer will be moved as a complete unit to another Supply Equipment account, prepare the input to show that the transfer is made as a multi-item custody receipt transfer. This option is only available with group processing of assets for deployment, return, or transfer.

5.62.9.2.2.5. Single-item custody receipt documents. When the items selected for transfer will be shipped, transported, and received as individual items, use materiel management shipping documents. Transfers to non-Supply Equipment accounts are always made on materiel management shipping documents. Equipment Deployment/Return and EAID Accountability Transfer inputs will only produce materiel management output documents.

5.62.9.2.2.6. Cover letter. Prepare a cover letter to the gaining LRS APO and attach the following:

5.62.9.2.2.6.1. Shipping documents.

5.62.9.2.2.6.2. Item Record load/Load, Change, Delete SPRAM Asset Detail Records/ Accountability Transfer inputs (when produced by EAID Accountability Termination).

5.62.9.2.2.6.3. DD Forms 1348-6 related to L and P numbered items transferred.

5.62.9.2.2.7. Assets and quantities transferred. Forward to the gaining LRS APO MAJCOM a listing of the assets and quantities transferred.

5.62.9.2.2.8. Names of custodians. Obtain and keep the names of the custodians who will accompany the deployed or transferred assets and hand-carry the materiel management documentation.

5.62.9.2.2.9. Due-ins and due-outs. Determine if the losing EAE should cancel due-ins and due-outs or keep them in ILS-S. Before canceling due-ins and due-outs, consider such factors as urgency of need by the unit before and after transfer, avoiding excessive shipping costs, and the availability of the item from base sources.

5.62.9.2.3. Gaining EAE. When the deployed or transferred unit arrives at the new location, the gaining unit equipment custodian receives it and signs the resulting SPRAM Report Listing.

5.62.9.2.4. EAID Accountability Termination Input Options. Before processing EAID Accountability Termination input, EAE personnel must understand that the EAID Accountability Termination input has several options. For example, Item Record Load, Load, Change, Delete SPRAM Asset Detail Records, and Accountability Transfer inputs can be produced to load item records, establish special purpose assets detail records, and receive property. If a substitute item is deployed, manually prepare a Load, Change, Delete SPRAM Asset Detail Records to load a prime detail to ILS-S.

5.62.9.2.5. End Item Transfer. The following procedures apply when an end item(s) (aircraft/missile) is transferred to the AFMC Aerospace Maintenance and Regeneration Activity. Upon notification of an end item transfer, AFMC will terminate accountability for all installed support equipment, SPRAM assets, and "- 21" technical order assets. See Chapt. 11 for equipment procedures.

5.62.9.2.5.1. Assets Transferred On-Board with the Aircraft/Missile. EAID Accountability Termination documents will not be processed to FB/E2373 for aircraft/missile installed equipment when the aircraft/missiles are transferred to AFMC Aerospace Maintenance and Regeneration Activity for retirement/storage. AFMC will process the EAID Accountability Termination/EAID Accountability Transfer with documents produced from ILS-S for the losing base SRAN. Accountability Transfer documents will not be generated for installed Equipment assets located on board the aircraft or missile. The reason why accountability ended (aircraft transferred to AFMC Aerospace Maintenance and Regeneration Activity for retirement/storage, aircraft tail number) will be annotated on the EAID Accountability Termination EAID Accountability Transfer output documents from ILS-S. Copies of the EAID Accountability Termination /EAID Accountability Transfer terminations will be provided to the equipment custodian. Copy one is

filed in Document Control. Note: EAID Accountability Transfer, EAID Accountability Termination and Accountability Transfer transactions are not authorized for NWRM equipment. Contact the NWRM Transaction Control Cell for processing instructions. Instead of processing EAID Accountability Transfer, process the inventory adjustment with proper supporting documentation.

5.62.9.2.5.2. Assets which are shipped through transportation channels. Use non-direct shipments (not EAID Accountability Termination) according to procedures contained in **paragraph 5.23** of this manual to ship in-use spare assets not transferred onboard the aircraft/missile to AFMC Aerospace Maintenance and Regeneration Group for storage. Assets will be shipped to FB/E2373, mark for AFMC Aerospace Maintenance and Regeneration Activity, Davis-Monthan AFB, AZ. Shipment suspense details should not be generated.

5.62.9.2.6. Receive or transfer SPRAM. Use the Accountability Transfer input to process an issue to a special purpose asset detail record. It may be produced by EAID accountability termination processing or by manually preparing individual inputs for the input format.

5.63. Not Used.

5.64. Inspection and Related Operations.

5.64.1. Overview. Inspection operations include verifying identity, security classification, condition (as certified by maintenance inspectors), status, markings, tagging, and labeling of property at AF activities IAW DoDM 4140.01 and AFJMAN 23-210. (T-0) Note: Inspection Programs and Inspector Qualifications for Munitions Inspectors will be IAW DAFMAN 21-201, Munitions Management, TO 11A-1-10, Air Force Munitions Surveillance Program and Serviceability Procedures, Individual Item TOs, Air Force Qualification Training Package for Munitions Inspector Qualification and Certification (2W0X1), and the Air Force Specialty Code 2W0X1 Career Field Education and Training Plan (CFETP).

5.64.2. Chief Inspector (LRS/Materiel Management Activity). Chief Inspectors are responsible for identifying, monitoring, testing, protecting, and preserving warehouse stock for the LRS APO.

5.64.3. LRS Limited Inspector (LRS/Materiel Management Activity). The Chief Inspector may authorize personnel to perform some duties designated as inspection functions. The limited authority must be identified in writing by the chief inspector. Inspection duties are decentralized to various asset management functions within LRS requiring inspection actions.

5.64.4. Inspector qualification requirements. The following are minimum basic requirements considered to be essential for the individual to adequately perform duties and responsibilities of a materiel management inspector. Inspectors must:

5.64.4.1. Have functional knowledge with the use of TOs, stock lists, parts catalogs, and specifications to determine the completeness or condition of an item.

5.64.4.2. Have a working knowledge of the applicable accounting systems used at the activity where the inspector is assigned to assure the proper processing of condition/identity changes.

5.64.4.3. Know who is the functional inspector for specialized areas such as: fuels/lubes, lumber, munitions, weapons, small arms, preservation, and packing, etc.

5.64.5. Authorized Inspectors and their general responsibilities.

5.64.5.1. The AF quality control representative is the quality control inspector directly responsible for government quality control functions at a particular facility or group of facilities, who is authorized to inspect and accept supplies and services for the government.

5.64.5.2. A maintenance inspector is a person authorized by the Maintenance Group/CC, or designated representative, of an AF organization or activity to perform inspection functions IAW TO 00-20-3, Maintenance Processing of Reparable Property and the Repair Cycle Asset Control System. (T-1)

5.64.5.3. The materiel management inspector is a person authorized to perform the following inspection functions:

5.64.5.3.1. Establish and maintain the final identification and classification of all property received, stored, issued, or shipped.

5.64.5.3.2. Identify property known or suspected to be damaged or to have deteriorated or corroded during use, storage, or shipment.

5.64.5.3.3. Ensure that re-inspection dates prescribed by TOs are properly computed and entered on the applicable tags or labels or are included on the marking used in lieu of such tags and labels to identify property received, stored, issued, or shipped by a supply activity.

5.64.5.3.4. Accept or reject property received on local purchase orders or contracts requiring inspection or acceptance at destination.

5.64.5.3.5. Ensure documentation accompanies all property received, stored, issued, and shipped by a Materiel Management Activity, and directed condemned property when such action is prescribed by directives of higher authority.

5.64.5.3.6. Establish and maintain inspection controls on materiel within the TO compliance (TOC) category to ensure that inspection dates will permit the availability of serviceable stock. Note: When condition status is in question or when the serviceable tag has been lost, defaced, or obliterated and not chargeable to the originator of the shipment, the logistics inspector/personnel must bench check the assets through authorized maintenance personnel to determine final condition. Under no circumstance will logistic inspectors/personnel sign documentation attesting the property condition when its status is questionable.

5.64.6. Inspection Program.

5.64.6.1. COSIS Inspection Program. The Chief Inspector will conduct an overall COSIS inspection for each warehouse IAW AFMAN 23-125, Table 1. The Chief Inspector will schedule, conduct, and provide reports of the COSIS inspection program. Copies of the COSIS inspection report will be provided to the inspected activity to accomplish corrective actions.

5.64.6.2. Inspection personnel will then perform a follow-up inspection within 10 days to ensure discrepancies were corrected. These discrepancies will be briefed to the LRS APO

or designee until resolution. Forward copies of COSIS report to LRS/QA. QA will brief the Commander or equivalent of any issues and load any deficiencies in LEAP for tracking purposes.

5.64.7. General Requirements for Inspection and Related Operations.

5.64.7.1. Marking, Tagging, Labeling. General Requirements for marking, tagging, labeling, (Reparable) Items, and Incoming Shipments are outlined in MIL-STD-129, Military Marking for Shipment and Storage, and MIL-STD-130N. This guidance will be followed by AF activities and contractors. (T-2) To explain standard AF methods and procedures for inspection and related operations which include verifying identity, condition (as certified by maintenance inspectors or obvious physical damage) and status marking, tagging, and labeling of property at U.S. AF activities. The contents of this chapter also include special storage and handling to include condition and identity changes of materiel and are applicable to all activities unless prescribed otherwise in the individual section.

5.64.7.2. Barcode labels, machine/human readable markings, labels, or tags are for identification purposes only. Identification on the outside container must match the DD Form 1348, DoD Single Line-Item Release/Receipt Document, or DD Form 1348-1A, Issue, Release/Receipt Document. If the outside container does not match the DD 1348/1A, the container must be opened to properly identify the item. If the actual property does not match the DD 1348/1A, follow Supply Discrepancy Report procedures. DD Form 1574, Serviceable Tag – Materiel or DD Form 1574-1, Service Label – Materiel, will be used to identify property and the remark field will contain the statement: ID PURPOSES ONLY. Materiel management personnel will not sign DD Form 1574/-1 stating the condition of an item.

5.64.7.3. Removal and Disposition of Tags and Labels. The Chief Inspector is responsible for the removal, replacement, necessary destruction, or obliteration of tags and labels unless otherwise required by applicable TOs or directives. Note: Excess property authorized for transfer to the DLA Disposition Service will not be retagged unless the property has in fact been properly condemned.

5.64.7.4. Authorized Forms. The materiel management inspector of the activity concerned will ensure all materiel is properly identified, and the legibility/permanence of the information is maintained on all forms as prescribed in TOs, MIL-STD-129 and MIL-STD-130N. (T-2) Forms for Turn-In(s). Identification and Condition: The applicable condition tag(s) will accompany all turn-ins and be placed on the outside of the container. All forms will be filled out completely with a legible signature from a certified maintenance inspector stating the identification of the asset and the condition.

5.64.7.5. Condition. Serviceable property will be accompanied with certification/condition paperwork (i.e., Federal Aviation Administration (FAA) Form 8130-3, Authorized Release Certificate, Air Worthiness Approval Tag, Certificate of Conformance, European Aviation Safety Agency Form 1, Authorized Release Certificate, Joint Aviation Authority (JAA) Form One, Authorized Release Certificate, Transportation Canada Civil Aviation (TCAA) Form One, Authorized Release Certificate, etc.) This includes the inspector's name/signature or the inspector's stamp certifying the condition of the asset on the outside of the container. DD Form 1574/-1 are acceptable forms of

certification/condition if signed or stamped by a Military Repair Station (MRS) by a Final inspector (FI) with a FI-MRS stamp; or the DD Form 1574/-1 is stamped 'CDA/FAA Type Certified repairable assets require a technical order or equivalent standard, that an asset is repaired and/or overhauled to, entered by repairing agency personnel to meet the intent of traceability/accountability in the event of a quality escape or deficiency'. If condition paperwork is not located on the outside of the container, but the item is properly identified, and no suspected damage is apparent; the accompanied DD 1348/1A will suffice as condition. Note: For FAA traceable aircraft reparable spares, the DD 1348/1A will not suffice as condition paperwork on its own; Federal Aviation Agency Form 8130-3 or international equivalent form (listed above) is mandatory. The DD1348/1A must be affixed to the outside container (packing slip) for tracing purposes. No further labeling/tagging or opening containers are required. Exception: Bulk assets will be stenciled when appropriate. When supplies are stenciled, standard required data contained on the DD Forms 1574/-1 (i.e., bulk items) will be used. (T-2)

5.64.7.6. Logistics personnel will not sign DD Form 1574/1574-1 certifying an asset as a serviceable condition item. Exception: Personnel certified in IPE tasks in the CFETP will sign DD Form 1574/1574-1 when applicable, after JSMLT inspections.

5.64.7.7. MIL-STD-129 and MIL-STD-130 prescribe identification marking requirements to be followed by contractors and AF activities. Serviceable items being received, stored, issued, or shipped must be identified either through original containers or subsequent containers. Example: 100 bolts are received into an account in one clearly identified package. A shipment for 10 bolts is requested from the same account. The materiel management technician would place the 10 bolts into another container (e.g., Baggie) then annotate the identification (NSN, Noun, Contract and Lot Numbers) and the quantity contents legibly on the new container prior to shipment, accompanied by the shipment s DD Form 1348-1/1A. DD Form 1574/1574-1 can be used to identify property if the remark field contains the following statement: ID PURPOSES ONLY.

5.64.7.8. The following actions will be performed:

5.64.7.8.1. Requirements for XD (Reparable) items:

5.64.7.8.1.1. Incoming Shipments:

5.64.7.8.1.1.1. Verify identification on the outside container matches DD Form 1348-1A or DD Form 1348-1A. If the outside container does not match the DD 1348-1/1A, the container must be opened to properly identify the item. If the actual property does not match the DD Form 1348-1A, submit a Supply Discrepancy Report (SDR)/Report of Discrepancy (ROD).

5.64.7.8.1.1.2. Ensure condition paperwork is located on the outside of the container. If condition paperwork is not located on the outside of the container but the item identification is matched and there is no suspected damage, the DD Form 1348-1A will suffice as condition paperwork. The DD Form 1348-1A must be affixed to the outside container for originator tracing purposes. No further labeling/tagging or opening containers are required. Exception: Items of sufficient size to make stenciling more appropriate due to outside storage and exposure to weather, or when stenciling is preferred by AF activities. When

stenciling is accomplished in lieu of tagging, the minimum information will be the data contained on DD Forms 1574/1574-1 (inspector's name/signature or the inspector's stamp certifying the condition of the asset on the outside of the container).

5.64.7.8.1.1.3. If serviceability or condition of property cannot be identified or is in question, an SDR must be processed prior to acceptance into ILS-S.

5.64.7.8.1.2. Incoming Returns:

5.64.7.8.1.2.1. Ensure DD Form 1574/1574-1 series tag is filled out and contains a legible signature from a certified maintenance inspector stating the identification of the asset and the condition is placed on the outside of the container. If DD Form 1574/1574-1 series tag is placed on the outside of the container no further labeling/tagging or opening of containers are required. Exception: Items of sufficient size to make stenciling more appropriate due to outside storage and exposure to weather, or when stenciling is preferred by AF activities. When stenciling is accomplished in lieu of tagging, the minimum information will be the data contained on DD Forms 1574/1574-1 series tag (inspector's name/signature or the inspector's stamp certifying the condition of the asset on the outside of the container).

5.64.7.8.2. FAA Form 8130-3, Authorized Release Certificate, Airworthiness Approval Tag.

5.64.7.8.2.1. FAA Form 8130-3 will accompany all serviceable traceable items. Exceptions: When FAA 8130-3 is not available, contractor/international forms (i.e., Air Worthiness Approval Tag, Certificate of Conformance, European Aviation Safety Agency (EASA) Form 1, Authorized Release Certificate, Joint Aviation Authority (JAA) Form One, Authorized Release Certificate, Transport Canada (TC) Form 1, Authorized Release Certificate, etc.) are acceptable. DD Form 1574/-1 are acceptable if stamped by a Military Repair Station (MRS) by a Final Inspector (FI) with a FI-MRS stamp or stamped 'CDA/FAA Type Certified repairable assets require a technical order or equivalent standard, that an asset is repaired and/or overhauled to, entered by repairing agency personnel to meet the intent of traceability/accountability in the event of a quality escape or deficiency'. Certification forms are not required for aircraft consumable spares (ERRCD XB3/XF3).

5.64.7.8.2.2. Inspecting FAA traceable items in storage. Inspection personnel will process a quarterly listing on all item's records assigned a FAA indicator code and ERRCD XD2. Inspection personnel will ensure all serviceable items have mandatory certification forms (listed in 5.64.7.5) visible on the outside of the container. Each packaged or unpackaged item will have the required certification forms. Items missing certification forms will not be stored, issued, or shipped to requesting organizations. Items missing certification forms will be removed from storage location, suspended on an unserviceable detail with condition code "J," and labeled using DD Form 1575 - Suspended Tag-Materiel.

5.64.7.8.3. General requirements for both reparable and expendable items:

5.64.7.8.3.1. Open packages with single items of supply received in vendor-sealed containers for additional inspections or tagging as to the condition and or identification when subjected to one or more of the following actions:

5.64.7.8.3.1.1. Property has been used; been rendered incomplete; suffered obvious or suspected damage, deterioration, corrosion; or had latent defects disclosed.

5.64.7.8.3.1.2. Condition or status of the property has been changed by direction of higher authority.

5.64.7.8.3.1.3. Identification of the property has been lost, defaced, or obliterated.

5.64.7.8.3.1.4. The container shows evidence of possible damage to the materiel, or the item history dictates inspection action is required regardless of pack.

5.64.7.8.3.1.5. When the maximum operating time of the item is limited and partial service life has been accrued, but the item is returned to serviceable stock after minor repair under TO 00-20-3, Maintenance Processing of Reparable Property and Repair Cycle Asset Control System.

5.64.7.8.3.2. For bare items utilize the item identity plate if available.

5.64.7.8.3.3. To validate identity of an asset cross reference the asset's part number with catalog records utilizing Master Item Identification System (MIICS) or Federal Logistics Data.

5.64.7.8.4. Original Containers affected by conversion to national stock numbers (NSNs) or superseded by new codes or NSNs:

5.64.7.8.4.1. Do not open solely for application of new Stock List Change data (SLC) while in storage.

5.64.7.8.4.2. Identify proper SLC data except in those instances when it is not economically feasible to remark each container in storage, due to quantity involved. In such instances, a sufficient quantity will be identified and re-tagged to facilitate issue and inventory. Mark the location adequately with the use of a bin card to indicate that some items have not been retagged. When issues or shipments are made, all items, unit packs, outside containers, or intermediate containers, will be marked with the current SLC data (MIL-STD-129).

5.64.7.8.5. Use the correct tag in accordance with TO 00-20-3 to prepare all authorized tags/labels.

5.64.7.8.6. Use MIL-STD-129 and MIL-STD-130 for marking and identification.

5.64.7.8.6.1. MIL-STD-129 provides the minimum requirements for uniform military marking for shipment and storage. Marking is the application of numbers, letters, labels, tags, symbols, or colors on containers or packaging to provide identification and expedite handling during shipment and storage.

5.64.7.8.6.2. MIL-STD-130 provides the guideline that requires product

identification nameplates, product identification labels, and product identification tags be designed in a specific way.

5.64.7.8.7. Metal tags specification MIL-P (USAF):

5.64.7.8.7.1. May be utilized to identify the contents of containers having only one line item and which are stored outside or being shipped overseas.

5.64.7.8.8. Metal embossing plates. May be utilized for applying item description and other data to forms, tags, labels, listings, etc., at AF installations where equipment is authorized and available.

5.64.7.8.9. Activity Supply Inspector. Ensures that all materiel received, stored, issued, or shipped is properly identified, and the legibility and permanence of the information contained on tags, labels, and other markings are maintained.

5.64.7.9. Condition and Item Management Data Changes. Changing the condition, identity, or item management data of assets may be needed under certain circumstances. The document flow for Document Flow for Condition/Identity Change (FCC or FCH) is described in ILS-S User's Manual, Condition Changes. Processing Condition Changes (FCC) is described in ILS-S User's Manual.

5.64.7.10. Suspect Materiel. Suspect Materiel. Air Force Discrepant Materiel Reporting Program (AFDMRP) will coordinate stock screen action requests received from DLA, Government Industry Data Exchange Program (GIDEP), the Joint Deficiency Reporting System (JDRS), AFMC Materiel Managers, Air Staff, etc.

5.64.7.10.1. AFDMRP will forward discrepant materiel notices to AFMC/AFSC/435 SCOS to initiate stock screen actions. AFMC/AFSC/435 SCOS will:

5.64.7.10.1.1. Maintain a SharePoint site to provide suspect item information for LRS/Materiel Management Activities (**https://usaf.dps.mil/teams/TMC919129/SitePages/Home.aspx**).

5.64.7.10.1.2. Query and determine which LRS accounts have the listed NSN loaded and load suspect materiel flag to item records.

5.64.7.10.1.3. Monitor suspenses to all LRS accounts affected by stock screen. Stock screen suspenses will be based on the Deficiency Report (DR) deficiency category (deficiency categories are defined in TO 00-35D-54, Table 1-2).

5.64.7.10.1.3.1. Stock screens of DR Category I (CAT I) will be completed immediately (NLT 2 workdays) and DR Category II (CAT II) within 10 workdays.

5.64.7.10.1.3.2. Stock screen actions will be completed and reported to AFDMRP within 3 workdays for CAT I and 20 workdays for CAT II DRs.

5.64.7.10.1.4. Track replies from affected units. Follow-up messages will be sent for overdue replies with additional messages sent to associated LRS/CC and parent MAJCOMs A4RM staff for replies not received within suspense date.

5.64.7.10.1.5. Freeze item/detail records for the affected stock numbers on overdue replies over 30 calendar days.

5.64.7.10.1.6. Compile results from all stock replies and forward information to AFDMRP once all accounts have completed screening actions. Results will include total discrepant items located, accounts reporting suspect materiel and final closeout date of the screen actions.

5.64.7.10.1.7. Collect additional reports from bases of discrepant materiel located/received after initial stock screen was conducted and forward this information to AFDMRP.

5.64.7.10.1.8. Maintain all stock screen notifications and screen results received from the bases until suspect flags or exception control data is removed.

5.64.7.10.1.9. Maintain a list of all current discrepant item stock screens on SharePoint site (**https://usaf.dps.mil/teams/11813/635SCOG/435SCOS/IntCtrl/Stock/SitePages/Home.aspx**) to support LRS units to manage their Materiel Suspect Code Listing.

5.64.7.10.1.10. Engage and coordinate with AFDMRP for any potential suspect/discrepant items identified by retail accounts, maintenance activities, or other sources outside of GIDEP and JDRS.

5.64.7.10.2. LRS/Materiel Management Activities will perform the following actions for stock screen of discrepant materiel:

5.64.7.10.2.1. Provide AFMC/AFSC/435 SCOS current contact names and/or offices to act on stock screen messages.

5.64.7.10.2.2. Unit POCs will enroll for alert notifications from the AFDMRP AFDMPO SharePoint (**https://usaf.dps.mil/teams/TMC919129/SitePages/Home.aspx**). Units will query ILS-S to determine if suspect stock number is loaded in their account.

5.64.7.10.2.3. If suspect NSN is loaded in their account, screen all supply assets (warehouse stocks and details) within the time frames listed above and provide information to AFMC/AFSC/435 SCOS. Replies will include number of discrepant items found and date stock screen actions were completed. Negative replies are required. Note: CAT I stock screens require immediate actions and replies.

5.64.7.10.2.4. Segregate and tag materiel as directed in the discrepant report provided. Disposition of discrepant items is generally contained in the discrepant report or provided by the DR contacts listed in the report.

5.64.7.10.2.5. Notify AFMC/AFSC/435 SCOS of additional discrepant items located/received after initial stock screen is concluded. Include date found, quantity, and source of discrepant items (i.e., depot/lateral shipment, maintenance returns, etc.)

5.64.7.10.2.6. Update the Materiel Suspect Code Listing and/or the Inspection Offline Checklist with NSNs identified by AFDMRP and/or listed on the AFMC Stock Screen Share-Point.

5.64.7.10.2.7. Remove suspect flag from items records after one year (unless

advised by AFDMRP to remove flag earlier).

5.64.7.10.2.8. Ensure personnel unit contacts are trained to properly manage discrepant materiel and utilize Joint Discrepancy Reporting System (JDRS) program.

5.64.7.10.2.8.1. All units reporting in JDRS shall have their own unique organizational administrative "FA" type DoDAAC.

5.64.8. Inspection Requirements.

5.64.8.1. ESD Items. Unit, intermediate, and exterior packs containing electrostatic discharge sensitive items susceptible to damage from environmental field forces (electromagnetic, magnetic, radioactive, and electrostatic due to environmental or mechanical processes) will be marked according to MIL-STD-129.

5.64.8.2. Shelf-Life Coded Items. Shelf-life codes are established in the retail materiel management system to identify the number of months new items may remain unused in storage before they must be reconditioned or condemned. Inspection personnel will process a listing of assigned item records with shelf-life codes and validate the shelf life quarterly. Shelf-Life coded items are managed and stored IAW the policies contained in DoDM 4140.27, Volume 1 and 2. Information regarding training can be found at the Shelf-Life web site.

5.64.8.3. For guidance on TCTOs, refer to **Chapter 4** of this instruction.

5.64.8.4. Identification of Discrepant Material. To ensure the right items are identified as unsuitable for AF use, the Inspection personnel will notify base customers via daily bulletins, newsletters, or phone calls as a means of notification. The basis for notification depends upon the type of item, i.e., messages concerning items peculiar to one organization will not be published in daily bulletins or newsletters.

5.64.8.4.1. Suspect Materiel Flag. Upon notification and subsequent identification of an unsuitable item, Inspection personnel will process a stock control data load input. The length of time an item will be coded as suspect materiel will be published in the applicable directives. If not, the code will remain on the item record for one year.

5.64.8.4.1.1. When suspect materiel is received or turned-in, Inspection personnel determine if the materiel is unsuitable or not and dispose of unsuitable items according to the disposition instructions provided in the applicable directive. They return suitable items to a serviceable condition.

5.64.8.4.1.2. If disposition instructions must be obtained, the inspector notes the corrective actions to be taken and signs/stamps and routes the management notice.

5.64.8.4.2. Disposition. Remove on-hand unsuitable items from storage locations and dispose of them according to the disposition instructions furnished in the applicable directive. When disposition instructions have not been provided, process a stock control data load input to change the condition of the assets to supply condition code "J". This will suspend the items on an unserviceable detail until disposition instructions can be obtained.

5.64.8.4.3. Materiel Suspect Code Listing. Each month Inspection personnel must request a utility program to list all stock numbers having materiel suspect codes assigned to them. Inspection forwards one copy of the listing to Distribution Flight and another copy to Flight Service Center, who in-turn uses them during Degraded Operations. Inspection personnel maintain a working copy until a new monthly listing is printed.

5.64.8.5. Supply Discrepancy Report. The Report of Discrepancy (ROD)/Supply Discrepancy Report, SF 364, is filed by receiving activities to record item or packaging discrepancies attributable to the shipping activity see DLM 4000.25, Volume 2. SDRs are prepared for non-receipt of lost or misplaced requisitions (shipments) after Cargo Movement or equivalent confirms non-receipt of lost or misplaced requisitions (shipments). Use the ILS-S SDR function or the DoD Web-SDR system as the primary means to submit SDRs and SF 364 when the ILS-S SDR function or the DoD Web-SDR system is not available. Corrective action will be taken depending on the source/nature of any discrepancy and will involve proper identification and condition of materiel. Any subsequent action taken will be determined only by qualified and authorized inspectors.

5.64.8.5.1. Customer Support Liaison Element must coordinate with the receiving activity to ensure all SDRs are identified.

5.64.8.5.2. All replies to SDRs. Customer Support Liaison Element will ensure that disposition action resulting from replies to SDRs are followed.

5.64.8.6. Warranty/Guarantee Items. Items under warranty/guaranty require special handling. Inspection personnel will ensure the following procedures are adhered to:

5.64.8.6.1. Routing of Warranties. Copies of warranties will be attached to property and routed to the activity responsible for maintaining the warranty.

5.64.8.6.2. Inspection must coordinate with base maintenance activities and with contract repair services to ensure warranty/guaranty data are properly routed. Exact procedures and checklists to ensure warranties/guaranties are fully utilized will be locally developed. Generally, Inspection forwards a copy of the annotated receiving document and the applicable warranty to the appropriate activity or office listed below:

5.64.8.6.2.1. The Base Civil Engineer for items that Civil Engineering maintains or repairs.

5.64.8.6.2.2. Vehicle Management Flight for new motor vehicles according to DAFI 24-302 and TO 36-1-191, Technical and Managerial Reference for Motor Vehicle Maintenance.

5.64.8.6.2.3. Other maintenance offices as appropriate. Processing of centrally managed or procured items under warranty.

5.64.8.6.2.4. Other activities maintaining warranty/guaranty and serialized control item data. This action will be accomplished as specified by MAJCOM rules.

5.64.8.6.3. Warranted or Guaranteed Items Requiring Repair. Normally, organizations will process warranted or guaranteed items requiring repair directly to Contract Maintenance. For exceptions to this guidance, either the AFMC IM or the ICP will provide instructions for processing the item or FSC involved.

5.64.8.6.4. Supply Inspectors normally manage the functional check program for the LRS APO. At the option of the LRS APO or the MAJCOM, the functional check program for RSPs may be managed separately. The LRS APO, along with the Aircraft Maintenance and Maintenance Squadron commanders, will jointly agree on an individual to act as the Maintenance point of contact. (T-3)

5.64.8.7. Items in MRSPs. When the MAJCOM or LRS APO has not directed otherwise, APS personnel will review dated items in MRSP using the Shelf-Life Control Listing. The MAJCOM or local management may direct Inspection personnel to perform this task using the Shelf-Life Control Listing provided by the MRSP monitor.

5.64.8.8. Processing Condemned Items.

5.64.8.9. Special Storage, Handling, and Inspection Requirements. There are numerous categories of items and circumstances where alternate or additional procedures for storage, handling, and inspection are required. Examples include controlled items, items requiring functional check prior to issue, hazardous commodities, shelf-life control, assets pending modification, and items that may have a warranty/guaranty associated with them.

5.64.8.10. Special Inspection Requirements.

5.64.8.10.1. Inspection Offline Checklist. Inspection personnel maintain a file/list of items unsuitable for AF use (suspect materiel), functional checks, and TCTOs that are not loaded during the initial screening. Items must remain in the file/list at least 1 year or sooner if the situation or condition affecting the item has been resolved or rescinded.

5.64.8.10.2. Monthly, Inspection personnel will use a local management program to determine if any items have been subsequently loaded. When any of the items in the file/list are loaded, Inspection must then take the action required by the appropriate directives and ensure the correct codes are loaded.

5.64.8.11. Tagging Requirements for Materiel Directly Affected by TCTO.

5.64.8.11.1. Applicable to the AFMC Air Logistics Complexes.

5.64.8.11.1.1. Materiel spares in stock with outstanding TCTO requirements will be tagged TO compliance (TOC), condition code “D” with a DD Form 1576, Test/Modification Tag – Materiel or DD Form 1576-1, Test/Modification Tag - Materiel upon receipt of the TCTO except when the TCTO will change the item's form/fit/function (change in NSN and part number), or when specific serial number controlled items are affected. In the case of serial number controlled items, only the serial numbers identified will be tagged TOC.

5.64.8.11.1.2. There are instances when only a portion of the existing stock may require TOC action. All units in stock will be tagged TOC upon receipt of the TCTO. The IM will treat these items as management review items.

5.64.8.11.1.3. When serviceable materiel with no outstanding TCTOs is turned in from organizational/intermediate or depot level maintenance to supply, the serviceable tag/label (DD Form 1574/-1) will be annotated with the following phrase in the remarks block: "The following TCTOs have been complied with: (list all TCTO numbers in the remarks block or on the back of the tag)." The annotation is not required whenever the item being returned has undergone TOC action

involving modification and resulted in a change in NSN or part number. Material being turned in to supply with an outstanding TCTO(s) will be tagged with a DD Form 1576 tag or DD Form 1576 label as condition code “D” (TOC), and the phrase "TCTO (numbers(s)) not complied with" will be annotated in the remarks block.

5.64.8.11.1.4. Material in a condition other than serviceable will not require tagging as TOC. The maintenance activity will determine outstanding TCTO requirements at the time of repair.

5.64.8.11.2. Applicable to AF bases. Items requiring modifications which change their form, fit, or function will be assigned NPPC 4 or TCTO flag with DD Form 1576 tag or DD Form 1576 label.

5.64.8.12. Processing Identity Changes.

5.64.8.12.1. Use the identity change processing to re-identify a specific item or quantity of supplies from one stock number to another when it is recorded on the item record or a SPRAM detail record. Note: Identity changes are not allowed for vehicles and WRM. Process a return to stock before the identity change input is processed.

5.64.8.12.1.1. Identity Changes. Identity changes may be used to correct the identification of serviceable items in storage, but they should be very rare. When possible, post processing will be used to correct the identification of items on detail records. The identity change of a Weapon or CCI/ COMSEC asset will not be allowed.

5.64.8.12.1.2. Item Management Data Changes. Some item management data changes (e.g., controlled item code changes) will automatically cause the generation of warehouse change documents. Warehouse personnel must process warehouse change documents as quickly as possible.

5.64.8.12.2. Whoever identifies that there is a discrepancy between the item/detail record’s stock number assignment in ILS-S and what the asset’s actual stock number is physically (also known as misidentified) will notify a qualified limited inspector.

5.64.8.12.3. The qualified inspector:

5.64.8.12.3.1. Inspects the asset to confirm it is misidentified. Exception: The LRS APO may, at discretion, determine that an asset does not have to be physically inspected by an LRS/Materiel Management Activity inspector if sufficient information is provided by E-mail, fax, or other means.

5.64.8.12.3.2. If the asset is misidentified, research the ILS-S to ensure the discrepancy cannot be resolved by other means (e.g., record reversal, return, etc.). Extreme care should be taken when processing an identity change since it creates both a decrease and an increase inventory adjustment record.

5.64.8.12.3.3. Re-tag/label the property.

5.64.8.12.3.4. Ensure the identity change meets the criteria specified in the ILS-S User’s Manual prior to initiating any transaction processing.

5.64.8.12.3.5. Coordinate with EAE to ensure changes are made to equipment and SPRAM details as necessary in accordance with **Chapter 11**. Note: Items that are

deployed cannot be re-identified, but the remaining on-hand quantities can be re-identified.

5.64.8.12.3.6. Process the identity change transaction in ILS-S.

5.64.8.12.3.7. Take corrective action(s) if the transaction rejects.

5.64.8.12.3.8. Create a suspense file and forward the identity change document to warehouse storage or EAE personnel, as applicable. Ensure asset is relocated; new location is assigned; and location is entered on DD Form 1348-1A, as appropriate.

5.64.8.12.3.9. Upon receipt of returned document annotate the reason for change in blocks 26-27 of DD Form 1348-1A (continue reverse side of form if needed). For suspect materiel, AFMC will coordinate stock screening action requests received from the AFDMRP, DLA, GSA, AFMC Materiel Managers, Air Staff, etc. sign identity change document (e.g., DD Form 1348-1A).

5.64.8.12.3.10. Obtain the appropriate official's certification and approval on the Consolidated Inventory Adjustment Document (IAD) Register (M10) to certify and approve identity changes, if applicable.

5.64.8.12.3.11. Forward completed documentation as follows:

5.64.8.12.3.11.1. Copy 1 to Document Control for filing in accordance with **paragraph 5.30** of this manual.

5.64.8.12.3.11.2. Copy 2 to custodian (for SPRAM identity change inputs).

5.64.8.12.3.11.3. Copy 3 to EAE jacket file (for SPRAM identity change inputs). Remove FER or 1SA document when new R25 is received.

5.64.8.13. Processing Assets for Maintenance Functional Check.

5.64.8.13.1. Explains the procedures for processing maintenance functional checks. The types of assets requiring function checks fall into two categories:

5.64.8.13.1.1. Assets (other than buildup items) requiring extensive functional checks before installation.

5.64.8.13.1.2. Serviceability of an asset is in question. Assets that appear to have been mishandled while in stock, dropped, etc. or assets received in a suspect condition.

5.64.8.13.2. Responsibilities.

5.64.8.13.2.1. Supply Inspectors normally manage the functional check program for the LRS APO. At the option of the LRS APO or the MAJCOM, the functional check program for readiness spares packages may be managed separately.

5.64.8.13.2.2. The list of functional check assets will be compiled by Maintenance Superintendent (MX Supt) and forwarded to the LRS, per AFI 21-101. (T-1)

5.64.8.13.3. Identification of items requiring functional checks before installation. The Maintenance contact point for functional checks prepares a listing of all items requiring extensive functional checks before installation and forward a copy of this list to supply Inspection. This listing is usually in the form of a signed letter. All listings, letters, etc.,

submitted by Maintenance point of contact will be kept on file in Inspection until the superseded or items no longer require functional checks.

5.64.8.13.3.1. Inspection of items requiring functional check. Upon receipt of the listing, Inspection personnel perform following:

5.64.8.13.3.1.1. Process an inquiry to determine the location of all assets on the listing, including interchangeable assets.

5.64.8.13.3.1.2. Physically inspect all assets on the inquiry to determine if the local maintenance activity has already performed the functional check. The appearance of a base maintenance inspector's stamp/signature is adequate proof of the function check. If Inspection personnel find any assets requiring a functional check, they process them.

5.64.8.13.3.1.3. Process FCD inputs to load or delete the functional check flag for those items identified on this listing. The FCD input changes all master and interchangeable items in the group having the same system designator.

5.64.8.13.3.1.4. At the option of a MAJCOM, DD Form 1576 or 1576-1 may be used for items that require in-stock functional checks; otherwise, annotations will be made on the DD Form 1574/1574-1 to indicate in-stock functional checks are required.

5.64.8.13.3.1.5. Remove the distinctive markings from the bin labels for those items requiring deletion.

5.64.8.13.3.2. Processing Items Requiring Functional Checks. When Inspection personnel find an item for which the local maintenance inspector has not indicated the condition of serviceability by stamping or signing the DD Form 1574/1574-1, they contact the maintenance contact point or Production Control to determine when the asset(s) can be scheduled for a functional check.

5.64.8.13.3.2.1. Receive time and place of delivery. Maintenance contact point informs Inspection personnel what maintenance shop will perform the functional check and when the functional check can be conducted.

5.64.8.13.3.2.2. Issue to Maintenance. Process an ISU or MSI using activity code C and the organization and shop code furnished by Maintenance point of contact. Note: Process MSI for assets accounted for on MRSP, MSK, WRM, or supply point detail records.

5.64.8.13.3.2.3. Deliver items. Deliver the items to the appropriate shop where they will be controlled under normal DIFM procedures until returned to Supply. If these items need repair, the required bits and pieces will be charged to the repairing shop.

5.64.8.13.3.2.4. Return from Maintenance. When maintenance returns the item to supply, process a turn-in (TIN) based on the condition of the item and the action taken code.

5.64.8.13.4. Processing Assets of Questionable Serviceability. When the serviceability of any asset is in doubt, the supply Inspectors will place the item in a suspect condition and process the item to maintenance using the functional check process.

5.64.8.13.4.1. Issue to Maintenance. Issue the suspect item to maintenance using MSI with activity code C and the organization and shop code furnished by maintenance point of contact. The issue to maintenance results in no financial updates to the organization's O&M funds because of the suspect condition code and the "C" activity code.

5.64.8.13.4.2. Return from Maintenance. Credit will be allowed based on the serviceability of the item and the action taken code as indicated below:

5.64.8.13.4.2.1. Serviceable with Action Taken Code B. When maintenance determines the item is serviceable (condition code A) and performs no repair (action taken code B) process the turn-in (TIN) with a suspect condition code and then change the condition of the asset from suspect to serviceable process using a Condition Code Change input (FCC). This process prevents crediting the maintenance organization for repairs it did not perform.

5.64.8.13.4.2.2. Serviceable with Action Taken Code Other than B. When maintenance determines the item was unserviceable and repairs the item (action taken code indicating repair, other than B) process the TIN as serviceable to allow the maintenance organization to receive credit for the repair performed.

5.64.8.13.4.2.3. Unserviceable. When maintenance determines the item is unserviceable and performs no repair, process the TIN as unserviceable. Maintenance will not receive any credit for the return of the unserviceable item.

5.64.8.13.5. Functional Checks Listing. Program NGV401 with the functional check listing option (or an equivalent local program) will be processed as required, but at least semiannually. A copy of the output will be forwarded to both the Maintenance point of contact and Inspection. Upon receipt of the listing, Inspection personnel do the following:

5.64.8.13.5.1. Check this listing against the previous listing and with letters submitted by Maintenance point of contact.

5.64.8.13.5.1.1. Thoroughly research items added to or deleted from the previous listing.

5.64.8.13.5.1.2. If no requests from Maintenance point of contact are on file, ask the Maintenance point of contact to verify the additions or deletions.

5.64.8.13.5.2. Update the present listing manually or request a new listing when new additions or deletions are requested. The number of changes required should determine whether to manually update the listing or request a new one.

5.64.8.13.5.3. Provide a copy of the Functional Check Listing to Receiving for use during degraded operations.

5.65. Management of Discrepant, Counterfeit and Suspect Counterfeit Materiel.

5.65.1. References for AF policy guidance and procedures regarding the management of discrepant, counterfeit, and suspect counterfeit materiel. This guidance identifies requirements for non-conforming or malicious materiel reporting, investigating, and resolution processes and procedures.

5.65.2. Non-conforming or malicious materiel reporting, investigating, and resolution processes promote the ability to identify, report, and correct discrepant materiel issues before they impact mission capability or present a serious hazard to the safety or health of AF personnel, or to operational readiness. Discrepant materiel management procedures are delineated in TO 00-35D-54.

5.65.3. Counterfeit Materiel Management. Counterfeit materiel management is a subset of discrepant materiel management. When counterfeit or suspect counterfeit materiel is identified (usually during the execution of discrepant materiel management procedures), additional actions must be taken IAW DoDI 4140.67, DoD Counterfeit Prevention Policy. (T-0) This section provides additional guidance for the handling of counterfeit materiel. Information contained within this chapter applies to all AF activities or agencies and personnel managing, issuing, receiving, storing, shipping, and tracking of materiel. This guidance is applicable to all AF Class V, VII, or IX items. Manage non-stock listed or raw material discrepancies IAW DAFI 91-202 The Department of the Air Force (DAF) Mishap Prevention Program, DoDM 4140.01, and DoDM 4160.21, Volume 4. (T-0)

5.65.3.1. Assistant Secretary of the Air Force for Acquisition (SAF/AQ) shall:

5.65.3.1.1. Ensure acquisition strategies address the risk of counterfeit goods entering the supply chain.

5.65.3.1.2. Develop and maintain performance measures to determine effectiveness and efficiency of anti-counterfeit programs.

5.65.3.1.3. Establish processes to ensure counterfeit or suspected counterfeit materiel information is evaluated for weapon system program risk and that risk mitigation plans are developed and implemented.

5.65.3.1.4. Establish guidance to ensure PMs address the reduction of the occurrence of counterfeit materiel entering the supply chain. Mitigate potential for counterfeit materiel during life cycle sustainment planning and document in the Life Cycle Sustainment Plan IAW DAFPAM 63-128.

5.65.3.1.5. Establish procurement source management controls to include the process for selection, evaluation, approval, and removal of procurement sources.

5.65.3.2. Assistant Secretary of the Air Force for General Counsel (SAF/GC) shall, in conjunction with AF/JA:

5.65.3.2.1. Provide support for all legal matters pertaining to discrepant materiel, including providing appropriate representation on working groups associated with counterfeit mitigation activities.

5.65.3.3. Assistant Secretary of the AF for Installations, Environment and Logistics (SAF/IE) shall, in collaboration with AF/A4, establish and maintain policy for the proper handling, storing, and disposing of discrepant materiel.

5.65.3.4. AF/A4 shall establish implementing guidance on the proper handling, storing, stock screening and disposal of discrepant materiel for AF-used items, regardless of SOS.

5.65.3.5. Air Force Office of Special Investigations (AFOSI) shall:

5.65.3.5.1. Provide investigative support on suspect counterfeit items to determine if intent to deceive warrants legal and or remediation actions.

5.65.3.5.2. Share appropriate information on counterfeit issues and activities with other AF components, and DoD agencies.

5.65.3.5.3. Provide information on potential flight or product safety hazards to SAF/GCR, Contractor Responsibility, AF/JACQ, and inform the AF Safety Center for safety determination IAW AFI 51-1101, The Air Force Procurement Fraud Remedies Program. (T-1)

5.65.3.5.4. Refer all counterfeit discrepancies to the AFMC for stock screening.

5.65.3.6. Air Force Chief of Safety (AF/SE) shall:

5.65.3.6.1. Publish and maintain safety instructions and guidance to ensure compliance with the procedures in this document.

5.65.3.6.2. Distribute hazard information through various recurring publications and periodic summaries IAW AFI 91-202.

5.65.3.6.3. Evaluate referred raw material, non-stock listed (that cannot be identified as an AF Class V, VII, or IX item), and unidentifiable items.

5.65.3.6.4. Refer raw material discrepancies to AFMC/AFSC or USSF for evaluation.

5.65.3.7. The Judge Advocate General of the Air Force (AF/JA) shall, in conjunction with SAF/GC:

5.65.3.7.1. Provide support for review of incoming investigative materials and for qui tam actions.

5.65.3.7.2. Share appropriate legal information on discrepant or counterfeit materiel issues and activities.

5.65.3.7.3. Coordinate with Department of Justice (DoJ), AUSAs, Investigators, Auditors, DMCA, and contracting representatives.

5.65.3.8. MAJCOMs shall:

5.65.3.8.1. Ensure personnel who manage, and store AF materiel are trained with respect to their job function to handle and manage discrepant materiel products through the existing PQDR processes, including retention of the suspected counterfeit materiel until investigation resolution. (T-1) For additional detail, reference **paragraph 4.3** of this instruction.

5.65.3.8.2. Ensure all personnel submit discrepant or suspected counterfeit materiel for review through the Joint Discrepancy Reporting System (JDRS) program IAW TO 00-35D-54. (T-1)

5.65.3.8.2.1. Ensure stock screening of discrepant materiel is conducted and track removal from the AF inventory.

5.65.3.8.3. AFMC/AFLCMC will:

5.65.3.8.3.1. Document all occurrences of suspect and confirmed counterfeit materiel in the appropriate reporting systems including the Government-Industry Data Exchange Program (GIDEP).

5.65.3.8.3.1.1. Designate a command OPR to collect data on occurrences of suspect counterfeit materiel on items managed by each command. Provide data on occurrences of suspect counterfeit materiel to HAF as required.

5.65.3.8.3.1.2. For AF-managed items, report the occurrence of suspect counterfeit materiel to all users, including Technical Coordination Programs/International Engine Management Programs who will, in turn, inform affected FMS customers.

5.65.3.8.3.1.3. For AF-used items, but the AF is not the Primary Inventory Control Activity (PICA), report the occurrence of suspect counterfeit materiel to the managing service/agency. Additionally, ensure all AF users are notified, including Technical Coordination Programs /International Engine Management Programs who will, in turn, inform affected FMS customers.

5.65.3.8.3.1.4. For AF-managed items, report the occurrence of suspect counterfeit materiel to all users utilizing the TCTO process as described in TO 00-5-15 AF Time Compliance Technical Order Process. (T-1)

5.65.3.8.3.1.5. Coordinate with AFOSI authorities to ensure a closed loop process is established for counterfeit materiel reporting.

5.65.3.8.3.1.6. Designate counterfeit reporting officials in all logistics repair, supply and distribution centers, complexes, and directorates to act as the focal point for counterfeit materiel reporting and program action. One official can be designated at a geographical location to represent multiple functions.

5.65.3.8.3.1.7. Maintain the Discrepant Materiel Reporting Program.

5.65.3.8.3.1.8. Ensure a closed loop reporting process for the AF by utilizing a single point of entry for discrepant materiel notices.

5.65.3.8.3.1.9. Utilize the strengths of the AF Deficiency Reporting, Investigation, and Resolution (DRI&R) process governed by TO 00-35D-54 to ensure that discrepant parts are removed from the AF supply chain through stock screening without altering the deficiency reporting process.

5.65.3.8.3.1.10. Receive AF-initiated screening/discrepant part notifications from Joint Deficiency Reporting System (JDRS) (**www.jdrs.mil**) IAW TO 00-35D-54.

5.65.3.8.3.1.11. Receive non-AF-initiated screening/discrepant part notifications from external sources (GIDEP and others)

5.65.3.8.3.1.12. Introduce discrepant part notifications received from external sources into the process utilizing JDRS for AF evaluation of the affected weapon system(s).

5.65.3.8.3.2. Air Force Security Assistance and Cooperation (AFSAC) Directorate will:

5.65.3.8.3.2.1. Establish counterfeit and deficient parts policy and procedures for FMS resource allocation, Technical Coordination Programs/International Engine Management Programs, international cooperative research, FMS development and acquisition programs, military-to-military contract programs, and foreign disclosure management activities. Provide support in the establishment of counterfeit parts policy and procedures for foreign military sales resource allocation, international cooperative research, development and acquisition programs, military-to-military contract programs, and foreign disclosure management activities.

5.65.3.8.3.2.2. Provide necessary support for stock screening actions of discrepant material.

5.65.3.8.3.3. USSF will:

5.65.3.8.3.3.1. Designate counterfeit reporting officials in all logistics repair, supply and distribution centers, complexes, and directorates to act as the focal point for counterfeit materiel reporting and program action. One official can be designated at a geographical location to represent multiple functions.

5.65.3.8.3.3.2. Designate a command OPR to collect data on occurrences of suspect counterfeit materiel on items managed by each command. Provide data on occurrences of suspect counterfeit materiel to Headquarters Air Force (HAF), as required.

5.65.3.8.3.3.3. Document all occurrences of suspect and confirmed counterfeit materiel in the appropriate reporting systems including the Government-Industry Data Exchange Program (GIDEP).

5.65.3.8.3.4. Suspected counterfeit materiel will be submitted, analyzed, and a resolution determination will be made using the JDRS (**www.jdrs.mil**.) IAW TO 00-35D-54.

5.65.3.8.3.5. Suspect Counterfeit Analysis. AFMC and USSF will:

5.65.3.8.3.5.1. Analyze all suspect counterfeit items to validate initial determination that item is suspect counterfeit.

5.65.3.8.3.5.2. When the item is determined to be non-compliant, (i.e., it is not confirmed as suspect counterfeit), process as a normal deficient item IAW TO 00-35D-54.

5.65.3.8.3.5.3. When the item is confirmed to be suspect counterfeit:

5.65.3.8.3.5.4. Report suspect counterfeit occurrence to the centralized designated office.

5.65.3.8.3.5.5. Create initial report in GIDEP. The GIDEP website can be found at **https://www.gidep.org**.

5.65.3.8.3.5.6. Update the initial JDRS report until closeout IAW TO 00- 35D-54.

5.65.3.8.3.5.7. Conduct a risk analysis to include technical risk and personal safety IAW MIL-STD-882E, System Safety. Develop and implement risk mitigation actions as appropriate.

5.65.3.8.3.5.8. Segregate suspect counterfeit item to prevent re-entry into the supply system by returning it in "L" supply condition code. Materiel will remain segregated and held as evidence for potential legal procedures or contracting action. Materiel shall not be disposed of until released by AFOSI or other legal authorities. Follow appropriate disposition instructions.

5.65.3.8.3.5.9. Determine whether materiel confirmed as suspect counterfeit is present anywhere in the supply chain. Take appropriate action as informed by the risk analysis.

5.65.3.8.3.6. Remediation:

5.65.3.8.3.6.1. AFMC and USSF shall:

5.65.3.8.3.6.2. Develop and document metrics that quantify the impact of suspect counterfeit and counterfeit items on:

5.65.3.8.3.6.3. Personnel Safety

5.65.3.8.3.6.4. Material Readiness

5.65.3.8.3.6.5. Finance (including damages incurred and the cost to cure effects), and

5.65.3.8.3.6.6. Any other areas of interest.

5.65.3.8.3.7. Investigation

5.65.3.8.3.7.1. AFMC/USSF shall contact AFOSI to initiate investigation of suspect counterfeit materiel.

5.65.3.8.3.7.2. AFOSI shall investigate all suspect counterfeit items that have been identified to determine if intent to deceive warrants legal and or remediation actions.

5.65.3.8.3.7.3. AFMC/USSF shall notify appropriate personnel of the results of the investigation.

5.65.4. Restitution. AFOSI, legal counsel and the CO will determine the appropriate actions necessary for restitution.

5.65.5. Disposal. Counterfeit materiel will be disposed IAW this instruction. In addition to these procedures, refer to DAFMAN 21-201 for disposition of Class V items.

5.65.6. Security Requirements. As a minimum, all classified discrepant materiel will be protected IAW DoDI 5210.02, Access to and Dissemination of Restricted Data and Formerly Restricted Data, and DoDM 5200.01, DoD Information Security Program and DoDM5200.01V1_AFMAN16-1404. Classified Class of Supply V discrepant materiel will be protected IAW DoDM 5100.76 and AFI 31-101. (T-0)

5.66. Stock Positioning.

5.66.1. Stock positioning decisions will optimize the storage and movement of materiel to meet worldwide customer mission requirements. Stock positioning decisions will be based primarily on achieving responsive and efficient materiel distribution support.

5.66.2. AF stock positioning policies will comply with requirements in DoDM 4140.01; DLM 4000.25; DLM 4000.25-1; DLM 4000.25-2; DoDM 4140.26, Volumes 1-4, DoDM 4140.68; DAFPD 23-1; DAFMAN 20-110; and AFJMAN 23-210. (T-0)

5.66.3. Automatic Sourcing. Automatic Sourcing will enable a capability to automate lateral (base to base) support for high priority orders (HPOs) and automatically redistribute excess assets.

5.66.3.1. The Automatic Lateral Support function supports MICAP, AWP, JCS, and FSL requirements.

5.66.3.2. The Excess Redistribution function automatically screens outgoing lower priority requisitions for assets to determine if redistributable excess assets are available at other materiel management IT system accounts before forwarding the requisition to the normal source of supply.

5.66.3.3. The AF's policy is to laterally distribute serviceable assets from the location that has the least need for the requested item to minimize subsequent resupply actions (by the shipping location) and to ensure that any subsequent re-supply actions (requisitions) will not have a higher priority than the requisition being released. The overall distribution sequence is described in ILS-S User's Manual.

5.66.4. Asset Redistribution. This section describes the processing actions for 635 SCOW or designated personnel to manage RDO/Referral suspense detail records.

5.66.4.1. RDO/Referral suspense details will appear on the BOSS Management Dashboard, as well as the Base Supply Surveillance Report (D20), **part 13** and the RDO Metrics Report (M22) (Reference Surveillance Report (D20/NGV821) and Redistribution Order (RDO Metrics) (M22/NGV885). These listings provide management with the capability to manage and track all incoming RDO/Referral orders when they are in a suspended status. Interrogation of the RDO/Referral suspense details can also be accomplished by processing a 16 ALL inquiry or an inquiry with retrieval code "T."

5.66.4.2. The management of RDO functionality within ILS-S is designed to operate with little to no manual intervention. Users can view the ILS-S Audit Trail Component (ATC) entries to determine the disposition of each RDO transaction. User can create a list of all RDO suspense details from any base account (based on AFSCDB data), list rejected RDOs, determine if RDO rejects were cleared without reprocessing (assuming the clear was processed through ILS-S), and determine if a record reversal and correction on the shipment was performed.

5.66.4.3. When a wholesale-directed redistribution transaction (A2*/A4*) is processed in the ILS-S, the system checks for serviceable base assets. If serviceable base assets exist, then the RDO/referral order is subjected to a series of rules, based upon the priority of the redistribution transaction, to determine what base assets may be released for shipment. Basically, the rules ensure base assets will only be redistributed to bases with higher priority needs.

5.66.4.3.1. If base assets are available to satisfy the RDO/referral, but some or all the required assets are "inaccessible" for immediate shipment, the ILS-S creates an RDO/referral suspense detail (220) detail. There are numerous reasons why serviceable assets may be suspended. For instance, RDO/referral suspensions can occur due to ongoing physical inventory actions, out of warehouse storage locations, because the serviceable assets are deployed in an MSK, and when an external management decision is required. The RDO/referral suspense detail is maintained in the ILS-S until the redistribution action is either honored or denied.

5.66.4.3.2. When an A2*/A4* is suspended, the suspended RDO will appear under the RDO column on the BOSS Management Dashboard.

5.66.4.3.3. Process a query to determine if the 220-RDO-QTY can be satisfied from other assets or substitute NSNs.

5.66.4.3.4. Personnel should check the numeric source coded item in D043 to determine what the source code was before it was locally tailored. If the source code is preferable to the source code on the input stock number (including consideration of the item jump-to-code) then the item can be shipped to satisfy the RDO. If research indicates the asset cannot be shipped, then take action to deny the RDO. Numeric source codes indicate that the interchangeable and substitute group (I&S) has been locally tailored, and the item may or may not be in a subgroup that is usable in lieu of the requested stock number.

5.66.4.3.5. Re-input RDO (A2*/A4*) transactions to either honor or deny suspended redistribution/referral orders.

5.66.4.3.5.1. Re-input RDOs with TEX code asterisk (*) to ship a substitute NSN or to honor RDOs with off-base supply point or deployed MSK assets. However, before using TEX "*," personnel should ensure that the A2*/A4* satisfies the asset release rules detailed in Redistribution Order (RDO) Asset Release Rules. Note: TEX "*" is note authorized for RSP details. Failure to re-input suspended RDOs with the "*" could cause duplicate RDO/Referral suspense details. When using TEX code "*," re-input the original A2*/A4*, with the following changes:

5.66.4.3.5.2. If shipping from an MSK or supply point detail, use the NSN and the quantity that will be released from the detail. Use the suffix code from the RDO/Referral suspense detail. If MSK or supply point assets are available, then Stock Control can ship (A2*/A4*) the asset directly off the appropriate detail or the assets can be turned in and shipped off the item record by re-inputting the A2*/A4*. Stock Control should normally ship directly off the detail in lieu of the return/ship process.

5.66.4.3.5.3. If shipping a substitute item, use the substitute NSN and the quantity

of the substitute NSN that will be released for the RDO. Use the suffix code from the RDO/Referral suspense detail.

5.66.4.3.5.4. Re-input the applicable denial code into the TEX code field of the A2*/A4*. The TEX code field is a dual-purpose field and must reflect the appropriate denial code.

5.66.4.3.5.5. If a referral order (A4*) is partially or completely denied either programmatically or manually, ILS-S outputs a supply status (AE*) transaction with "CB" status.

5.66.4.3.5.6. When ICPs that initiated RDOs and referral orders have not received status from the shipping bases, the ICPs follow-up to the shipping bases for updated status.

5.66.4.3.5.6.1. When AFMC or C-ICPs has not received status from a shipping base indicating when (or whether) an RDO has been honored, the ICP sends a redistribution order follow-up (BF7) transaction to the shipping base. The ILS-S response to these wholesale redistribution order follow-up transactions depends upon whether the base has received the RDO, and if so, whether the RDO has been honored.

5.66.4.3.5.6.2. Referral order follow-ups. ICPs who initiate referral orders can follow-up to shipping bases via DLMS EDI follow-up (AF*) transactions.

5.66.4.3.5.7. Initiators of RDOs and referral orders communicate cancellation requests via AC* transactions. When RDO or referral order cancellation request transactions are input, the ILS-S attempts to locate a shipment suspense or SNC detail with an equal document number and suffix code; or an RDO/referral suspense detail. The action taken by the retail system depends upon what details are found.

5.67. Materiel Disposition.

5.67.1. Reclamation.

5.67.1.1. The Department of Defense (DoD) Reclamation Program is prescribed by DoDM 4140.01 and implemented by DoDM 4160.21, Volume 2.

5.67.1.2. The authority for reclamation of aircraft is AFI 16-402, Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination. Disposal of aircraft will not take place until AF reclamation requirements are met. Failure to do so will result in potential loss of parts. The PM must consider transferring assets to AFMC Aerospace Maintenance and Regeneration Group for reclamation when non-programmed requirements cannot be met on-site. Non-programmed reclamation must be planned prior to requesting save lists.

5.67.1.3. DAFI 20-101_63-101 specifies the authority for retention of aircraft engines.

5.67.1.4. Reclamation processes in this section primarily support AF-managed assets. PM/ System Support Manager/end-item manager organizations supporting CLS weapon system support programs must comply with the intent of DoD reclamation requirements and design CLS reclamation processes accordingly.

5.67.1.5. Reclamations will be based upon the following criteria:

5.67.1.5.1. A justifiable requirement exists.

5.67.1.5.2. Removal must be economical. If it is not economical, the requirement will be based on an extreme urgency or lack of any other known supply sources.

5.67.1.5.3. Base-funded items required locally may be reclaimed by retail activities when the parts can be economically removed and restored to a serviceable condition by the reclaiming activity.

5.67.1.5.4. Resources must be available for the timely repair of reclaimed unserviceable items.

5.67.1.6. Reclaimed items must be returned to proper materiel management activities and maintained on accountable records.

5.67.1.7. Priority reclamation of DLA items must be initiated by DLA, or a DLA designated SOS representative.

5.67.1.8. Aircraft that crashed before 19 November 1961, and that remain wholly or partially unrecovered, are considered formally abandoned. The AF neither maintains title to, nor has property interest in, these aircraft.

5.67.1.8.1. The authority for access to, and recovery of, these aircraft, as well as liability for damages associated with their recovery, are matters to be resolved between persons seeking recovery and landowners of the wreckage sites.

5.67.1.8.2. When any human remains are discovered at the site, recovery personnel should immediately contact the nearest United States Embassy or United States military installation. To assist in proper identification of remains, recovery personnel should refrain from further operations at the site pending removal of the remains by United States experts.

5.67.1.9. Programmed/non-programmed disposal freeze requests may be generated by HAF, AFMC, or because of a request from an AFMC Air Logistics Complex or ICP.

5.67.2. Review of Potential Reutilization (Excess) Wholesale Stock Prior to Approval for Disposal. All potential reutilization (excess) items must be reviewed prior to disposal to ensure that no known or projected requirements exist.

5.67.2.1. This review will include exploring possible needs due to NHA application, possible modification to a usable configuration, uses for other than its intended purpose and reclamation of component parts.

5.67.2.2. This review may result in the retention of computed excess assets.

5.67.3. Impairment.

5.67.3.1. Impairment is a significant and permanent decline in the service utility of an asset due to damage, obsolescence, or when the asset is excess to requirements. To meet the definition of impairment, the asset is no longer required by any AF activity and is being placed into long-term storage with no expectation of being returned to service. Typically, such assets are shipped to the 309th Aerospace Maintenance and Regeneration Group to be held until disposal is directed by the owing activity.

5.67.3.2. Indicators of impairment:

5.67.3.2.1. Evidence of physical damage.

5.67.3.2.2. Enactment or approval of laws or regulations which limit or restrict usage.

5.67.3.2.3. Changes in environmental or economic factors.

5.67.3.2.4. Technological changes or evidence of obsolescence.

5.67.3.2.5. Changes in the manner or duration of use of the asset.

5.67.3.2.6. Construction stoppage or contract termination.

5.67.3.2.7. Assets is idled or unserviceable for excessively long periods.

5.67.3.3. Impairment Test:

5.67.3.3.1. The magnitude of the decline in service utility is significant.

5.67.3.3.2. The decline in service utility is expected to be permanent. The decline is considered permanent when management has no reasonable expectation that the lost service utility will be replaced or restored.

5.67.3.4. Documenting evidence of management's decision to permanently remove the asset from service (Impairment).

5.67.3.4.1. Documentation specifying that an asset is Impaired is required to support an impairment decision and should specify that the asset is being permanently removed from service and the asset's use is terminated.

5.67.3.4.2. The Impairment documentation shall be signed by the disposition authority (IM/PM).

5.67.3.5. Financial Accounting for Impaired assets

5.67.3.5.1. When the disposition authority (IM/PM) decides to permanently remove, retire, or dispose of an asset from service and the asset's use is terminated, the asset's acquisition cost and associated accumulated depreciation shall be removed from the APSR general Property, Plant, and Equipment account and transferred to the Other General PP&E (Account 1890), IAW DoD 7000.14-R, Volume 12, and Federal Accounting Standards Advisory Board (FASAB) Statement of Federal Financial Accounting Standards (SFFAS) 44: (T-0) Accounting for Impairment of General Property, Plant, and Equipment Remaining in Use. Note: When Account 1890 is not available, account for impaired assets in an AFMC approved property accountability system.

5.67.3.5.2. Upon completion of the disposal of the asset, the storing activity should write off the asset from its financial records. Any difference between the expected net realizable value previously recorded and the actual disposition amount should be recognized as a gain or loss.

5.67.3.6. When impaired assets are returned to service, comply with reclamation process per this instruction IAW DoD 7000.14-R, Volume 12, Chapter 7, Department of Defense Financial Management Regulations. (T-0)

Chapter 6

MATERIEL RETURNS, RETENTION, AND DISPOSITION

6.1. Overview. This chapter outlines AF guidance for the supply chain materiel management processes associated with materiel returns and disposal of materiel. These activities include Returns, Disposal, and the Precious Metals Recovery Program (PMRP). For this chapter, DoDM 4100.39, DoDM 4140.01, DoDM 4160.21, Volumes 1-4, and DoDM 4160.28, Volume 1-3 serve as primary DoD reference sources. (T-0)

6.1.1. All AF materiel management activities processing returns (serviceable and unserviceable) will:

6.1.1.1. Conduct bare item inspection to verify the identification and ensure materiel received matches tags and documentation are completed prior to return IAW this chapter. (T-1)

6.1.1.2. Research shipment shortages to find missing assets, ensure missing assets are included in the shipment. When it is impractical to recover component shortages, the release/receipt document listing the shortages will be certified. (T-1)

6.1.1.3. Return reparable only to the shipment DoDAAC contained in the repair cycle record. (T-2)

6.1.1.4. Not inspect reparable which are received in error and is automatically trans-shipped to the applicable repair point unless there is obvious or suspected evidence that condition or identity is incorrect. (T-2)

6.1.1.5. Handle returned assets in such a manner to prevent further damage or cost to the government. Packing and crating will be accomplished as prescribed by appropriate TOs and packaging directives IAW AFMAN 24-206, Packaging of Materiel. (T-2)

6.1.1.6. FOB Materiel. Assets in the possession of base customers that are not correctly accounted for on supply system due-in from maintenance or in-use equipment detail records are commonly referred to as FOB.

6.1.1.7. FOB property will be processed by the Flight Service Center (FSC). FOB items will be thoroughly researched before being added to the accountable record. Unless exempted, all controlled items will use Special Inventory guidance to clear FOB conditions; a Financial Liability Investigation of Property Loss (FLIPL) will be required to add such items to the accountable record. See **Table 6.2** for exceptions.

6.1.2. Base Customers in possession of assets will comply with following guidance prior to returning property to the LRS/Materiel Management Activity to ensure proper identification, condition, and complete documentation (i.e., forms, tags, reports, etc.):

6.1.2.1. TO 00-20-3, Maintenance Processing of Reparable Property and the Repair Cycle Asset Control System, TO 00-35D-54, USAF Deficiency Reporting, Investigation, and Resolution, DAFI 21-101, Aircraft and Equipment Maintenance Management, and AFMAN 24-206 .

6.1.2.2. For maintenance activities that are non-Aircraft, refer to AFPD 21-1, Maintenance of Military Materiel, for the governing maintenance publication.

6.1.3. All activities, which are not in the Stock Number User Directory or equivalent program and therefore do not receive RIMCS data (i.e., contractors, universities, Air Force Reserve Officer Training Corps), will ship AF reparable materiel to an authorized repair point. (T-2) Note: See **paragraph 8.2.14** for RIMCS guidance.

6.1.4. Activities will not remove Item Identification Plates or Labels on material being returned. (T-2)

6.1.5. For on-base issue/drop off points and delivery of DIFM items to FSC, refer to AFI 24-301, Ground Transportation, and AFQTP 24-3-400, Documented Cargo Operations. Proper documentation includes: AFTO Form 350 and condition tag. When an item is missing required packaging, an DAF Form 451, Request for Packaging Service, will be included with the property. Documented Cargo personnel are not responsible for the inspection, completion of documentation and packaging. FSC personnel will take delivery of items and coordinate with the owning unit for discrepancies with packaging or documentation.

6.2. Returns.

6.2.1. Material Returns to the Retail Supply Activity.

6.2.1.1. Assets no longer used by retail materiel management activities will be returned or transferred for disposal. (T-2)

6.2.1.1.1. Purpose: To explain return procedures. Note: DoDM 5200.01, Information Security Program applies at all levels of personnel who handle, or store classified information and CUI.

6.2.1.1.2. Return requests will be processed without delay.

6.2.1.2. The following actions will be performed for all returns:

6.2.1.2.1. Perform physical bare item inspection of property (identity plate, engraving, decal, or label) to ensure proper identification of asset following the MIL-STD-130. Ensure materiel received matches supporting documentation and ILS-S records.

6.2.1.2.1.1. If property identification does not match information in the ILS-S, review interchangeable/substitute data within the system or research in the D043B Interchangeable and Substitute (I&S) maintenance system.

6.2.1.2.1.2. If I&S data is not compatible, action may dictate use of Interchangeability Code I for return processing.

6.2.1.2.2. The submitting organization will create a memorandum, commonly known as an I-bypass letter, certifying the item returned is acceptable to clear existing DIFM records. This memorandum will include supporting documentation such as TOs or service manuals.

6.2.1.2.2.1. The FSC will use this information to verify the item returned is acceptable for the item issued and should not be or is not linked in the applicable Interchangeable Substitute Group. All supporting documentation will be filed with a copy of the D20, Base Supply Surveillance Report for a period of two years.

6.2.1.2.3. Property Preservation. Ensure all returns are protected with packaging identified in Special Packaging Instruction (SPI) information, DD Form 1348-1A and AFMAN 24-206. (T-1)

6.2.1.2.4. Sign and date customer copy of the original DD Form 1348-1A upon receipt and completion of bare item inspection. See **Table 6.1** for complete document requirements.

6.2.1.2.5. Review the AFTO Form 350. Review the AFTO Form 350 accompanying repairable returns for completeness and compatibility in accordance with the TO 00-20-2, Maintenance Data Documentation. Coordinate with the applicable Maintenance Reparable Processing Center for clarification or correction of any questionable or incomplete entries.

6.2.1.2.5.1. Block 16 must contain the original issue request or due-out release document number listed on the DD Form 1348-1A or equivalent.

6.2.1.2.5.2. Block 17 must contain the nomenclature of the item.

6.2.1.2.5.3. Block 18 must contain the Part Number.

6.2.1.2.5.4. Block 18a, must contain the WUC when the item is declared NRTS or condemned (Action Taken Codes 0 through 9).

6.2.1.2.5.5. Block 19 must contain the National Stock Number.

6.2.1.2.5.6. Block 20 must contain an Action Taken Code compatible with property condition. See ILS-S User's Manual for a list of Action Taken Codes.

6.2.1.2.5.7. Block 21 must contain the Quantity.

6.2.1.2.6. AFTO Form 350 Disposition. Leave Part 1 of the AFTO Form 350 tag attached to the item. Part II of the AFTO Form 350 will be used for return processing actions.

6.2.1.2.7. Condition tags. Verify the accuracy of the repair cycle asset condition tags in accordance with TO 00-20-3. (T-1)

6.2.1.2.8. Removal of Tags and Labels. Remove all documentation not pertaining to current transaction (e.g., previous shipping labels, issue documents, MICAP, NMCS, 999, etc.). Tags and labels must be obliterated or removed from the item's container prior to the item being shipped, re-issued, or returned to warehouse stock.

6.2.1.2.9. AF Form 2005 and processing instructions. Prepare an AF Form 2005 for all materiel returns. The procedure for preparing the AF Form 2005 depends on the type of item being returned, as outlined in other sections of this chapter. 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's Manual. See **Chapter 11** for equipment TIN procedures.

Table 6.1. Materiel Return Source Document Requirements.

Form Used	Block/Card Column	Title

AF Form 2005 **Note 2**	A	Enter Last Name of In-Checker and Julian Date
	B	Enter Last Name of Inspector and Julian Date
	J	Nomenclature (**Note 1**)
DD Form 1348-1A **Note 3**	1-3	Enter "TIN"
	10	Enter quantity
	71	Enter Return Condition
	22	Enter Inspector/In-Checker Name/Signature
	23	Enter Date received
	27	Enter serial number (if applicable), DOCUMENT CONTROL, CLASSIFIED or NWRM
Note 1: ILS-S User's Manual prescribes all additional block/card column requirements. **Note 2**: Provided by requestor. **Note 3**: Applies to recoverable DIFM returns when original/copy of release document is used to process transaction.		

6.2.1.2.9.1. Return Processing Delays. When an item is physically returned and processing is delayed for more than 1 duty day, enter a P in Repair Cycle Flag position 53. Record the last three positions of the Julian date (actual return date) in Tote Box/Hold Bay positions 4-6 of the Return input.

6.2.1.2.10. Handling Post Return Processing. After completing return processing, move material with correct automated tracking labels and applicable documentation to locally designated hold areas or applicable warehouse stockrooms.

6.2.2. Special Return Procedures.

6.2.2.1. These procedures cover returns that require special action.

6.2.2.2. Materiel Deficiency Returns. Process Materiel Deficiency Returns in accordance with TO 00-35D-54. For management of PQDR items refer to **paragraph 4.3** of this manual.

6.2.2.2.1. Maintenance personnel (originator) delivers the deficient exhibit to the LRS/Materiel Management Activity in accordance with TO 00-35D-54, specifically:

6.2.2.2.1.1. A copy of the initial Deficiency Report (DR) submittal paperwork.

6.2.2.2.1.2. Provide documentation for DR to include latent defects found after initial exhibit reporting.

6.2.2.2.1.3. Two completed copies of the DD Form 1575.

6.2.2.2.1.4. Two copies of the DD Form 2332 Product Quality Deficiency Report Exhibit properly completed per TO 00-35D-54 with the deficient property at the

time of return.

6.2.2.2.2. The LRS/Materiel Management Activity will verify maintenance has provided required documentation and unserviceable (ERRCD X**) item returns are identified with supply condition code Q and action taken code C.

6.2.2.2.3. Upon completion of return processing, the appropriate ILS-S produces management notice I012 (Stock Awaiting Disposition) reflecting the unserviceable detail document number. The LRS/Materiel Management Activity will attach a copy of the I012 management notice to the property and write the Report Control Number (RCN) on the I012 so the exhibit can be readily identified.

6.2.2.2.4. Move the exhibit to the deficiency report storage location.

6.2.2.2.5. Assign location to R920 detail within 3 duty days of the creation of unserviceable detail.

6.2.2.3. Warranty Item Returns. Include all warranty paperwork when items are returned.

6.2.2.4. Items Undergoing Physical Inventory. Inventory freeze codes (C for Cycle inventory and I for Special inventory) will not affect processing of unserviceable returns. Inventory freeze codes will have the following effects on serviceable return processing:

6.2.2.4.1. When TEX code 7 or G is used to force shipment, the system will process the return and shipment of the property.

6.2.2.4.2. When the entire quantity can be due-out released, the system will process the return and release the due-out.

6.2.2.4.3. When neither of these conditions exist, reject 469 will be printed. Take the following actions:

6.2.2.4.3.1. Hold copy 1 of the 469 reject in suspense and re-input the return after freeze code is removed.

6.2.2.4.3.2. Forward copy 2 of the 469 reject to the holding area, where it will be attached to the property.

6.2.3. Recoverables/Reparables.

6.2.3.1. Maintenance will return recoverable items to the wholesale and retail materiel management systems regardless of condition IAW **paragraph 5.14** of these instructions. (T-2)

6.2.3.2. Reparable items coded “XD”. Serviceable "XD2" items will only be returned to depot stocks or transferred to disposal when directed by the IM. (T-2)

6.2.3.3. Reparable Items Coded “XF,” or “NF.” To preclude the unwarranted disposal of economically reparable "XF" or "NF" items which are beyond the capability, capacity, or need of the base to repair, the following criteria are established: (T-2)

6.2.3.3.1. Items coded "XF" and "NF" will be processed to the DLADS when they are in condemned condition, except items identified by AFMC/437 SCOS to be included in Repair Network Integration (RNI). (T-2)

6.2.3.3.2. Reparable non-PSC 5 "NF" items in other than condemned condition and having a line-item value (quantity items x unit cost) less than $100 will be processed to DLADS. Items in this category may be held if the base considers necessary for possible future repair and reuse. (T-2)

6.2.3.3.3. Reparable non-PSC 5 "NF" items in other than condemned condition and having a line-item value of $100 or more will be reported to the IMs for disposition instructions. (T-2)

6.2.3.3.4. Reparable "XF" items requiring depot repair will be identified in RIMCS. (T-2)

6.2.3.3.5. Reparable "XF" items not in the RIMCS will be processed to DLADS, unless critical. (T-2) Exception: Personnel parachute components and those identified by AFMC/437 SCOS to be included in RNI.

6.2.3.3.6. Guidance outlined in this paragraph does not pertain to items recovered by reclamation at the AFMC Aerospace Maintenance and Regeneration Activity.

6.2.3.4. When notified to ship reparable (part numbered) Quick Reaction Capability (QRC) equipment to a contractor or depot field team, shipments should be made by the most expeditious means available.

6.2.3.5. Shipment of reparable and TCTO materiel to repair contractors.

6.2.3.5.1. Reparable and TCTO materiel are shipped to repair contractors when the appropriate RIMCS data is reflected, except when directed by the IM.

6.2.3.5.2. RIMCS applies to all reparables which can appropriately be shipped from the generating activity to the contractor repair facility.

6.2.3.5.3. Movement of Test, Measurement, & Diagnostic Equipment will be done IAW TO 00-20-14, Air Force Metrology and Calibration Program. (T-1)

6.2.4. Consumables items coded XB or NF1 IEE only.

6.2.4.1. DoD and AF policy mandates all government materiel will be fully used and reused when the materiel can be used effectively, economically, and safely. Activities will never discard usable material. (T-1) The following guidelines for determining the usefulness of items apply to both on-base and off-base organizations.

6.2.4.2. All consumable items, serviceable or unserviceable, having potential use, asset alteration, or resale value, will be collected, retained, and returned to the retail Materiel Management Activity. Note: LRS/Materiel Management Activity will not accept serviceable property less than a full Unit of Issue (U/I). (T-1) The retail Materiel Management Activity will reissue and redistribute serviceable consumable items and dispose of unserviceable items to DLADS in accordance with assigned DEMIL code. (T-1)

6.2.5. Found on Base (FOB) Item Returns. Assets in the possession of base customers not accounted for on supply system due-in from maintenance or in-use equipment detail records are commonly referred to as found on base (FOB).

6.2.5.1. Determine ownership. The following research actions are performed for all FOB returns to determine ownership: Verify all warehouse locations and detail balances; review

transaction history for previous adjustments to validate if FOB is related; and check Degraded Operations log sheets to verify all transactions have been processed. After research, if ownership of FOB property can be determined, return the property to the owning organization.

6.2.5.2. Specific FOB Actions. The FSC personnel will document all research actions and file with a copy of the D20 when an item is found on base. (T-1) Follow actions for Recoverable, Consumable, or Return Procedures and process the return with TEX code "+." Serialized control assets (e.g., NWRM, COMSEC/CCI, Weapons) or classified assets need to follow actions identified under **Table 6.2**. All research actions and maintenance documentation will be filed with a copy of the D20 (BASE SUPPLY SURVEILLANCE REPORT). See **Ch. 11** for equipment procedures.

6.2.5.3. Overages.

6.2.5.3.1. Overages resulting from maintenance turn-ins due to scheduled weapon system deactivations and modifications shall be considered resolved discrepancies when maintenance activities provide official documentation directing the deactivations and or modifications as justification for resolution.

6.2.5.3.2. The supply activity will add the items to the item record via a turn-in/receipt transaction, and documentation will be filed with Document Control.

6.2.5.3.3. For NWRM assets, notify the NTCC (**635SCOW.NTCC@us.af.mil**) prior to processing for accountability and disposition instructions.

6.2.5.3.4. If documentation cannot be provided, the overages will be considered unresolved, and the requirements prescribed in **Table 6.2** will be followed. Note: For approved weapon system deactivation or modifications, FOB TINs will be processed with a "0" in the Disposal Authority/SEX Code field.

6.2.5.4. Federal Stock Class 8150 Intermodal ISO Containers. Contact the Air Force ISO Container Program Manager at AFMC to request disposition instructions for ISO containers declared FOB on AF installations. See Defense Transportation Regulation (DTR) 4500.9-R, Part VI, Management and Control of Intermodal Containers and System 463L Equipment, for ISOs found on installation.

Table 6.2. Exceptions to TEX code "+" Returns.

Type Item	Actions

Serialized control assets (e.g., NWRM, COMSEC/CCI and Weapons) or classified	These assets will not be turned-in with a TEX + (plus). Use Special Inventory procedures and customers will follow Financial Liability Investigation guidance in DoD 7000.14-R (DoD FMR), Vol 12, Chapter 7. **(T-0)** For NWRM: Immediately contact the NTCC to determine proper accountability/disposition actions. Refer to DAFMAN 20-110, **Chapter 11** for discrepancy reporting requirements. For COMSEC/CCI: Contact the DAF COMSEC/CCI Central Authority. **Note**: When the adjustment is the result of a weapon system deactivation, T.C.T.O. modification, static displays, mishaps, boneyard assignments, and programmed/un-programmed reclamation, refer to **paragraph 6.2.5.3**.
Equipment (ERRC NF*/ND*)	If ownership can be determined, see **Chapter 11** for equipment processing procedures.

6.2.6. Readiness Spares and Supply Point Item Returns. These assets are "returned" to retail supply stocks, and the materiel return procedures are the same as those used for customer materiel returns. Use the activity code, Organization Code, Shop Code and serial number of the Readiness Spares or Supply Point detail for processing the return.

6.2.7. Controlled Item and NWRM Returns.

6.2.7.1. Write or stamp CLASSIFIED ITEM in red ink on all copies of classified item source documents. For NWRM equipment, stamp the AF Form 2005 with CLASSIFIED NWRM Item in red ink.

6.2.7.2. LRS/Materiel Management activities will research and verify the serial number and part number/stock number conversions for all controlled materiel turned-in without the serial number or national stock number physically identified on the item.

6.2.7.3. Serialized Control Returns. When processing a return that affects the total on-hand or detail quantity, follow normal processing procedures. However, if processing a transaction for a partial quantity, specific serial numbers must be identified before the in-line transaction is processed. Use TRIC XHB or DSR detailed in COMSEC Serialized Control Input (XHB) and Small Arms Reconciliation Report for AFMC (DSR). See **Chapter 11** for equipment returns.

6.2.7.4. NWRM Returns. NWRM will be returned IAW DAFMAN 20-110 & paragraph 10.2. and using the following procedures (T-1):

6.2.7.4.1. The FSC will ensure only personnel authorized by the NWRMAO process NWRM return transactions. (T-1)

6.2.7.4.2. FSC/return processing activities will notify NTCC of processing actions when an NWRM is being returned. (T-1)

6.2.7.4.3. The FSC will provide the NTCC the NSN, the part number, document number, quantity, unit of issue, and applicable serial number(s). (T-1)

6.2.7.4.4. The NTCC lifts freeze code N via Freeze Code Update (1FC) processing and notify the requesting FSC the freeze code has been removed. FSC will process the TIN. After successful processing, NTCC informs IM/repair facility of pending shipment and reload the freeze code N.

6.2.7.4.5. Do NOT process returns for NWRM with a TEX 7 and Supplementary Address. This will prevent automatic bypass of the freeze code. (T-1)

6.2.7.4.6. When return processing releases to a backorder, FSC will provide final destination detail (SPRAM, Equipment, Supply Point, etc.) of the asset(s). All excess POS assets will be redistributed based on direction from the Item Manager (IM).

6.2.7.4.7. When return processing released to an unserviceable hold detail, contact the NTCC to process a Shipment (SHP) or Wholesale Activity Redistribution Order /Referral Order (A2x/A4x) to the correct address.

6.2.8. Parachute Returns will be processed using equipment return procedures within this chapter.

6.2.9. Return of Bench Mockups or Sets. The equipment custodian must state disassembly is complete when returning a bench mockup or set. Note: For returns of each component of the mockup or set that the details remain within ILS-S, follow equipment return procedures in **Ch 11**.

6.2.10. Special Purpose Recoverables Authorized Maintenance (SPRAM). Returns for SPRAM items must contain demand code I (when reducing or deleting authorized detail) or demand code R (when requesting replacement item).

6.2.11. Safe and Filing Cabinet Returns. Return documents for safes and filing cabinets with combination locks will include combination settings. When locksmith services are available, the combination settings will be changed to 50-25-50 prior to return. When a locksmith is unavailable, returns may be accomplished without changing combination settings. If so, in addition to writing the settings on the return document also notate the combination on the tag or label attached to the safe or cabinet.

6.2.12. Multiple DIFM Indicator. When using a multiple DIFM indicator, there is only one DIFM document number. Additional processing will be required if returning partial quantities or using separate conditions. Example: DIFM quantity is 10. When returning five each with an action taken code 9 and the other five with an action taken code B, it will be necessary to process separate returns with the same document number.

6.2.13. Non-accountable equipment returns purchased via GPC must be processed through the ILS-S. Query ILS-S and ELMS PA to ensure the assets are not on any accountable records. The requester provides the org/shop code. Contact EAE for items on accountable records. Materiel Management personnel will process the return using:

6.2.13.1. Activity code “P” document numbers.

6.2.13.2. Activity code “K” from retail outlets.

6.2.13.3. Credit code “N.” Note: Credit code “Y” is assigned when credit is allowed, the Funds manager must approve the use of credit code “Y” before processing.

6.2.14. Air Force Repair Enhancement Program (AFREP)

6.2.14.1. Unserviceable XF Returns validated on the Indicative Repair Cycle Data Listing (Q04) will be placed in the designated hold area by FSC for one duty day to give the Air Force Repair Enhancement Program time to determine reparability. When the Air Force Repair Enhancement Program does not respond in one duty day, return will be processed as normal.

6.2.14.2. When AFREP can repair the asset, a TIN will be processed with a TEX code "1" to clear the original DIFM detail.

6.2.14.2.1. Process an unserviceable issue (MSI) with a TEX code "D" to the AFREP account. Use activity code "C" for ERRC XD and XF budget code 8 (MSD), and "R" for XB and XF budget code 9 (GSD) and use shop code "GF." This will provide the asset to AFREP as a "free issue" while establishing a DIFM detail.

6.2.14.2.2. Submit request to AFMC to assign local ERRC of XF for XB items with recurring initiatives that have a demand level established.

6.2.14.3. Serviceable/Unserviceable returns from AFREP repair shops will be processed for credit IAW **Chap 2** of this instruction. (T-1)

6.2.15. Recoverable, Consumable, or Equipment Return Procedures.

6.2.15.1. Purpose: To provide procedures on the return of recoverable, consumable, or equipment items.

6.2.15.2. In addition to guidance in this chapter, follow instructions in subsequent paragraphs for recoverable (ERRCD XD2 or XF3), consumable (ERRCD XB*/NF1 IEE assets), returns to the ILS-S. See **Chap 11** for equipment return procedures.

6.2.15.3. Recoverable Item Returns. Return recoverable items after completing the base repair cycle process per TO 00-20-9, Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items

6.2.15.4. Consumable Item Return Procedures. Processing Turn-In of Consumable Items: perform the following actions for all consumable item returns:

6.2.15.4.1. DoDM 4160.21, Vol 1, Defense Materiel Disposition: Disposal Guidance and Procedures, mandates all government materiel must be fully used and reused whenever it can be effectively, economically, and safely utilized. Although activities or work centers may no longer need consumable assets for current needs, they are not authorized to automatically throw away these items because they may be needed in the future. The following general guidelines will help determine item usefulness and applies to both on and off-base organizations.

6.2.15.4.2. Throw Away Items. Customers may only throw away items that are in such a deteriorated condition they cannot be sold through DLADS, thus making them useless for any future application. Examples are used gaskets, seals, broken plastic items, etc. Under no circumstances will serviceable or unserviceable consumable items requiring

demilitarization be thrown away. (T-1) See **paragraph 6.3** for disposal and demilitarization procedures.

6.2.15.4.3. Useful materiel. Customers will collect, retain, and return to the LRS/Materiel Management Activity all consumable items, serviceable or unserviceable, having potential use or resale value. The LRS/Materiel Management Activity will reissue and redistribute these for repair and reuse, or transfer to DLADS as scrap. (T-1)

6.2.15.4.4. The return activity prepares and signs the applicable DD Form 1500 series tag/label. The return activity will write appropriate organization and shop code on the applicable DD Form or the property container. The DD Form 1574/1574-1 is not required on a serviceable consumable item if the item is in its original sealed container, and the national stock number has not been removed or obliterated.

6.2.15.5. LRS/Materiel Management Activity will not accept serviceable property less than a full Unit of Issue (U/I). (T-1) When returned serviceable property contains less than a full U/I (e.g., 57 EA and the UI is Hundred (HD)), the organization will keep the items as work order residue or add them to existing bench stock.

6.2.16. Specific Consumable Processing Procedures.

6.2.16.1. Purpose: To provide procedures on certain consumable returns.

6.2.16.2. In accordance with AFI 24-301, Ground Transportation, will incorporate collection/pickup into their documented cargo sweeps, according to the schedule developed by the Documented Cargo Operations section and approved by the LRS/CC. They will deliver recovered consumable materiel to FSC for processing.

6.2.16.3. Use the organization and shop code identified on the DD Form 1574/1574-1 or container to make sure funds credit is provided when authorized. Property suspected to be unserviceable or misidentified will be verified by a certified inspector. Process unserviceable returns as condition code “H.” When items are considered scrap, process see **paragraph 6.3**, of this manual. After processing, move materiel to applicable hold location.

6.2.17. Equipment Returns.

6.2.17.1. Equipment custodians will coordinate with EAE to validate returns prior to turning property over to FSC.

6.2.17.2. FSC will email the Item Manager for disposition instructions within three (3) workdays of receiving the property. (T-1)

6.2.17.3. Item Managers will have five (5) duty days to provide disposition instructions to the LRS. (T-1) If no response is received within 60 days, process turn-in to DLADS.

6.2.17.4. Equipment Property return processing is outlined in the ELMS User Guide.

6.3. Disposal and Demilitarization.

6.3.1. Disposal Guidance.

6.3.1.1. Explains disposal procedures process required to transfer materiel (TRM) to DLADS for managing excess and surplus materiel transfers. Materiel transfers from AF

retail materiel management activities to DLA can be either directed by wholesale inventory control point (ICP) item managers or can be initiated based upon enterprise disposal decisions by AFMC only. DoDM 4160.21, Volume 2 and DoDM 4160.28, Volume 1, implements the requirements of the Federal Property Management Regulation (FPMR), as it applies to the disposition of excess and surplus materiel. DoDM 4160.28 directs DoD component personnel involved with the DoD DEMIL Program to complete initial Defense Demilitarization Program Courses and annual Defense DEMIL Program Refresher Course posted at **https://www.dla.mil/Working-With-DLA/Federal-and-International-Cataloging/DEMIL-Coding/DEMIL-Training**. (T-0)

6.3.1.2. Overarching disposal guidance is contained in DoDM 4160.21, Vol 1.

6.3.1.3. Primary Inventory Control Activity (PICA) and Secondary Inventory Control Activity (SICA). PICAs have final disposition authority for assets under their management. Therefore, SICAs will not dispose of items until they receive written authorization from the appropriate PICAs. PICAs will provide SICAs the current "ship to" information for reparable materiel.

6.3.1.4. General Disposal Procedures. AFMC/448 SCMW-directed materiel transfers to DLADS are processed in the ILS-S when items are no longer required (excess) and all disposal authority criteria has been met. The following actions will be performed for all items being transferred to DLADS through LRS/Materiel Management Activity channels. See **Table 6.3** for disposal criteria and **Chapter 11** for equipment transfers to DLADS.

6.3.1.5. General Disposal Procedures. 635 SCOW/Stock Control, in coordination with Source of Supply Materiel Managers, processes disposal in the ILS-S when items are no longer required (excess) and all disposal authority criteria has been met. The following actions will be performed for all items being transferring to DLADS through LRS/Materiel Management Activity channels.

6.3.1.6. Retail activities will transfer centrally procured secondary and principal items to disposal only when directed by the IM, unless identified as authorized for immediate transfer to disposal. Component materiel identified by an IM for possible disposal but with potential for reutilization will be transferred to DLADS, unless new information justifies retention.

6.3.1.6.1. Identify the type of property for disposal by checking NSN and Part Number.

6.3.1.6.2. Ensure all the paperwork if applicable, is complete (e.g., hazardous forms, disposition instructions, and condition tags with property).

6.3.1.6.3. Input of an AFMC-directed materiel transfer, the ILS-S applies transfer disposal authority criteria to ensure the materiel qualifies for transfer.

6.3.1.6.4. Successful processing of the transfer transaction produces a DD Form 1348-1A output A5J transfer document. See ILS-S User's Manual for output format.

6.3.1.6.5. Attach document to the property. Note: DLADS is sometimes located off-base and the transferred materiel must be transported. Go to DLA Disposition Services property Turn-In website **www.dla.mil/DispositionServices** to request an appointment to bring scrap or usable property to nearby DLADS.

6.3.1.6.6. When the document contains demilitarization codes F, G or P forward to Inspection for processing and coordination materiel movement with base LRS/LGRD.

6.3.1.6.7. For Wholesale-Directed Transfers to DLADS Transactions reference Processing Procedures For ICP-Directed Transfers to DLADS, ILS-S User's Manual.

6.3.1.7. The LRS/Materiel Management Activity may locally direct transfers to DLADS when: the item is unserviceable or when the item is a locally assigned stock number, and the item is no longer required; the item does not support an active weapon system or end item; and all disposal authority criteria has been met. HAZMAT disposal must be coordinated through local environmental staff using EESOH-MIS for an evaluation of hazardous waste regulations and requirements.

6.3.1.8. 635 SCOW will ensure all the disposal criteria for serviceable items in **Table 6.3** are met before disposal action is taken:

Table 6.3. Enterprise Date Points to Equal Zero.

Requisition Objective
Daily Demand Rate
Cumulative Recurring Demands
Number Demands Current
Number Demands Past 6 Months
Number Demands 7-12 Months
Due-Outs
Due-Ins
Due-In from Maintenance
Equip Authorization
Equip On-Hand
RSP Authorization
RSP On-Hand
SPRAM Authorization
SPRAM On-Hand
Bench Stock Flag

Supply Point Flag
Life of System Level Count

6.3.1.8.1. For consumable serviceable items required to support and maintain active weapon system or end item:

6.3.1.8.2. The disposal criteria for BC "8" (XB3, XF3) and BC "9" (XB3, XF3, and NF1 IEE assets) is authorized when Date of Last Demand is greater than 10 years, SPC assigned is 5 or E, and Date SPC assigned is greater than 9. See **Chapter 11** for equipment returns.

6.3.1.8.3. Some consumable items are not required to support and maintain active weapon system or end item. The disposal criteria for BC "8" (XF3) and BC "9" (XB3, XF3, and NF1) is authorized when Date of Last Demand is greater than 3 years, SPC assigned is 5 or E, and Date SPC assigned is greater than 2 years.

6.3.1.9. For Critical Safety Items (CSI) materiel which lacks required supporting documentation will be mutilated prior to being transferred. The term "AFTO Form 95 Required" will be printed on all output shipments or transfer documents requiring supporting historical maintenance data. LRS/Materiel Management Activity inspector should contact maintenance when this phrase is printed on serialized reparable items and no maintenance documentation is available.

6.3.1.9.1. A criticality code of "E" or "F" identifies an item as CSI, in accordance with DoDM 4100.39, Vol 10.

6.3.1.9.2. DLADS will mutilate CSIs not accompanied by an AFTO Form 95 or other historical maintenance record, and if the items have not already been mutilated.

6.3.1.9.3. When disposing such aviation CSIs into DLA, ensure that the documents clearly annotate that the part is "defective," "non-reparable," or "time-expired" and that mutilation is required. Note: When the materiel is new/unused and still packaged in the original manufacturer's container that reflects all the identification and contracting data, the item shall be issued or turned-in to DLA without applying the mutilation requirement.

6.3.1.9.4. CSIs that contain military offensive or defensive capabilities shall be demilitarized in accordance with DoDM 4160.28, Vol 1.

6.3.1.10. Disposal of Special Access Program parts will comply with AFI 16-701, Management, Administration and Oversight of Special Access Programs.

6.3.1.11. Base-level organizations will transfer materiel to DLADS for items not processed through the applicable materiel management IT system. (T-2) This includes the transfer of scrap and GPC purchases of non-accountable equipment items. LRS/Materiel Management Activity Customer Service will ensure assets being transferred is not on any accountable records and will provide an offline document number to the customer for transfer to DLADS. (T-2)

6.3.1.11.1. Segregation of scrap materiel is necessary to minimize DLADS handling costs and to ensure maximum return from the sale of disposed materiel. Segregation of

scrap materiel will be accomplished by base organizations initiating materiel transfers to DLADS.

6.3.1.11.2. When items are coded disposal, disposing organizations' items must be turned into DLADS and demilitarized prior to transfer IAW the DEMIL code assigned, DoDM 4160.21, Volume 3, Defense Materiel Disposition: Reutilization, Transfer, and Sale of Property, DoDM 4160.28, Volume 2, Defense Demilitarization: Demilitarization Coding. (T-0)

6.3.1.11.3. Disposal of NWRM and scrap from NWRM will follow guidance in DAFMAN 20-110.

6.3.1.11.4. LRS/Materiel Management Activities are authorized to transfer low dollar value property in batch lots to the DLADS on a single shipping document IAW DoDM 4160.21, Volume 3, Defense Materiel Disposition: Reutilization, Transfer, and Sale of Property.

6.3.1.11.5. At installations lacking a local Defense Logistics Agency Disposition Services (DLADS) staffed location, Logistics Readiness organizations will execute the following basic processes, subject to specific instructions from DLADS: perform checks on electronic turn-in documents (ETID) to verify quantity and identity of property being turned in by local AF or Joint units, package or palletize property to enable movement and loading by materiel handling equipment, provide secure temporary storage of disposal property to prevent loss, damage, and deterioration, coordinate with DLADS to request transportation to a disposal site and contact DLADS to obtain customer training on disposal processes. (T-3) Note: Check with servicing DLADS office for prescribed minimum quantity when local storage reaches maximum capacity and for minimum distances required for obtaining DLADS provided transportation.

6.3.2. Demilitarization.

6.3.2.1. AFMC/A4RX will act as the AF Demilitarization (DEMIL) Program Administrator. Requests for waiver, modification, exception, or addition to DoD Demilitarization requirements will be submitted to the AF DEMIL Program Administrator, on a case-by-case basis IAW DoDM 4160.28, Volume 1. AFMC/A4RX will review, approve, and submit to the DoD DEMIL Program Office (DDPO). (T-1) Note: All changes to DEMIL codes for classified and explosive assets must be approved by AFMC/A4RX DEMIL Program Administrator and the DoD DEMIL Program Administrator.

6.3.2.2. The ESs (contractor equivalent) will assign accurate DEMIL codes to all items, for which they have management responsibility, IAW DoDI 4160.28, Volume 2. (T-0) Requests to change an item's DEMIL code will be submitted to DLA via the DEMIL Challenge Request Form and Instructions on the DEMIL site: **https://www.dla.mil/Working-With-DLA/Federal-and-International-Cataloging/DEMIL-Coding/**

6.3.2.3. Prior to release of property from DoD custody and control, the owning activity is responsible for ascertaining the demilitarization code for the property and ensuring that it is entered on the transfer document or included in the lease, loan, or sale agreement.

6.3.2.4. The ICP will declassify materiel according to DoDM 4160.28, Volume 2, and if required, further demilitarize classified materiel prior to turn-in of the residue, if any, to DLADS. (T-0)

6.3.3. Precious Metals Recovery Program. The PMRP will be conducted IAW in DoDM 4160.21, Volume 2 and TO 00-25-113, Conservation and Segregation of Critical Alloy and Precious Metal Bearing Parts and Scrap. (T-0)

6.3.3.1. Roles and Responsibilities.

6.3.3.1.1. AF/A4LR will be responsible for coordinating the policy and guidance for PMRP.

6.3.3.1.2. AFMC/AFSC will be the AF focal point to coordinate on all matters pertaining to the PMRP and assign appropriate Precious Metals Indicator Codes as defined by Federal Logistics Information System Cataloging Data and Transaction Standards, Volume 10, **Table 160**.

6.3.3.1.3. AFMC will be the AF focal point to coordinate on all matters pertaining to the PMRP

6.3.3.1.4. MAJCOMs/A4R will: Ensure an effective PMRP program exists within their command.

6.3.3.1.5. Retail/Base-Level PMRP Management:

6.3.3.1.5.1. The Materiel Management Flight Chief Inspector will be the installation PMRP manager/focal point for all matters concerning PMRP. (T-2)

6.3.3.1.5.2. The PMRP manager will maintain a list of all organization's PMRP monitor's/alternate's name, phone number, location and, as applicable, type of recovery equipment, kind of precious metals scrap generated, and the kind of fine precious metals and high precious metals content items used.

6.3.3.1.5.3. The PMRP manager will visit each participating activity at least once every 24 months for review of operations, documentation, and adherence to overall program requirements. (T-1) A report of findings will be maintained and corrective action on discrepancies tracked through completion.

6.3.3.2. All AF activities must establish protection requirements for fine precious metals, precious metals bearing scrap, and high content precious metals bearing items IAW DoDM 4160.21, Volume 2. (T-0)

6.3.3.2.1. Using activities will maintain a file for accountability for silver recovery equipment and supplies provided by DLADS at no cost, kind of precious metals scrap generated, and the kind of fine precious metals and high precious metals content items used.

6.3.3.2.2. Contractor activities operating on an AF installation, where precious metals are used or recovery is involved, must ensure that the PMRP is addressed in the Performance Work Statement (PWS) or equivalent. (T-2)

6.3.4. Disposal Return Document (DTID).

6.3.4.1. Purpose: To explain disposal/return procedures and materiel transfer documentation used by base organizations to process directly to DLADS.

6.3.4.2. These procedures are primarily used to transfer scrap to DLA by authorized base organizations. Since organizational transfers of materiel to DLADS are not processed through the ILS-S, the owning organizations are responsible for hand scribed or typed DD Form 1348-1A documenting the transfer. There are two methods available for producing the documentation. Organizations will use DLA's Electronic Turn-in/Return Document (ETID) system or manually produce the transfer shipment documentation if IT is limited.

6.3.4.3. General Disposal Procedures. Property shall be turned in to the DLADS Site in accordance with DLM 4000.25, Vol 2 and DoDM 4160.21, Vol 1. All returns will be on DD Form 1348-1A.

6.3.4.3.1. Segregate scrap materiel to minimize DLA handling costs and to ensure maximum returns from the sale of disposed materiel. Segregation of scrap materiel shall be accomplished by the base organizations initiating materiel for all transfers.

6.3.4.3.2. When purchased items using Government Purchase Card (GPC), organization will contact LRS/Materiel Management Activity to ensure the assets are not on any accountable records. For "Scrap Materiel," organization will make every effort possible to return the items directly to DLADS.

6.3.4.3.3. Property shall be turned in using the DLADS Site at DLA Disposition Services property Turn-In (**www.dla.mil/DispositionServices**).

6.3.4.3.4. For password access see additional information link.

6.3.4.3.5. The requesting organization coordinates with DLADS to schedule property drop off/pick-up.

6.3.4.3.6. When an ETID is prepared by an IM to process excesses at more than one storage location, separate forms will be prepared for each location. Each form will contain indicative information for the property held only at that location. Ensure quantity to be transferred and retention quantity entries are complete.

6.3.5. Batch Lot Processing.

6.3.5.1. Purpose: To explain the batch lot procedures.

6.3.5.2. In some cases, bases are authorized to transfer useable low dollar value materiel to DLADS in "batch lots" instead of individual stock number (item) transfers. Note: Batch lotted property documents are not in Web Docs and will be mailed back. Reference DoDM 4160.21, Vol 1, for more information.

6.3.5.3. General batch lot procedures. Property shall be collected in a standard tri-wall container or other suitable container but must not exceed the dimension of a standard box pallet. Place containers in a convenient location within each warehouse and when the container is full or the warehouse supervisor considers it desirable, an ETID will be prepared, and the container forwarded to the DLADS. The following types of property do not qualify for batch lot processing:

6.3.5.3.1. Munitions List and Strategic List Items per DoDM 4160.28, Vol 1.

6.3.5.3.2. Property that needs special handling as determined in DoDM 4160.21.

6.3.5.3.3. Items designated as critical by the wholesale inventory manager.

6.3.5.3.4. Items determined to be pilferable or sensitive.

6.3.5.3.5. Hazardous property.

6.3.5.4. The following procedures are performed:

6.3.5.4.1. Generating activities transferring property to a DLADS site will prepare an ETID to accompany the property.

6.3.5.4.2. Type in below webpage and submit the request according to instructions. (**www.dla.mil/DispositionServices**).

6.3.6. Demilitarization Procedures.

6.3.6.1. Explains demilitarization for selected items.

6.3.6.2. Demilitarization of selected items must be performed by the disposing activity prior to transfer to preclude the unauthorized use of military items; destroy the military advantages inherent in certain types of property; render dangerous property harmless; protect the national interest; and preclude the compromise of security requirements in accordance with DoDM 4160.28, Vol 1. Base customers will coordinate with the LRS Chief Inspector for any demilitarization actions of their organization's materiel.

6.3.6.3. General Demilitarization Procedures: The following actions are performed:

6.3.6.3.1. LRS/Materiel Management Activity Inspection personnel will contact IM personnel to obtain guidance when Demilitarization (DEMIL) codes on DD Form 1348-1As appear to be incorrect or cannot be determined. (T-1) When an IM cannot be identified, contact DLADs in accordance with DoDM 4160.21, Vol 1.

6.3.6.3.2. When Inspection personnel detect incorrect demilitarization codes, they forward documents showing the changed demilitarization requirement to Records Maintenance, who will resolve the coding conflict.

6.3.6.3.3. For items assigned DEMIL code F, Inspection is responsible for initiating correspondence to obtain demilitarization instructions from the IM/ICP. Inspection personnel inform Central Storage to segregate or mark property destined for shipment pending response from the IM/ICP.

6.3.6.3.4. For items assigned DEMIL code G before they can be transferred: Inspection is responsible for monitoring demilitarization, subsequent transfer, and related documentation.

6.3.6.3.4.1. Inspection personnel coordinates with the following activities to establish a point of contact for carrying out demilitarization:

6.3.6.3.4.1.1. Munitions Maintenance or Armament Maintenance, for ammunition and explosives.

6.3.6.3.4.1.2. HAZMART Budget Estimate Submission or Civil Engineer, for radiological, biological, and toxicological materiel.

6.3.6.3.4.1.3. Aircraft Maintenance for aircraft related items.

6.3.6.3.4.1.4. Other activities as required.

6.3.6.3.5. Upon receipt of a shipping document, the inspector contacts the applicable function and arranges for the required demilitarization. Note: DoDM 4160.28, Vol 1, establishes the criteria for determining the most appropriate means of demilitarization.

6.3.6.3.5.1. The inspector stamps or types the following certificate (**Figure 6.1**) on the shipping document before the property is moved to the disposing activity:

Figure 6.1. Inspector Certification.

I certify that demilitarization has been accomplished as prescribed in Chap, para. . There is/is no residual materiel of salable quality. Residual materiel is/is not downgraded to scrap/ waste/destroyed.

Signature:

Organization:

Base:

6.3.6.3.6. The function carrying out the demilitarization accepts temporary accountability for the property by signing and returning copy 8 of the shipping document to the Inspection section. Inspection personnel hold this copy in suspense until the demilitarized property or related documentation have been returned. They then dispose copy 8 in accordance with the Air Force Records Disposition Schedule (RDS).

6.3.6.3.7. The activity demilitarizing the item completes the certification as follows:

6.3.6.3.7.1. If, after demilitarization, the property retains its original identity (only key points have been demilitarized), the certifying agent specifies 1) that the item has been demilitarized, 2) that there is residual materiel, and 3) that such materiel has not been downgraded to scrap. The certifying agent then returns the residual property and related documentation to the LRS, who then ships it to the DLADS.

6.3.6.3.7.2. When, after demilitarization, the property does not retain its original identity (it has been crushed or destroyed), the certifying agent specifies 1) that the item has been demilitarized, 2) that there is or is not residual materiel of salable quality, and 3) that such materiel has been downgraded to scrap or waste.

6.3.6.3.7.2.1. When the residual materiel is of salable quality, the certifying agent circles the stock number in print positions 8-22 of the DD Form 1348-1A, enters the word SCRAP, and returns the residual materiel and related documentation to Supply for later shipment to the DLADS.

6.3.6.3.7.2.2. When the residual materiel is not of salable quality, the agent circles the stock number in print positions 8-22 of the DD Form 1348-1A, enters the word WASTE, and returns only the documentation to LRS.

6.3.6.3.7.3. When, after demilitarization, there is no residual materiel (as in explosives), the agent certifies 1) that the item has been demilitarized, 2) that there

is no residual materiel of salable quality, and 3) that the residual materiel has been downgraded or destroyed. The agent then circles the stock number in print positions 8-22 of the DD Form 1348-1A, enters the word DESTROYED, and returns the documentation to LRS.

6.3.6.3.8. Inspection personnel forward shipping documents containing a demilitarization certificate and the word WASTE or DESTROYED in print positions 8-22 to Document Control. Note: No DLADS signature is required. Inspection personnel process shipping documents containing a demilitarization certificate and the word SCRAP in print positions 8-22 for delivery to the DLADS.

6.3.6.4. Demilitarization Funding.

6.3.6.4.1. Responsibilities for Funding Air Force Demilitarization Efforts. **Table 6.4** identifies the demilitarization/disposal requirements funds owner, decision authority and type of funds associated with given demilitarization/disposal events.

6.3.7. Precious Metal Returns.

6.3.7.1. Activities including tenant activities, using precious metals will appoint a Precious Metals Recovery Program (PMRP) monitor in writing to manage precious metals and provide copies to the installation PMRP manager. PMRP managers will ensure operating instruction are developed and implemented as required to comply with overall program requirements.

6.3.7.1.1. PMRP monitors will review supply listings daily and establish a log of expected returns for precious metal items issued.

6.3.7.1.2. At a minimum the log will contain NSN, nomenclature, quantity, date issued, date returned.

6.3.7.1.3. All items issued must have corresponding paperwork to indicate proper disposal.

6.3.7.1.4. At a minimum, accumulated returns will be disposed of every 180 days regardless of amount accumulated.

6.3.7.1.5. Disposal paperwork with applicable signature or stamp will be maintained for a minimum of 2 years.

6.3.7.1.6. Precious Metals Indicator Codes (PMICs). The PMIC can only be assigned to NSN items by the inventory control point (ICP) activity that manages the item. Within the Air Force it is the responsibility of the equipment specialist (ES) to determine the appropriate PMIC. When PMICs are assigned or changed by the ICP, they are uploaded into the D043 system. The AFMC depot supply system (D035K) prints the PMIC on issue documents with the statement Contains Precious Metal when the PMIC is other than "A." For a list of these codes, see Federal Logistics Information System Cataloging Data and Transaction Standards, Volume 10, **Table 160**.

6.3.8. AF activities that purchase AF assets and material with a Government Purchase Card must participate in the PMRP for the economic recovery of precious metals (gold, silver, and the platinum family) from excess and surplus precious metal bearing materials. (T-1)

Table 6.4. Demilitarization / Disposal Requirements.

	Event	Requirements (Funds Owner)	Decision Authority	Type of Funds
Induction of Weapon Systems into AFMC Aerospace Maintenance and Regeneration Activity				
1	RegAF Owned Weapon Systems, Tooling, Engines and Other Items	Program Manager	Program Manager	Depot Purchased Equipment Maintenance – Centralized Asset Management (DPEM - CAM)
2	RegAF Owned Test Weapon Systems, Tooling, Engines and Other Items	Program Manager	Program Manager	Owning MAJCOM 3600
3	ANG/AFR Owned Weapon Systems, Tooling, Engines and Other items	Program Manager	Program Manager	ANG/AFR
Demilitarization/Disposal				
4	At AFMC Aerospace Maintenance and Regeneration Activity	AFMC Aerospace Maintenance and Regeneration Activity/Program Manager	Program Manager	DPEM (CAM)
5	In place	Owning Command	Program Manager	O&M (if organic capability is not available)
6	Of Crash/Battle Damaged Weapon System	Owning Command	Program Manager	O & M Owning Command
Stock Funded Items (Wholesale) Not Associated with Drawdown of Weapon Systems (Includes Excess or Failure) Not Installs/Items IM is accountable for SPARES				

7	AF-Managed to DLA Disposition Services (not demil codes P (classified) or G Ammunition Explosive and Dangerous (AEDA), e.g., Pipeline Spares)	Item Manager	Item Manager	Service Level billing
8	Depot Level Classified (CSAG Demil done by Depot Maintenance)	Item Manager	Item Manager	Budget Code of Item drives funding source
9	Depot Level Classified (Demil done by Contractor)	Item Manager	Item Manager	Budget Code of Item drives funding source
10	Organizational-Level Classified (Demil done by AF Personnel, ILS-S driven)	Item Manager	Item Manager	No funds required
Ammunition Explosive and Dangerous Articles (AEDA)				
11	Safing/Demil	Item Manager	Item Manager	Service Level Billing, Army Joint Munitions Command
Hazardous Material to DLA Disposition Services				
12	Depot Level	Item Manager	Item Manager	Service Level billing; except hazardous bill is paid by activity turning in item
13	Organizational-Level	Item Manager	Item Manager	Service Level billing; CE pays for hazardous
Non-Stock Funded Items				

14	In an Accountable System	Program Manager	Program Manager	DLA Disposition Services – Service Level billing
15	Not in an Accountable System, No Longer Cataloged	Program Manager	Acquisition Center that managed the program, or AFMC if no AQ Center	O & M (Not CAMS-FM) Out of cycle funding
Demilitarization due to Deactivation or Drawdown of Weapon System				
16	Items in stock tied to drawdown (common and unique items) IM SPARES	Program Manager	Item Manager	DPEM (CAM)
17	Installs and associated Support Equipment (NOT SPARES)	Program Manager	Program Manager	DPEM (CAM)
18	Management Support Division Spares that were previously decapitalized (not on accountable record)	Program Manager	Program Manager	DPEM (CAM)
Museum Transfers				
19	USAF Museum	Losing Organization uses organic capability to deactivate if requirement exceeds organic capabilities museum funds	USAF Museum	Museum O & M Funds if required

20	Civilian Museum	Program Manager will pay for demil /safing of W/S, Gaining Organization. In accordance with AF Museum Policy (transport, upkeep, etc.)	USAF Museum	O & M Funds
Plant Clearance				
21	Open Contract	Contract Program Office	Item Manager/Equipment Specialist	Funds on the contract
22	Closed Contract	Contract Program Office or Activity that would have that responsibility today	Item Manager/Equipment Specialist if Identifiable (if not contract program office)	O & M
Other				
23	Contractor Logistics Support (CLS) Weapon Systems	Program Manager	Item Manager/Equipment Specialist	CLS (CAM)/Depends on Contract Funding
24	Nuclear Weapon Related Material (NWRM)	Program Manager	Item Manager	Same as non NWRM (see scenarios above)
25	Weapon Systems not on an accountable system	AFMC/A3	AFMC/A3	O & M (Not CAM) Out of cycle funding

Chapter 7

SUPPORTING TECHNOLOGIES

7.1. Overview. This chapter outlines AF guidance to complete supply chain materiel management procedures associated with supporting technologies. These technologies include Automated Identification Technology (AIT), Mechanized Material Handling Systems (MMHS), other technological capabilities; Supply Chain Materiel Management Systems that establishes guidance on the administration and use of the Integrated Logistics System – Supply (ILS-S) and ELMS. The policy described in this section is applicable to ILS-S except where explicitly excluded. Specific procedures to create and maintain user accounts within ILS-S are addressed in the ILS-S User's Manual. ELMS is the Accountable Property System of Record (APSR) for support equipment. Specific procedures for the user account and processing are found in the ELMS training guides located on the HAF SharePoint. Lastly, the capability requirements of the Readiness Driver Program defined. DoDI 3110.05, Readiness-based Materiel Condition Reporting for Mission-Essential Systems and Equipment, DoDM 4140.01, Vol. 10, and DoDI 8320.04, Item Unique Identification (IUID) Standards for Tangible Personal Property serve as primary DoD reference sources.

7.2. Automated Identification Technology (AIT), Mechanized Material Handling Systems (MMHS) and Other Capabilities.

7.2.1. Automated Identification Technology (AIT). AIT is a group of technologies to improve material identification and data collection. The implementation of AIT capability within the AF shall be done IAW DoDM 4140.01. The adoption, acquisition and implementation of AIT capabilities shall be accomplished at the enterprise level unless AF/A4L grants an exception to this guidance. Requests for exception to guidance should be made via DAF 679, DAF Publication Compliance Item Waiver Request/approval and coordinated with the applicable MAJCOM A4 and AF/A4LR.

7.2.1.1. Asset Marking and Tracking (AMT). AMT enables total asset management throughout the supply chain by ensuring the consistent marking and tracking of all assets. AMT automatically identifies and tracks high cost, high impact, and other critical individual components from acquisition through transportation, supply, maintenance, and disposal. This includes consumables and non-serialized assets along with selected assets as identified within the OSD-led Serialized Item Management (SIM) initiative. AMT shall use existing capabilities and policy, such as Item Unique Identification (IUID), and Radio Frequency Identification (RFID). Note: For operational security purposes, assets that are used for surveillance and intelligence missions will not be labeled with identification markings. Also, assets will not be marked when identification markings hinder the use of the equipment (i.e., size, technical use).

7.2.1.2. Enterprise Asset Tracking. Use enterprise asset tracking in the retail system. The capability is comprised in large part of mobile device technology such as hand-held terminals. The technology will support the asset accountability function, warehouse pull and put-away, receipt and turn-in processing, asset delivery, warehouse and equipment inventory processing, and warehouse location validation processing. When mobile device technology is not available (either due to hardware or network constriction), use AF approved modernized desktop application capable of the same function.

7.2.2. Item Unique Identification (IUID). IUID is a key enabler for automatic data capture on key items. This allows for capture of accurate lifecycle data that can be aggregated and analyzed by planners, engineers, and logisticians to produce predictive maintenance strategies. IUID implementation will meet requirements in MIL-STD-130 and DoDI 8320.04, Item Unique Identification Standards for Tangible Personal Property.

7.2.2.1. SAF/AQ manages IUID implementation with the acquisition of new assets.

7.2.2.2. AF/A4LR provides policy alignment strategy and oversight of IUID.

7.2.2.3. AFMC/A4N manages IUID implementation and sustainment for legacy items to include Class II, VII, and IX supply items.

7.2.2.4. Radio Frequency Identification (RFID). Active and passive RFID supports asset visibility and improved logistic business processes throughout the DoD logistics enterprise. The AF maintains an active RFID infrastructure IAW with DoD policy directives. This infrastructure primarily supports distribution activities tracking shipments to, from and between OCONUS locations. The use of such automatic identification ensures minimal or no manual data entry, improves data accuracy and timeliness. The supporting AF RFID implementation plan encompasses both active and passive RFID technology in a cohesive environment to support the DoD vision will be IAW DoD and other applicable directives.

7.2.3. Mechanized Material Handling Systems (MMHS).

7.2.3.1. Requesting Mechanized Material Handling Systems and Storage Aid Systems (MMHS/SAS) using specific guidance, AFI 65-501, Economic Analysis

7.2.3.2. To explain the general procedures associated with the preparation of mechanized material handling system (MMHS) and storage aid system (SAS) requests at base level.

7.2.3.3. General base level MMHS/SAS Request Procedures.

7.2.3.4. Requirements Call. Annually, AFMC performs requirements call requesting final validation of all upcoming fiscal year projects and submission of new projects. MAJCOM Program Managers receive the requirements call data. New and updated concept papers are required for each project identified during the requirements call.

7.2.3.4.1. Concept Paper. New MMHS/SAS projects require a concept paper. Projects will not be budgeted without a current concept paper. The concept paper is a one-page summary of deficiencies and requested improvements. It contains specific background information, requested improvements, present system(s), anticipated benefits/impact, and base point of contact. All concept papers will be developed and submitted electronically. Once the concept paper is complete, submit to MAJCOM Program Manager for validation and prioritization.

7.2.3.4.2. Cost to the User. For all programmed projects, base level users are responsible for funding the roundtrip airline ticket for one engineer for each Temporary Duty (TDY) necessary to accomplish the development and execution of the project. There are typically three TDYs per project. Funding of the entire TDY trip is encouraged.

7.2.3.4.3. MAJCOM Program Manager. Submit all concept papers, prioritized by fiscal year, to the Mechanized Materials Handling Engineering Office. Out of Cycle concept papers are submitted upon receipt.

7.2.4. AFLCMC/EZPAE must approve any proposed modification to an existing MMHS or SAS that originally required AFMC approval and was installed by AFMC. Modifications include changes to equipment, configuration, location, installation, functional changes, and programmable controllers. When modifications exceed $100K, AFMC will fund them through the MMHS/SAS program. Modifications under $100K must be funded locally. When required by AFI 65-501, para 1.5., the base is responsible for ensuring an economic analysis is prepared by the installation financial analysis office.

7.2.4.1. AFMC retains approval authority for configuration of all materiel management support facilities and air terminal facilities based on the flow of materials and space utilization.

7.2.4.2. AFMC prioritizes MAJCOM requirements into an AF MMHS/SAS Program. AFMC manages the program based on execution responsibilities, and accounts for all projects submitted by MAJCOMs.

7.2.4.2.1. MAJCOM focal points advocate to AFMC for each MAJCOM's MMHS/SAS program ensuring all requirements are included in the AF Program.

7.2.4.2.2. The MAJCOM focal point is the liaison between the MAJCOM PM and the AFMC MMHS/SAS Program Manager.

7.2.4.3. AFMC PM manages all technical aspects of a project. These include: the initial evaluation of requirements, cost data, design (i.e., the preparation of drawings and specifications), contracting package, evaluation of technical proposals, and acceptance of installed equipment. When the MMHS/SAS project is associated with a MILCON project, the PE will attend all MILCON Design Conferences.

7.2.4.4. AFMC coordinates funding, manages obligations and expenditures IAW AFI 65-601, Volume 2 and maintains financial management liaison with SAF/AQ and the AFMC PM.

7.2.4.5. Base Level. The Base Project Officer is designated by the using organization's commander to be responsible for coordinating all on-site activities of a particular MMHS/SAS and local re-warehousing projects. The Base Project Officer will be part of the using activity and be fully involved with project development and throughout completion.

7.2.4.6. Guidance regarding MMHS usage. MMHS includes (but is not limited to) equipment, process controllers, or equipment shelters required to handle materials in a proven, systematic, mechanized manner. Note: MMHS does not include systems that require research and development. Systems must be either "off-the-shelf" or made from off-the-shelf components. MMHS also does not include: equipment which is item managed (unless included as part of a total system), general purpose forklifts, ISU containers, conventional pallet jacks, floor scrubbers, refrigerators, and freezers. When a system does not meet the above criteria, AFMC decides whether it qualifies under the MMHS program.

7.2.4.7. Types of MMHS include:

7.2.4.7.1. All types of conveyors, including 463L pallet conveyor.

7.2.4.7.2. Narrow-aisle vehicles (guided by wire, radio, rail, light, or laser).

7.2.4.7.3. Automated storage/retrieval systems, including elevating transfer vehicles (ETVs).

7.2.4.7.4. Carousel storage systems (horizontal and vertical).

7.2.4.7.5. Mobile storage systems.

7.2.4.7.6. Cranes (bridge, trolley, jib, or gantry).

7.2.4.7.7. Lifts (e.g., pallet build-up/breakdown lifts).

7.2.4.7.8. Ball transfer mats.

7.2.4.7.9. SAS.

7.2.4.7.10. Dock levelers.

7.2.4.7.11. Combinations of the above.

7.2.4.8. SAS includes: mezzanines, modular cabinets, racks, shelving, and bins. It also includes any support equipment required to provide a completely functional storage system, or specialized function within a larger system.

7.2.4.9. Identification of Requirement. The base identifies the need for the project and creates the Concept Paper for the MMHS/SAS project. The base submits the concept paper a one-page summary of deficiencies and requested improvements. It contains specific background information, requested improvements, present system(s), anticipated benefits/impact, and base point of contact. This concept paper must be validated and updated annually to the MAJCOM Program Manager.

7.2.4.10. Local Infrastructure Improvements. Local infrastructure improvements are required to support an MMHS/SAS project. These improvements (e.g., new transformer or fire pump) cannot be funded with MMHS/SAS funds and therefore must be funded through another source.

7.2.4.11. Installation Planning. Installation planning and scheduling will be accomplished after completion of the system design and before contracting of the project. Where necessary, installation plans are built into the MMHS/SAS contract to ensure the equipment installation follows the predetermined plan. Installation plans include orientation of personnel in the concept of operation of the equipment and a plan for maintenance of the system. The base develops this plan with assistance from the Project Engineer (PE).

7.2.4.12. Contracting Package. After receiving the contracting package from the PE, the base coordinates the package with the appropriate local organizations. The base directs any comments or questions on the package to the PE, who modifies the contracting package as necessary.

7.2.4.13. Contingency Plan. The base writes a contingency plan for the proposed system. Use of MMHS/SAS must consider enemy attack and power outages. There must be provisions for working around damaged or inoperable equipment and accessing material in support of the mission. The using organization commander approves the plan.

7.2.4.14. Post Award Conference. The base attends the post award conference and assists the CO and PE, as requested.

7.2.4.15. Equipment Installation. The base monitors contractor performance during the installation of the equipment, reporting any problems to the PE.

7.2.4.16. Equipment Accountability. The base shall maintain equipment accountability for MMHS/SAS under the applicable Support Equipment APSR and procedures.

7.2.4.17. Programming for MMHS.

7.2.4.17.1. Programming Projects. In the second quarter of each fiscal year, AFMC will send a requirement call letter to each MAJCOM requesting an MMHS/SAS Priority List.

7.2.4.17.2. Project Design. Once an MMHS/SAS project is identified as funded, the AFMC PE begins the design process. MMHS/SAS projects are typically designed for existing (non-MILCON) facilities or newly constructed (MILCON) facilities.

7.2.4.17.3. Non-MILCON Related MMHS/SAS. Design of a project includes collection and analysis of data, equipment selection, development of the layout, and preparation of the contracting package by AFMC. When the contracting package is complete, the PE sends it to the base for review and local coordination.

7.2.4.17.4. MMHS/SAS Associated with a MILCON Project. The process is the same for non-MILCON related MMHS/SAS. However, the design process must start much sooner (as much as a year before funding), usually with the PE attending the initial MILCON conference (Concept Phase) at the site. The building will be designed around the operation/equipment; it is paramount that the PE determines the appropriate MMHS/SAS before the MILCON process begins.

7.3. Supply Chain Materiel Management Systems.

7.3.1. The Supply Chain Materiel Management System Section covers system interfaces and reject management.

7.3.2. AF materiel management systems shall comply with the requirements of DoDM 4140.01 and DAFMAN 17-1203. Use of DoD or AF SCM systems and Item Manager Wholesale Requisition Process IT systems is mandatory for all AF owned assets. AF/A4 may waive this requirement for systems that it identifies as meeting requirements for visibility and accountability of assets across the supply chain. See **Section 1B** for roles and responsibilities.

7.3.3. AF materiel management IT systems shall support tactical and strategic planning and robust maintenance practices as well as implement unimpeded distribution of goods. Concurrently, the systems will ensure proper tracking and identification of assets, support proper sourcing, and maintain solid financial management accountability of the AF supply chain.

7.3.4. Enterprise Environmental, Safety & Occupational Health – Management Information System (EESOH-MIS) Interface.

7.3.4.1. Purpose to provide the procedures and identify the processes required for the Materiel Management IT system interface between ILS-S and the EESOH-MIS.

7.3.4.2. Establishment of this interface to increase the accuracy and efficiency of interaction between ILS-S and EESOH-MIS by eliminating the need to post transactions separately in both systems. All applicable transactions, with the exception of receipts, will generate from EESOH-MIS and will be passed via an automated interface using the Rest API to ILS-S for processing. Receipt processing will initiate in ILS-S but will then be passed to EESOH-MIS for completion and to maintain their system records. In EESOH-MIS, supply personnel have the capability to inquiry ILS-S inventory balances, order parts, cancel their own requirements, perform condition code changes, retrieve current status, turn-in consumable assets, and review canceled requirements through remote terminals located in the work center area.

7.3.4.3. Issues. Activity codes R and X are assigned to issue requests for EESOH-MIS using assigned serial numbers 2000-2999 for in line transactions.

7.3.4.4. Promote an information exchange network to support coordination and collaboration between the AF and the other DoD Components.

7.3.5. Integrated Logistics System-Supply (ILS-S).

7.3.5.1. System Administration. The Materiel Management community has the responsibility to administer the ILS-S system access and security program in accordance with the identification and authentication procedures outlined in this publication, AFMAN 17-1301, Computer Security (COMPUSEC), ILS-S Program Management Office (PMO)-produced Rapid Communications Messages (RAPCOMs) and other security guides as applicable. All users are required to submit an automated System Authorization Access Request (SAAR). The DD Form 2875, System Authorization Access Request (SAAR), may be used in situations where an automated submission method is not available or is prohibited by DISA. The level of approval required on the SAAR will be based on the user's status (for example, type of user and location). Access will only be permitted for those functions required for mission accomplishment.

7.3.5.2. Controlled Access. A high degree of control over the ILS-S system and data access to logistics data is warranted due to security and proprietary data issues. ILS-S has several security features that will lock user accounts and render the account inaccessible. Accounts will only be unlocked after positive identification is made in person with a CAC, a digitally signed email or use of the Telephone Challenge Word. The authentication method is at the discretion of the ILS-S Administrator. ILS-S access is granted through the Air Force Portal using CAC authentication.

7.3.5.2.1. Tiered Administration. ILS-S is based on a tiered administration concept that includes a hierarchy of system administrators. Further details on the tiered administration concept can be found in the ILS-S User's Manual, Chapter 29.

7.3.5.2.2. Administrative and Transaction Groups. ILS-S Administrative and Transaction Groups will be standardized across the enterprise. All changes will be requested in writing through the requestor's MAJCOM to AF/A4LR for approval.

7.3.5.2.3. Proprietary Information. Users assigned to Contractor Inventory Control Points will not be granted access to asset and order information from other Contractor Inventory Control Points. The Contractor's Government Sponsor and the Information

Assurance Officer (IAO) responsible for each Administrative Group will ensure compliance to this restriction during semiannual system generated validations. (T-2)

7.3.5.3. Automated User Account Validation. The ILS-S Administrators will perform a validation of user accounts semi-annually. (T-1) The ILS-S Administrator is notified by an alert or e-mail that a validation is required.

7.3.5.4. User Administration. Administrators serve as trusted agents to grant and maintain access rights to individual users in their units and Administrative Groups. Organizational commanders whose responsibilities include oversight of ILS-S operations will review and approve or disapprove the SAAR for all users requesting administrative privileges. (T-1)

7.3.5.4.1. Qualifications. Only AF Military/Civilians or Support Contractors working under contract to the AF can be appointed as ILS-S administrators (including AIAOs). Contractor Inventory Control Point users will NOT be appointed as ILS-S administrators.

7.3.5.4.2. Appointment. AFMC will determine the level and responsibility for administering accounts.

7.3.5.4.3. Responsibilities. Administrators are charged with approving, monitoring, and updating user accounts when permissions change. They ensure the appropriate level of approval has been obtained before allowing access to and use of ILS-S applications. Administrators will also disable accounts immediately in any situation requiring additional research to validate the account. Administrators will immediately archive all accounts that are no longer required to perform the mission.

7.3.5.4.3.1. Understand DoD, DISA and Air Force Policy and Procedures. Do not rely solely on policy in the instruction. All administrators must also have a thorough understanding of all DoD, DISA and Air Force policy, manuals, and handbooks regarding system and user administration. (T-2)

7.3.5.4.3.2. Manage System Access Authorization Requests (SAARs). Maintaining SAARs are mandatory and vital to passing system security audits. Failure to pass a system security audit will result in a re-audit within 90 days and may result in removal as a User Administrator. SAARs contain a user’s personal data and should only be accessed by those in a “need to know" position.

7.3.5.4.3.3. Perform Information Assurance Officer Duties. ILS-S IAOs are only located at AFMC. The IAO will review and approve or disapprove all user requests. The IAO verifies the SAAR contains only the privileges required to perform the mission. Extra scrutiny will take place at this level since the IAO is the last person in the approval chain prior to account creation and privileges being granted. Administrators will not update a data element the user has the capability to update in their profile. All requests to alter permissions in ILS-S will be documented using the automated SAAR. (T-1) Under no circumstances will an administrator restore or reactivate an account when it is clear the user failed to fulfill their responsibilities or to avoid proper approval and validation by the supervisor or IAO.

7.3.5.4.3.4. Limit SRAN Access. Administrators cannot grant access to multiple accounts when a base-level user's job only requires access to a single SRAN. Users

may be granted privileges for multiple SRANs if there is a genuine need to access multiple accounts (e.g., CRF, deployments, etc.). The IAO will verify specific comments justifying the need for access to multiple SRANs on the SAAR to document this exception to policy. The IAO assigned to the Admin Group will approve or disapprove all requests regardless of the source of the request. (T-1)

7.3.5.4.3.5. Limit Transaction Identification Code (TRIC) Group Assignment. Users are to be limited to a single primary TRIC group based on their job/duty title. A user may possess a single primary TRIC group and one or more supplementary TRIC group(s) (e.g., RVP, ASSET-MGT NWRM) if the rational for the supplementary TRIC Group is clearly stated in the SAAR Justification block and approved by the user's approval chain (supervisor, administrator). Administrators will only grant a user access to the TRIC group associated to their job/duty title unless an exception to the policy is approved by applicable MAJCOM/A4R with a waiver (DAF 679) and the exception is clearly stated in the SAAR Justification block. (T-2) TRIC groups allowing access to warehouse responsibilities and duties will not be granted to a user that also has Inventory Accountability responsibilities. This policy ensures no single user can receive and issue property as well as accomplish scheduled/special inventories adjusting the item record for that same property. The owning MAJCOM will:

7.3.5.4.3.5.1. Conduct a quarterly validation and provide justification for each waivered user account. The review/validation and justification will consist of a transactional review and analysis.

7.3.5.4.3.5.2. Forward a copy of the validation and signed monthly M10 (Consolidated Inventory Adjustment Document Register) and respective M10 analysis to AF/A4LR and the Air Force Life Cycle Management Center Enterprise Logistics Systems Division (AFLCMC/GB) ILS-S Program Office. (T-1) Failure to submit the validation will result in the removal of the waivered account.

7.3.5.4.3.6. Validate User Accounts. Administrators will complete the ILS-S automated validation NLT the user's validation due date to prevent the user's account from being automatically disabled by the system.

7.3.5.4.3.6.1. Bulk Load Not Authorized. The bulk uploading of validation data is not authorized without written approval of the AFMC.

7.3.5.4.3.6.2. Review Administrator Accounts Review Administrator Accounts. SPO-level administrators will only be in the ILS-S Program Office. Mid-level ILS-S administrators will only be located at AFMC. (T-1)

7.3.5.4.3.6.3. Prevent Unauthorized Use. Administrators at all levels will implement proactive measures to ensure every user's access and privileges are reviewed prior to a change in the user's status. (T-1) This includes, but is not limited to, transfer (PCS, PCA and new duty positions), retirement, administrative action, changes in employment status or extended absences. The administrator will ensure the user's account expiration date is updated and will archive the user's account(s) NLT 1 duty day prior to the user's last day in that

role. (T-1) This action ensures the user will have to apply for access through the user's new supervisor and IAO at the gaining location to ensure the proper privileges are assigned. This will be accomplished using available technology and processes such as the VMPF in-processing/out-processing checklist functionality, contractor onboarding/departure procedures and locally developed PCA checklists. Additionally, IAOs will coordinate with the base-level Operations Compliance (LGLO) office to determine ILS-S access requirements for outside organizations and new contracts. IAOs will coordinate with LGLO to conduct periodic validations of these users to ensure access does not exceed mission requirements. (T-1)

7.3.5.4.3.6.4. Scrutinize Deployment Accounts. Deployed users must apply for a new account upon arrival in the deployed location through the ILS-S automated SAAR if their duties require processing transactions against the deployed SRAN. The user and deployed supervisor will ensure the account's expiration date is set for the user's re-deployment date. The IAO assigned to the Admin Group will approve or disapprove all requests regardless of the source of the request. Home-station accounts will be subject to enterprise rules. Long absences will result in the account being disabled and archived by ILS-S.

7.3.5.4.3.6.5. Scrutinize Contractor Accounts. Contractors perform vital services for the AF. Their access to ILS-S is contingent upon an approved and up to date contract authorizing their continued need for access. The Government Sponsor and Information Assurance Officer must ensure the expiration date on the contractor's account is the last day of the current contract, not to exceed three years from the date of submission. To request changes to the expiration date, company name, or contract number, users will be required to submit a new SAAR and be approved by the Government Sponsor, Security Manager, and ILS-S Administrators. Prior to submitting the new SAAR, users must coordinate with the IAO to ensure the current account is archived. (T-1)

7.3.5.4.3.6.6. Scrutinize Multiple Accounts. There may be an operational need for an ILS-S user to have more than one account. This can occur for several reasons to include joint base processing with separate ILS-S accounts within proximity and supporting COOP operations. All requests for multiple accounts will contain a specific and detailed justification on the SAAR.

7.3.5.5. Supervisor/US Government Sponsor Responsibilities. Supervisors will validate the need for access requested and endorse SAARs. (T-1) A US Government Sponsor (normally the Contract QAE or Government PMO representative) must endorse (as the Supervisor) all ILS-S SAARs for contractor personnel. (T-1) The 437 Supply Chain Operations commander will serve as the supervisor for all administrator accounts. (T-1) Supervisors are also responsible for the timely validation of their subordinates' user accounts. It is the supervisor's/US Government sponsor's responsibility to notify the ILS-S Administrator NLT 3 duty days when a user no longer requires access to ILS-S. (T-1) This notification can be by signed email, in-person or by telephone.

7.3.5.6. User Responsibilities. ILS-S users are responsible for their actions on the system. This includes the responsibility to protect the ILS-S account(s) and to prevent unauthorized access to the ILS-S.

7.3.5.6.1. Protect Account Access. Account sharing is strictly prohibited. (T-1) It is a security violation to leave a computer unlocked while a user is away from the PC. Violators will have accounts archived by the administrator. (T-1) The user will re-apply for access after re-accomplishing Information Assurance Training to reinforce security policy and procedures. Users will also contact the administrator immediately if they suspect their account has been compromised.

7.3.5.6.2. Request/Process Account Changes. Users will update changes to ILS-S profile immediately as a condition of continued access. The ILS-S Automated SAAR will be the only mechanism to request changes to a user's SRANs, capabilities and transactions. (T-1) New requests and changes to existing accounts will be completed by the user NLT 3 duty days prior to the operational requirement to allow for proper routing. (T-2) The user is also responsible for notifying the supervisor/US Government sponsor when ILS-S access or privileges to ILS-S are no longer required.

7.3.5.6.3. Review ILS-S System Messages. Users will regularly review all policy, procedures, RAPCOMs and the ILS-S SharePoint site to ensure proper use of the ILS-S. Failure to do so may result in the user's account being disabled until appropriate training is completed to ensure compliance.

7.3.5.7. Security Manager Responsibilities. The security manager with access to a user's security clearance information will review the need for access and complete the Security Manager section of the SAAR. (T-1) This includes the determination to approve or disapprove the user's access to ILS-S.

7.3.5.8. Host Constant and Support Data. Within ILS-S, Host Constant and Support Data are considered master data and will not be modified without notifying the ILS-S application administrators in the ILS-S Program Office. Refer to the ILS-S User's Manual Chapter 34, RPS Functions, for updating the Master Data. Within the Enterprise Solution-Supply component the DoDAAC screen is used to manage the master data and updates are restricted to the ILS-S Program Office application administrators.

7.3.6. Enterprise Logistics Management System (ELMS).

7.3.7. Cargo Movement Operations System (CMOS) Interface.

7.3.7.1. Purpose: This section provides the procedures and identifies the processes required for the ILS-S, ELMS and the CMOS interface. Following a brief explanation of the ILS-S, ELMS and CMOS interface, the specific procedures and processes are identified in DAFI 24-602, V2.

7.3.7.1.1. ILS-S/ ELMS /CMOS Interface. The ILS-S/ ELMS /CMOS interface establishes an electronic interface between the ILS-S and base transportation activities. The interface provides base transportation organizations with timely data to effectively plan and schedule shipments into the transportation pipeline, to control shipment limits to maximize the use of transportation resources, and to reduce transportation costs. In addition, it allows transportation to preplan shipment consolidation and selects the

mode of shipment based on priority. CMOS provides electronic record images to the ILS-S when transportation receives outbound cargo, and it continues to provide shipment status information to the ILS-S until the cargo is released for shipment. The SBLC (Standard Base Level Computer) is the primary mechanism used to pass messages and transactions between the ADS. See **Chapter 11** for ELMS Interface.

7.3.7.2. General Procedures.

7.3.7.2.1. Responsibilities.

7.3.7.2.1.1. AFMC/437 SCOS is responsible for ensuring an Automated Data System (ADS)-Interface Record is loaded.

7.3.7.2.1.2. Satellite Accounts. Satellite accounts are responsible for coordinating the load of the CMOS indicator with AFMC to establish the ILS-S/CMOS interface.

7.3.7.2.2. Materiel Management IT system processes.

7.3.7.2.2.1. Acknowledgment of Receipt. The ILS-S/CMOS interface eliminates the requirement for a signature on the shipment documents processed from the ILS-S to base transportation. Base transportation acknowledges receipt of a shipment to the ILS-S with an electronic image of a shipment suspense record from the CMOS which updates the shipped not credited detail (SNC). It also updates the shipment suspense detail (SSC) with an in-checker code and in checked date. Note: When the CMOS flag is loaded, document control cards (DCC) are not produced for shipment documents except for classified items. See **paragraph 5.30** of this manual for more information on document control procedures for shipments both with and without CMOS interface.

7.3.7.2.2.2. Directed and Nondirected Shipments. The ILS-S provides CMOS with an electronic image of a shipment interface record for all outbound shipments. This record contains the shipping information printed on the DD Form 1348-1A which provides the CMOS with all the transportation data required to in-check materiel and process outbound cargo. Note: When the collocated activity option is used, a shipment interface record is not provided to CMOS. A document control card (DCC) is produced.

7.3.7.2.2.3. Transfer to DLADS. When transportation channels are used to transport property transfers to DLADS, the ILS-S provides CMOS with an electronic image of a shipment interface record. When the LRS/Materiel Management Activity makes the delivery to DLADS, a shipment interface record is not provided to CMOS. Note: Delivery flag still uses old office symbol identifiers, e.g., not DLADs or Cargo Movement.

7.3.7.2.2.4. Off-Base Issues. When materiel is routed to an off-base organization through the base transportation office, the ILS-S provides an electronic image of the shipment interface record to the CMOS for issues and due-out releases (TRICs ISU, BSU, MSI, and DOR).

7.3.7.2.2.5. Record Reversal Correction. When a directed or non-directed shipment, transfer to DLADS, or off-base issue is processed through the base transportation office and is RRC'd, the ILS-S provides an electronic image of a

Record Reversal to the CMOS.

7.3.7.2.2.6. Follow-up Processing. An electronic image of a Follow-up Action Record is provided to CMOS when a receipt of acknowledgment, in-checker code and in-checker date for an off-base shipment, transfer to DLADS, or off-base issue is not received by the ILS-S in a timely manner. The first follow-up occurs when the in-checker code and in-checker date in the SSC or SNC detail is blank, and the date of last transaction is older than 5 calendar days. When a response is not received from CMOS, a second follow-up occurs when the date of last transaction is older than 10 calendar days.

7.3.7.2.2.7. The ILS-S Delinquent Outbound Shipment process lists SSC/SNC details with a blank in-checker code/in checked date. This capability focuses on ensuring outbound shipments are planned, packaged, and executed by Cargo Movement personnel within the standard timeframes. This report provides management with a list of off-base shipments, transfers to DLADS, and off-base issues processed to the Base Transportation Office when a receipt of acknowledgment, in-checker number, and in-checker date have not been received from CMOS. Refer to the ILS-S User's Manual, for more information.

7.3.8. Integrated Maintenance Data System Central Database (IMDS/FMxC2) and ELMS M&U.

7.3.8.1. To provide the procedures and identify the processes required for the Materiel Management IT system interface with IMDS/FMxC2.

7.3.8.2. Implementation of these processes does not change the current organizational structure.

7.3.8.3. Only selected transactions are permitted to be processed from a maintenance work center terminal. In IMDS/FMxC2, maintenance personnel have the capability to order parts, cancel their own requirements, retrieve current status, and review canceled requirements through remote terminals located in the work center area.

7.3.8.4. Manual operations will be used if the interface is suspended for long periods of time.

7.3.8.5. Software. The SBLC (Standard Base Level Computer) is the primary mechanism used to pass messages and transactions between the ADS.

7.3.8.6. IMDS/FMxC2 Implementation. Ensure the following actions are accomplished prior to IMDS/FMxC2 activation:

7.3.8.6.1. Validate and update those SRDs that the IMDS/FMxC2 unit will use to ensure they are loaded in the ILS-S SRD table (008 record).

7.3.8.6.2. Validate and update the IMDS/FMxC2 organization record to ensure the IMDS/FMxC2 CDB-GANG-NBR (the gang number they will be using for their inputs), and the 518-Maint-Unit-Ident-Code are loaded.

7.3.8.6.3. Use the ADS Interface Record handler to establish the ILS-S/ IMDS/FMxC2 interface. The information required for this screen consists of IMDS/FMxC2 gang number, their host system ID, and of course, the ILS-S information as well.

7.3.8.7. IMDS/FMxC2 Activation/Deactivation.

7.3.8.7.1. To activate IMDS/FMxC2 contact the ICI Monitor at the Defense Mega Center (DMC) to ensure that the ICI authorization file can accommodate proper ILS-S/IMDS/FMxC2 gang number correlation and that the ILS-S host-ID and IMDS/FMxC2 host-ID are correct.

7.3.8.7.2. To deactivate IMDS/FMxC2 interface, process ADS Interface Record to delete IMDS CDB/CAMS-FM interface record.

7.3.8.8. IMDS/FMxC2 to ILS-S Processes.

7.3.8.8.1. IMDS/FMxC2 Transaction Identification Codes (TRICs). IMDS/FMxC2 input terminals are restricted to the following TRICs:

7.3.8.8.1.1. Issues. Activity code J is assigned to issue requests for IMDS/FMxC2 support units. The below **Table 7.1** describes the serial numbers assigned.

Table 7.1. Activity Code J Serial Number Assignment.

Assigned to	Serial Number	For
IMDS	0001-1999	Maintenance in-line transactions
ELMS	2000-2999	Maintenance in-line transactions
IMIS	3000-3999	Maintenance in-line transactions
FMxC2	4000-5999	Maintenance in-line transactions
LRS	6000-6999	Off-line transactions for IMIS units
LRS	7000-7999	Off-line transactions for ELMS units.
LRS	8000-8999	Off-line transactions for IMDS units
LRS	9000-9499	Off-line transactions for FMxC2

7.3.8.8.1.2. Demand code I (initial issue) is not authorized for use by IMDS/FMxC2.

7.3.8.8.2. Due-out release. IMDS/FMxC2 is restricted to force release (TEX code 3) TCTO items only.

7.3.8.8.3. Due-out cancellation.

7.3.8.8.4. Maintenance Turn Around.

7.3.8.8.5. MICAP Notifications to correct indicative data or to report cannibalization actions taken, to preclude, satisfy, or transfer (from one end-item to another) MICAP conditions.

7.3.8.8.6. Changes to DIFM and Unserviceable Details (DFM).

7.3.8.8.7. Bench Stock Issue Requests.

7.3.8.8.8. Due-In/Due-Out Update. Maintenance is authorized to change only the following data elements: delivery destination, due-out document number, and mark for. Note: Changes will also occur in ELMS M&U as capability exists.

7.3.8.9. ILS-S to IMDS/FMxC2 Outputs. The outputs from ILS-S to IMDS/FMxC2 are in the form of due-out status notifications, management notices, and reject notices.

7.3.8.9.1. Due-Out Status Notifications. The ILS-S uses this transaction to notify IMDS/FMxC2 of a change in status for a due-out asset requested by maintenance. IMDS/FMxC2 uses the data contained in the notification to update the status fields in IMDS/FMxC2 systems.

7.3.8.9.2. Management Notices. For each issue transaction submitted (whether it is through IMDS/FMxC2 or the ILS-S input terminal), the ILS-S returns an I004 to update the status fields in the supply data record maintained on the IMDS/FMxC2 system (except manual TEX '6' issues or issues from a supply point). Other management notices sent to IMDS/FMxC2 include the I005, I006, I023, and I122. Management notices sent to IMDS/FMxC2 are displayed on the input terminal. IMDS/FMxC2 determines possible routing to other specified output terminals.

7.3.8.9.3. Reject Notices. When ILS-S software detects an error in a transaction image sent by IMDS/FMxC2, the image is returned to the IMDS/FMxC2 input terminal along with the applicable reject notice. IMDS/FMxC2 then determines possible routing to other output terminals. Note: Reject notices for IMDS/FMxC2 J activity code are not cumulative and do not adhere to normal materiel management procedures governing delinquency.

7.3.8.10. Interface Failure Contingencies. Use the following procedures when one or more of the following interface components is inactive.

7.3.8.10.1. IMDS/FMxC2 Active - ICI Active -ILS-S Inactive.

7.3.8.10.1.1. ISU Transactions. IMDS/FMxC2 will reject all ISU transactions entered by Maintenance for transmission to the ILS-S for processing. The transaction image input and a message will be returned to the IMDS/FMxC2terminal that input the transaction. The message will indicate that the ILS-S is unavailable for processing, and off-line processing procedures must be used until the ILS-S again becomes active.

7.3.8.10.1.2. IMDS/FMxC2 to ILS-S Transactions. All IMDS/FMxC2 to ILS-S transactions, except issues, will be placed in an ICI hold file pending later processing. It is conceivable, though not probable, that the ICI file could fill to capacity. Should that occur, all subsequent IMDS/FMxC2 to ILS-S transactions will reject back to the input IMDS/FMxC2 terminal with an explanation message.

7.3.8.10.2. IMDS/FMxC2 Active - ICI Inactive-ILS-S Active or Inactive. IMDS/FMxC2 will reject all transactions entered by maintenance for transmission to the ILS-S. The transaction image and a message will be returned to the IMDS/FMxC2 terminal that input the transaction. The message will indicate that ICI is unavailable for processing and off-line processing procedures must be used until the electronic interface is reactivated. Contact AFMC to determine if ICI can be activated.

7.3.8.10.3. IMDS/FMxC2 Inactive - ICI Active or Inactive – ILS-S Active or Inactive. The maintenance facility will use off-line procedures until the IMDS/FMxC2 becomes active and the electronic interface is reactivated.

7.3.8.10.4. Off-line Procedures for Critically Needed Assets.

7.3.8.10.4.1. Maintenance sends the required information to process the issue

transaction to the LRS/Materiel Management Activity. This information must include the ID code of the requesting ELMS/IMIS/IMDS CDB/G081 unit and the entire 12-position job control number. The LRS/Materiel Management Activity creates a document number for the requested asset using the normal J document numbers and starting with a daily serial number of 6000-6999 for IMIS, 7000-7999 for ELMS, 8000-8999 for IMDS CDB and 9000-9499 for G081.

7.3.8.10.4.2. The LRS/Materiel Management Activity processes the issue if the ILS-S is active. The ILS-S will either issue or kill the request. LRS/Materiel Management Activity then notifies Maintenance of the action taken and requests verification when a kill action occurs. Supply and Maintenance will use the information on the I023 management notice to determine how the request will be satisfied.

7.3.8.10.4.3. When the ILS-S is not active, supply will initiate current manual procedures to issue the required asset. When the ILS-S is reactivated, the LRS/Materiel Management Activity will process the issues using degraded operations procedures.

7.3.8.10.4.4. All rejects must be cleared within 1 workday unless there are specific reasons that prohibit correction of the reject. (T-2) Rejects are considered delinquent after 3 days for controlled/sensitive assets and after 6 days for all others.

7.3.8.10.4.5. Manually cleared rejects in the ILS-S SBSS Reject Management function will contain a valid "Reason Why" phrase. For re-processed transaction, use the transaction number as the "Reason Why" phrase. Materiel Management Flight leadership will monitor rejects "Reason Why" inputs and ensure rejects are cleared in a timely manner.

7.3.9. Reject Management.

7.3.9.1. The general procedures associated with managing rejects associated with materiel management transactions.

7.3.9.1.1. ILS-S Reject Management is the preferred method for managing materiel management rejects. ILS-S provides a capability to manage all suspended rejects (not just those processed through ILS-S). This capability is designed to replace the reject management processor that requires users to sign-on into the ILS-S in the Demand mode. Rejects in ILS-S may be managed for a single base or across the enterprise. See the ILS-S User’s Manual for use of ILS-S Reject Management. Note: AF Form 14, 356 Reject Due-In Detail Not Loaded Checklist, is used by activities to perform research for rejected due-in transactions.

7.3.9.1.2. Rejects should be cleared at the lowest level possible. Each flight chief is responsible for appointing a reject monitor. This individual should also be authorized to process the D818 Reject Processor to clear rejected input images. Personnel may use ESS to extract and correct rejects.

7.3.9.1.3. Cumulative Reject Processor may be used as a secondary tool when ILS-S is not available or until access to the ILS-S Reject Management function is established.

7.4. Readiness Driver Program.

7.4.1. To improve overall weapon system mission capability, an AF Readiness Drivers Program (AFRDP) is created to:

7.4.1.1. Provide the capability to identify and track items having the greatest negative impact on mission capability, categorizing them in terms of the severity of the impact.

7.4.1.2. Provide capability to identify the underlying constraints impacting item availability.

7.4.1.3. Develop, document, and execute a constraints resolution plan for each identified constraint impacting item availability for items in the AFRDP.

7.4.1.4. Provide management visibility to track weapon system (WS) constraints and resolution plans affecting multiple items or incidents to improve overall WS planning, item availability, mission capability (MC), and operations support to the warfighter.

7.4.1.5. Result in progressive and conclusive elimination of constraints such that both the number of AFRDP incidents and the magnitude of their mission impact are continually reduced.

7.4.1.6. This guidance compliments and is concurrent with DoDI 3110.05, Readiness-Based Material Condition Reporting for Mission-Essential Systems and Equipment.

Chapter 8

MATERIEL DATA MANAGEMENT AND EXCHANGE

8.1. Overview. This chapter outlines AF guidance for logistics programs and systems regarding Cataloging and Records Maintenance; Force Activity Designator (FAD) UMMIPS; AF Uniform Clothing Policy; Price Challenge and Verification Program; and Disposition of Critical Safety Items (CSI). For this chapter, DoDM 4100.39, DoDM 4140.01 and Chairman Joint Chiefs of Staff Instruction 4110.01E, Joint Materiel Priorities and Allocation serve as primary DoD reference sources.

8.2. Cataloging and Records Maintenance.

8.2.1. Cataloging and records maintenances actions will comply with US Code Title 10, Subtitle D, Part IV Service, Supply and Procurement, DoD 4100.39, DoDM 4120.24, DoDM 4140.26, Volume 1, and DoDM 4140.01. (T-0) Cataloging and Records Maintenance describes the general procedures associated with cataloging and records maintenance. All AF activities and their personnel, including contracted agents/entities, are responsible for ensuring that the policies and procedures are implemented and enforced.

8.2.1.1. Cataloging. Cataloging actions include naming, classifying, describing, and numbering items. It also includes the maintenance and dissemination of that information. AF cataloging operations are conducted within the framework of the Federal Catalog Program IAW DoDM 4100.39.

8.2.1.2. Cataloging reconciliation. AFMC/437 SCOS will conduct a quarterly reconciliation between the Federal Logistics Information System (FLIS), the D043, the Integrated Logistics System-Supply, and D035. (T-1) They will develop procedures to correct any deficiencies between systems within five business days. AFMC/437 SCOS will develop reconciliation metrics and report to AF/A4LR quarterly. (T-1)

8.2.1.3. AFMC/437 SCOS Records Maintenance actions include item record loads; research and processing actions for non-cataloged items; preparing and processing part number loads, changes, and deletions; procedures for preparing and processing changes to essential data on item, detail, and support records.

8.2.1.3.1. Loading and Changing Item and Part Number Records.

8.2.1.3.2. AFMC/437 SCOS Record Maintenance and LRS Customer Support Liaison process and update records for all items managed in the ILS-S. The LRS or AFMC/437 SCOS Records Maintenance can load item records however, Customer Support Liaison will load item records when base customers are unable to process their own item record loads.

8.2.1.3.3. AFMC/437 SCOS Records Maintenance and LRS Customer Support Liaison are responsible for the accuracy of the transactions they process.

8.2.1.3.4. See ILS-S User's Manual for applicable ILS-S processes for loading item records and for loading, changing, and deleting part number detail records.

8.2.1.4. AFMC/437 SCOS Records Maintenance functions will retain control of all cataloging efforts within AF-HAFAF Site Id. (T-1) See **Chapter 11** for ELMS procedures.

Note: Does not apply to WRM stock numbers. The 635 SCOW/WM will control cataloging efforts pertaining to ELMS WRM SE stock numbers.

8.2.2. Research and Processing Actions Required to Assign Stock Numbers to Non- Cataloged Items.

8.2.2.1. Describes the procedures Customer Support Liaison must follow to assign a stock number to a non-cataloged item. Also describes the requirements for completing DD Form 1348-6, Non-NSN requisition (manual) and actions for processing non-cataloged transactions.2.3

8.2.2.2. Non-cataloged items consist of part number items, non-NSN items, and non-stock listed (NSL) items.

8.2.2.3. Verify that the source document (DD Form 1348-6, etc.) contains all necessary data elements to complete the research action (that is, if a TO reference is given, the figure and index must be included). If a TO reference gives a non-procurable source code, Maintenance provides a RC through ETIMS. If a sole source or brand name is specified, the customer must provide a letter of justification. Note: The requester must include the unit price or an estimate on the DD Form 1348-6.

8.2.2.3.1. Price. Include the unit price, if known, and an allowable tolerance. This data will be used by BCO personnel to ensure that items with unacceptably high prices are not used. If the price is not known, enter an estimated unit price. Determine whether the customer's price estimates are reasonable by comparing them to those for similar items already loaded in the account. This will ensure that proper ERRCD and budget code, as well as the proper price, is assigned.

8.2.2.4. If the data are insufficient, return the document to the requester.

8.2.2.5. If there is sufficient data, proceed with specific research actions outlined in the ILS-S User’s Manual for part number items, non-NSN items, and NSL items.

8.2.3. Indicative Data Codes.

8.2.3.1. These codes are identifiers used within the Materiel Management IT systems to categorize or classify data in order to provide user insight.

8.2.3.2. AFMC/437 SCOS Records Maintenance is primarily responsible for processing all required actions for managing these codes, however, the LRS/Materiel Management Activity will process required inputs for all local stock numbered items. Refer to Indicative Data Codes in ILS-S User’s Manual on loading, changing, or deleting these codes.

8.2.3.3. Purpose of Application Codes. Application codes relate items to specific systems, subsystems, end items, etc. Application codes can be used to assist in tracking usage and cost analysis for a given weapon system. Application codes are locally assigned, except as stated in this section. The major commands and AFMC/437 SCOS Records Maintenance can also assign codes for use by its bases.

8.2.3.4. Maintenance of Internal Records.

8.2.3.4.1. Numerous inputs are required to maintain internal records and update various indicative data. This includes Indicative Data, Miscellaneous Data, Unit Price, Unit of Issue, Unit Pack Quantity, and Item Record Deletion. See ILS-S User’s Manual

for IT processing guidance. Records Maintenance routinely uses to update and maintain the internal records.

8.2.3.4.2. AFMC/437 SCOS Records Maintenance processes price changes during reconciliation, at End-of-Year, and when problems arise. The LRS/Materiel Management Activity processes price changes for L and P numbered items and make corrections as necessary for stock numbered items.

8.2.3.4.3. Customer Support Liaison adjusts the unit price of non-cataloged items (except local purchase) as they are received from contractors by reviewing advanced copies of contract and receipt documents.

8.2.4. Assignment and Management of Freeze Codes.

8.2.4.1. Organizational freeze codes freeze the Organization Cost Center Record (OCCR). Freeze code R will be loaded on the OCCR when two conditions are present: 1) when the organization is being deactivated, consolidated, or transferred; and 2) when an external decision has been made to restrict some financial transactions against the organization, while allowing the processing of returns and reverse-post transactions to clear detail records. Freeze code D will be loaded when no further transactions are to be processed.

8.2.4.1.1. AFMC/437 SCOS Records Maintenance and LRS/Materiel Management Activity personnel assign freeze codes to item records to identify the reason for freezing the item record and the responsible activity. See Freeze Code Load or Delete (FFC), ILS-S User's Manual, for applicable ILS-S processes on loading and deleting freeze codes.

8.2.4.1.2. Customer Support will monitor the use of these codes. Note: Materiel Management personnel at a satellite can assign freeze codes only to records of that satellite system designator.

8.2.4.2. Assignment of Freeze Codes.

8.2.4.2.1. Only one freeze code may be assigned to an item record. When an item record is already frozen, the appropriate materiel management IT system will reject a second code assignment.

8.2.4.2.2. The activity responsible for assigning the freeze codes will maintain a suspense file for each frozen item record. Note: Excludes Freeze Code N for NWRM.

8.2.4.2.3. Freeze Code Usage and responsibility:

8.2.4.2.3.1. Code A. AFMC/437 SCOS Records Maintenance or LRS Customer Support Liaison is Office of Primary Responsibility (OPR) for freeze code A and maintains the suspense notice file. Use this code when no other freeze code applies. Freeze code A is assigned when a Freeze Code Load is processed.

8.2.4.2.3.2. Code C and I. Freeze code C and I designates items under inventory. Physical Inventory Control Section is responsible for the use and control of these freeze codes and maintains the suspense notice file.

8.2.4.2.3.2.1. Freeze code C identifies items under a complete (typically scheduled) inventory. Freeze Code C is automatically assigned as the result of Inventory Recount File processing (See **paragraph 5.47** of this manual for

additional information on assigning freeze code C).

8.2.4.2.3.2.2. Forward all rejects resulting from the existence of freeze code C to Physical Inventory Control for action.

8.2.4.2.3.2.3. Rejects for Freeze Codes I and C. Physical Inventory Control personnel will maintain a reject notices in a suspense file in stock number sequence. When it is necessary for adequate control, Inventory Count Personnel may retain separate suspense files by freeze code.

8.2.4.2.3.2.3.1. Rejected Inputs. File inputs that are rejected because the item record is frozen (freeze codes C and I) with the inventory suspense notice.

8.2.4.2.3.2.3.2. Releasing Frozen Records. Physical Inventory Control personnel are responsible for properly releasing frozen records for freeze codes C and I.

8.2.4.2.3.2.3.3. Removing Rejected Documents. When the freeze code has been deleted, Physical Inventory Control personnel will remove rejected documents from the suspense file and immediately notify the appropriate office that the freeze code has been lifted from the item record. The rejected document can then be re-input.

8.2.4.2.3.3. Code E. Equipment Management assigns this code and is also responsible for maintaining the suspense notices file.

8.2.4.2.3.4. Code I. Inventory and the Central Storage Element, assign this code for special inventory. Inline programs also assign this code when insufficient balances require a special inventory or when a corrected input is required. Note: A Freeze Code Load/Delete input cannot load or delete this freeze code. Inventory is responsible for maintaining the suspense notices file (see Freeze Code Usage and Responsibility).

8.2.4.2.3.5. Code L. AFMC/437 SCOS Records Maintenance assigns this code when either a database key or set error is detected. The activity responsible for assigning the freeze code will maintain a suspense file.

8.2.4.2.3.6. Code N. The NTCC assigns this code on all NWRM by processing a NWRM Freeze Code Load or Delete.

8.2.4.2.3.7. Code P. Program Control loads and deletes this code. It cannot be loaded or deleted with Freeze Code or Delete inputs.

8.2.4.2.3.7.1. Program Control assigns this code when a unit of price change is processed for an item with an IEX 3 or 6. Programs delete this code when a Bulk Issue Reconciliation input is processed with a D in position 52.

8.2.4.2.3.7.2. Program Control also assigns a P freeze code to the item record for budget code 8 items which are locally assigned. Process a Price List Change Input to remove freeze code P.

8.2.4.2.3.8. Code Q. This code is assigned to items requiring reverse-post action. Document Control is responsible for maintaining the suspense notice file.

8.2.4.2.3.9. Code R. AFMC/437 SCOS Records Maintenance and Customer Support Sections use this code to freeze item records that may require correction or deletion of indicative data and extended research, or checking is required. The activity responsible for assigning the freeze code will maintain a suspense file.

8.2.4.2.3.10. Code S. AFMC/437 SCOS Records Maintenance assigns this code and is responsible for maintaining the suspense notices file.

8.2.4.3. Management of Notices. The activity responsible for assigning the freeze code will maintain one copy of each load output suspense notice or frozen record notice in a suspense file in stock number sequence. See ILS-S User's Manual for applicable ILS-S processes for management notices and rejects.

8.2.4.3.1. Inputs rejected because the item record is frozen (except freeze codes C and I) will be placed behind the load output suspense notice/frozen record notice in the suspense file.

8.2.4.3.2. The activity assigned the freeze code is responsible for prompt clearance of freeze codes. When item records are frozen more than three working days, a justified reason for the delay must be written on the suspense notice.

8.2.4.3.3. Freeze codes will be monitored daily using a locally designed query. The activity assigned the freeze code is responsible for the prompt clearance of their respective freeze codes. Item records frozen for more than three working days require a justified reason for the delay and must be annotated on the locally designed query.

8.2.4.3.4. When an output suspense delete notice is received, the matching suspense load notice/frozen record notice and any rejected documents will be removed from the suspense file and re-input. The area responsible for assigning the freeze code to complete processing for suspended transactions.

8.2.5. Management of Controlled Item Inventory Codes (CIIC).

8.2.5.1. Controlled items require different kinds of handling for security purposes. The controlled item inventory code is a one-position alpha/numeric code used to indicate the degree of security handling needed for a given item. See DoDM 4100.39 for a complete list and Controlled Inventory Item Code definitions.

8.2.5.2. Research assigns the controlled item code when the item record is first loaded. Customer Support or Inspection is responsible for all subsequent actions. It is the responsibility of Customer Support to ensure that all controlled item phrase codes are loaded.

8.2.5.3. When incorrect coding is suspected, assign the code requiring a higher degree of security handling. When the item is included in SNUD, submit an inquiry to SNUD. SNUD will submit current stock control data via SNUD input. When the degree of security is still questionable, the personnel responsible for cataloging the item should be contacted. SNUD inquiries are always submitted under the FB account of the computer support base.

8.2.5.4. Customer Support, at their discretion, can upgrade items coded through SNUD as unclassified, nonsensitive, or non-pilferable to pilferable status. Such items will be assigned controlled item code asterisk (*). An (*) can be assigned only to item records having an existing code of U and will not be changed through SNUD interface. See

Controlled Item Code Change and Upgrade in the ILS-S User's Manual for applicable materiel management system processes on changing and upgrading the CIIC, as well as system output and rejects.

8.2.6. Transportation Data.

8.2.6.1. SPI and packaging straight-line coded data are provided to help the LRS/Transportation activity personnel prepare items for movement. Although in general, these numbers and codes apply to recoverable items, they may be assigned to some expendable items. The information represented by these codes is stored on the item record and will be printed on all DD Form 1348-1A shipping, issue, and due-out release documents. In addition, the phrase REUSABLE CONTAINER will be printed on all DD Form 1348-1A shipping, issue, and due-out release documents when an SPI applies. See ILS-S User's Manual for applicable ILS-S processes on loading, changing, and deleting transportation data.

8.2.6.2. AFMC/437 SCOS Records Maintenance loads and maintains transportation data.

8.2.6.3. AFMC will assist the 406 SCMS/GULAA with system data loading issues and updates to maintained transportation data. National Motor Freight Classification (NMFC) and Type Cargo Code (TCC). The NMFC in Block 6 and TCC in Block 8 of the DD Form 1348-1A are used for shipment planning purposes. Note: If the NMFC or TCC on the DD Form 1348-1A is erroneous, incomplete, or missing, contact the LRS Customer Support Section in the Materiel Management Flight or 406 SCMS/GULAA PR Coordination <**wralc.lgmtt.pr@us.af.mil**> for updates and corrections. Contact the D035T Functional Manager, AFMC/A4RT for unresolved system issues at **afmc.a4rt.@us.af.mil**. Refer to the ILS-S User's Manual and the Military Freight Traffic Unified Rules Publication-1 (MFTURP-1) at the SDDC website.

8.2.7. Federal Supply Class (FSC) and Materiel Management Aggregation Codes (MMAC).

8.2.7.1. These records are used to route reports and shipments to the correct item manager (IM).

8.2.7.2. AFMC/437 SCOS Records Maintenance is responsible for maintaining, monitoring, researching, and preparing inputs to load, change, or delete FSC and MMAC records. See ILS-S User's Manual for applicable ILS-S processes on maintaining FSC and MMAC records.

8.2.8. Shipping Destination Records.

8.2.8.1. The shipping program uses shipping destination records to print addresses for shipments on DD Form 1348-1A. See ILS-S User's Manual for applicable IT guidance on the maintenance of these records, including shell records, and procedures for changing and deleting shipping destination records. AFMC/437 SCOS Records Maintenance loads and maintains shipping destination records.

8.2.8.2. When unserviceable ERRCD XD2 items are shipped to destinations other than the FSC or FSC/MMAC unserviceable storage site, a shipping destination record is maintained for each destination. AFMC/437 SCOS Records Maintenance uses SNUD to selectively disseminate data for controlling the movement of reparable items.

8.2.8.3. Shipments Requiring Shipping Destination Records. Records Maintenance will load and maintain a shipping destination record for each shipment to any of the following: AFMC IM, AFMC unserviceable storage site, DLA storage sites, GSA, and Army storage points. Shipping destination records may also be established when redistribution orders and lateral support requests give rise to frequent shipments (serviceable and unserviceable) to any authorized stock record account number.

8.2.8.4. Ship-to Account Field of the shipping destination record. When the input ship to account code is EZ or EY in the first two positions, the system will allow loading of a RIC on the shipping destination record.

8.2.8.5. References. Shipping addresses, routing identifier codes, and ZIP codes are found in the following references:

8.2.8.5.1. Shipping address information and routing identifier codes are listed in DLM 4000.25 (DLMS), all volumes.

8.2.8.5.2. ZIP codes are listed in the postal ZIP code manual.

8.2.9. Organization Cost Center Records (OCCR).

8.2.9.1. The organization code identifies organizations and detachments receiving logistical support from the LRS/Materiel Management Activity. The organization code also identifies the internal functions of the LRS/Materiel Management Activity. Many financial and ILS-S internal program decisions are made based on organization codes.

8.2.9.2. LRS/Materiel Management Activities are responsible for loading, changing, and deleting OCCRs for all on-base organizations, satellite accounts and geographically separated units. AFMC/437 SCOS Records Maintenance is responsible for loading, changing, and deleting OCCRs for deployed units at contingency sites. See ILS-S User's Manual for applicable ILS-S processes on the actions required to establish, change, or delete OCCRs.

8.2.10. Exception Phrase Records and Type Cargo Phrase Records.

8.2.10.1. These are records that use narrative phrases rather than alpha-numeric code that is loaded in the ILS-S. These phrase records are used for narrative processing.

8.2.10.2. Exception phrase records are used to control and to identify items that are not subject to normal excess, issue, requisitioning, and shipping procedures. Records Maintenance is responsible for loading, changing, or deleting exception phrase records. Locally Assigned Exception Codes. All requests to load local exception codes, modifiers and phrase records will be submitted to AFMC/437 SCOS. Disapproved requests will be returned to the LRS/Materiel Management Activity with reason for disapproval.

8.2.10.3. Type cargo phrase records are required to provide the plain language phrase for printing on DoD single line-item release/receipt document, DD Form 1348-1A. Records Maintenance is responsible for loading, changing, or deleting type cargo phrase records. See ILS-S User's Manual for applicable ILS-S processes on the actions required to establish, change, or delete these records.

8.2.10.4. AFMC/437 SCOS Records Maintenance will review and take action on exception phrase records on an as required basis. "As required" is determined by

"notifications", e.g., computer transaction, customer requirement, automated releveling processes, etc. Recurring validations are discontinued. Exception phrase records will be deleted when no longer required.

8.2.11. Routing Identifier Records.

8.2.11.1. Routing identifier records are used by the ILS-S to accumulate the data required to compute order and shipping time (O&ST). These records also contain management data that help local managers determine if given supply sources are quickly and efficiently processing their requisitions. See ILS-S User's Manual for applicable ILS-S transaction processes on maintaining routing identifier records, as well as how to monitor exception status codes.

8.2.12. The Reparable Item Movement Control System (RIMCS).

8.2.12.1. RIMCS is designed to ensure that items in need of repair are sent to the nearest appropriate repair activity. It allows for documentation of all AF repair activities, including items requiring special handling (exception phrase records) and the shipping program, and used for documentation of destinations for items needing repair. AFMC/437 SCOS Records Maintenance loads RIMCS data. See ILS-S User's Manual for IT related guidance on RIMCS.

8.2.13. Repair Cycle Record.

8.2.13.1. The repair cycle record is a record of repair and maintenance actions taken. It contains an organization and shop code for designated repair activities. This field identifies the on-base activity that is responsible for repairing each repair cycle asset. See ILS-S User's Manual for IT related guidance to load, change, delete, or inquiry indicative and quantitative data on the repair cycle record.

8.2.14. Conversion of Routing Identifier Code (RIC) to Department of Defense Activity Address Code (DODAAC).

8.2.14.1. This record is used to automate the manual cross-reference RIC to DODAAC file. The uniform methods outlined here are used to convert the RIC to the appropriate DODAAC, that is, the one used during tracer actions of the Defense Transportation Regulation (DTR). These procedures apply to all DoD components and participating federal agencies.

8.2.14.2. AFMC/437 SCOS Records Maintenance is responsible for processing all DODAAC and RIC transaction processing. See ILS-S User's Manual for IT related guidance on RIC to DODAAC conversions.

8.2.15. Delivery Destination Record.

8.2.15.1. The LRS/Materiel Management Activity is responsible for managing delivery destination records. These records contain stored information which will reflect in the ship-to block of the DD Form 1348-1A. Loading this record identifies the specific location for property delivery. Delivery destination records should be loaded for all organizations and shop codes. See ILS-S User's Manual for IT related guidance to load, change, and delete the delivery destination record.

8.2.16. Exception Code Management.

8.2.16.1. Exception codes are assigned to item records and indicate exception processing is necessary when excess property disposal, requisitioning, shipment, and issue actions are conducted.

8.2.16.2. 635 SCOW Stock Control will review, and work stock numbers assigned exception codes on an as required basis. "As required" is determined by "notifications", e.g., computer transaction, customer requirement, automated releveling processes, etc. Recurring validations are discontinued. Exception codes will be deleted when no longer required. See ILS-S User's Manual for IT related guidance to manage exception codes.

8.2.16.3. ELMS cataloging requirements maintained IAW **Chapter 11**.

8.2.17. The DLA DLIS responsibilities for cataloging and record maintenance support are outlined in DoDM 4100.39. AF materiel managers at all levels will submit cataloging data/action requests. See **Section 1B** for roles and responsibilities.

8.2.17.1. Federal Catalog Program. The scope of items to be included and excluded are covered in DoDM 4100.39 and include the following elements:

8.2.17.2. Item Entry Control.

8.2.17.3. Technical Data Validation.

8.2.17.4. Provisioning Screening Review and Support.

8.2.17.5. Data Entry and Maintenance Transactions.

8.2.17.6. Cataloging Tools.

8.2.17.7. Item Management Coding (IMC).

8.2.17.8. Supply Support Request processing.

8.2.17.9. Data Dissemination.

8.2.17.10. Standardization.

8.2.18. Cataloging Request. The AF Form 86, Request for Cataloging Data/Action will be used by AF activities to request Federal Supply Catalog actions to the DLIS Cataloging Center. The primary method to submit a request for cataloging action is via the automated AF cataloging system. However, there will be instances where the system will not accept the request, or the AF initiator does not have access to the system at their location. In this case, a digital AF Form 86 will be necessary. AF Forms 86 are used within the AF only and will not be submitted to other military services (Army, Navy, and Marines) or to a DoD integrated materiel manager.

8.2.19. Requests for Stock list Data.

8.2.19.1. Use the AF Form 86 to request assignment of a NSN for items not yet in the Federal Cataloging System, and to request cataloging data actions on existing NSNs. Items registered in the Federal Cataloging System offer some or all the following benefits: multiple sources of supply, competitive prices, increased standardization, and increased supply availability for other using activities. All AF personnel will use the AF Form 86. The AF Form 86 is for internal AF use only and will not be forwarded to any other service or agency.

8.2.19.2. AFMC/437 SCOS Records Maintenance is responsible for controlling, processing, and following up on AF Form 86 requests they submit. Other activities are responsible for the AF Forms 86 they submit. Personnel who do not forward the initial request through AFMC/437 SCOS Records Maintenance are responsible for all follow-up actions. See ILS-S User's Manual for applicable ILS-S processes on requesting stock list data.

8.2.19.3. Submittal of cataloging actions by the initiator will always be accompanied by Reference Number Category Code and Reference Number Variation Code.

8.2.19.4. When cataloging actions are completed, the AF Form 86, indicating completed action will be returned to the initiator.

8.2.20. Purpose and Nature of Property Classification.

8.2.20.1. The rules and principles concerning the Federal Supply Classification are contained in DoDM 4100.39.

8.2.20.2. Materiel Management Aggregation Code (MMAC).

8.2.20.2.1. In addition to the Federal Supply Classification as a means of item aggregation, the AF uses the MMAC. The AF logistics system requires all weapons systems and technology group related items be assigned a MMAC for the purpose of:

8.2.20.2.2. Segregating property according to air and ground application, when not provided for by the FSC and required by supply management.

8.2.20.2.3. Segregating items in specific classes for management purposes, where the Federal Supply Class is too large or further relationship to an end item is required such as 1560, 2840, FSG 14, etc.

8.2.20.2.4. Items classified in Federal Supply Classes 1560, 2810, 2840, 2845, 4935, 4960, and FSGs 14 and 18 must have a MMAC assigned regardless of management assignment (i.e., DLA, AF, other service).

8.2.20.3. Assignment of AF Control Numbers.

8.2.20.3.1. Non-Cataloged (NC) Control Numbers:

8.2.20.3.2. New item requests, also referred to as non-cataloged (NC) numbers are assigned a Standard Inter-service Agency Serial Control Number (SIASCN) constructed IAW DoDM 4140.26, Volume 4, DoD Integrated Materiel Management For Consumable Items: Supply Support Requests (SSRS).

8.2.20.3.3. The NC Control Number is used when a requirement exists for a new item to enter the supply system. This control number is assigned automatically by the AF system to control and monitor requests for NSN assignment.

8.2.20.3.4. SIASCNs are assigned to all potential AF managed items of supply that require NSN assignment. SIASCNs are assigned by the responsible organic ICP, which is generally determined by the MMAC (i.e., weapon system mission assignment). Non-weapon system/non-MMAC NSNs (e.g., medical items-FSG 65 and clothing- FSG 84 (except 8475)) will be determined by the Federal Supply Class.

8.2.20.4. Non-Definitive (ND) Control Numbers:

8.2.20.4.1. Numbers are assigned by the AF system as a result of an organic ICP action to:

8.2.20.4.1.1. Identify items not considered to be logical spares, on a one-time basis, for shipment of assets to support a part number requisition, or to show custody in support of an operational requirement.

8.2.20.4.1.2. Establish controls within the AF system, on a temporary basis, for one-time buys of consumable (ERRC N), non-logical spares.

8.2.20.4.1.3. Support special projects authorized by AFMC/AFSC.

8.2.20.4.1.4. Support non-standard one-time buy items in support of an FMS requirement.

8.2.20.4.1.5. ND numbers are "temporary" control numbers used for accountability. They do not replace NSNs, and the use of an ND number is not to exceed one year.

8.2.20.4.1.6. Kits are assigned "K" numbers when established by AFMC.

8.2.20.4.1.7. "P" numbers are assigned by bases for control of items having a true manufacturer's part/reference number of 10 digits or less. When the part/reference number exceeds 10 digits or if more than one part/reference number exists for the same item of supply, a "P" serialized number will be used.

8.2.20.4.1.8. "L" numbers are assigned by bases when a "P" number cannot be used. (e.g., items without a part/reference number). When a valid requirement exists for the assignment of an "L" control number, bases will not be required to submit an AF Form 86.

8.2.20.4.1.9. The assignment, justification, control, review, maintenance of register, cross-reference file, etc. will be the responsibility of the activity having supply support responsibility at that base or MAJCOM.

8.2.20.4.1.10. Any requirement for a new MMAC (suffix code) for MAJCOM numbers must be submitted to AFMC/AFSC for approval. (T-1)

8.2.20.4.1.11. Each item assigned a control number in an accountable file will be reviewed at least once a quarter by the assigning authority to determine the existence of an NSN.

8.2.20.5. Interchangeable and Substitute Group (I&S) Data.

8.2.20.5.1. The I&S provides bases with information about items that may be used interchangeably for local use. By using this information, each base may select suitable substitute items from a wide range of relationships and adapt these items for local use. Maximum use of these interchangeable and suitable substitutes will reduce waste throughout the AF.

8.2.20.5.1.1. I&Ss consist of items that are similar physically and functionally. In other words, I&S items may be substituted for one another and used to do comparable work. After performing these similar tasks, I&S items must consistently provide the same quality of performance. Each group is also designed

to contain items that have management data compatibility.

8.2.20.5.1.2. See ILS-S User's Manual for applicable ILS-S processes for managing I&S data. AFMC manages I&S actions.

8.2.20.6. Management of I&S data will be done IAW DoDM 4100.39.

8.2.20.6.1. Item relationship data are developed, approved, and documented for sending and use throughout the AF or by other DoD activities, as required, through the media of the AF I&S Grouping Program. Use of this data provides for more effective new item entry control, utilization of available assets, supply support and orderly attrition of items from the inventory.

8.2.20.6.2. The AF I&S Grouping Program provides for furnishing I&S data AF-wide on a current basis compatible with related cataloging, distribution, and materiel management systems.

8.2.20.6.3. I&S relationships are contained in the AF system and published only after careful research; technical comparison, and assurance that the relationships revealed are within accepted engineering practices and meet functional, physical, qualitative, and prescribed performance requirements.

8.2.20.6.4. Substitution or interchange of items of supply will not be authorized or orders issued for shipment unless the I&S relationship has been determined IAW the governing TO. Offers of substitute items under status code "BC" that cannot be readily validated through these procedures will be submitted for I&S review and determination IAW base interrogation procedure.

8.2.20.7. Drawings and Associated Lists. Preparation of government and contractor design activity drawings and associated lists is governed by MIL-STD-31000.

8.2.20.8. Engineering Data.

8.2.20.8.1. This instruction provides guidance for engineering data storage, distribution, and control. All engineering data will be compatible with the Joint Engineering Data Management Information and Control System.

8.2.20.8.2. The Engineering Data Manager acquires the data necessary to logistically support the end item as stated in program management requirements.

8.2.20.8.3. Contractor design activity drawings and associated lists for which the government does not have unlimited rights, may not be released outside the government without written permission of the party asserting the limiting rights.

8.2.20.9. Reference numbers submitted for NSN assignment must meet cataloging guidelines IAW DoDM 4100.39.

8.3. Uniform Materiel Movement and Issue Priority System (UMMIPS).

8.3.1. UMMIPS sets priorities for the issuance and movement of materiel. The system enables supply customers to use one of 15 priority designators when requisitioning supply items. These 15 priority designators are based on two components: the UND defines the relative importance of the item ordered to the unit's mission and the FAD defines the relative importance of the unit placing the order.

8.3.2. UMMIPS, Force/Activity Designators (FAD), project codes, and materiel priorities and allocations will adhere to guidance in Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 4110.01F, Joint Materiel Priorities and Allocation, and DoDM 4140.01, Vol 8, DoD Supply Chain Materiel Management Procedures: Materiel Data Management and Exchange. (T-0)

8.3.3. Commanders or designated representative of requisitioning activities will ensure the AF Program: Installations, Units, and Priorities (PD) is valid, accurate, and consistent with FADs assigned by higher authority. (T-2)

8.3.4. Contractors requisitioning from DoD sources of supply will use the FAD and priority provided in the contract or by the CO. (T-2)

8.3.5. Requests to change FAD designation and to assign a Chairman of the Joints Chiefs of Staff (CJCS) project code will be accomplished per CJCSI 4110.01F and submitted to AF/A4LR by the MAJCOMs for review and coordination. (T-0)

8.3.6. AF-generated project codes will be effective for the duration of the need. (T-1) Codes will be assigned a termination date no greater than 24 months, at which time they must be reevaluated for deletion or renewal. (T-1)

8.3.7. The use of locally assigned project codes (by MAJCOMs and bases) is prohibited.

8.3.8. CJCS project codes requests will include the information listed in **Attachment 5**, **Figure A5.4**.

8.4. Force Activity Designator (FAD) Management.

8.4.1. FADs define the relative importance of a U.S. force, unit, activity, project, program, or foreign country to accomplishing DoD objectives. FADs are used in conjunction with Urgency of Need Designators to establish a matrix of priorities used for supply requisitioning and the transport system. Supplemental guidance is contained in DoDM 4140.01, Volume 8, DoD Supply Chain Materiel Management Procedures: Materiel Data Management and Exchange.

8.4.2. FAD Management Roles and Responsibilities.

8.4.2.1. The Deputy Chief of Staff for Operations (AF/A3) administers the FAD II through V program for initial assignment or change requests for Air Force units, activities, projects, and programs.

8.4.2.2. The Chief Operations Officer (SF/COO) administers the FAD II through V program for initial assignment or change requests for Space Force units, activities, projects, and programs.

8.4.2.3. AF/A4 delegates AF/A4L as the representative for the Joint Materiel Priorities and Allocation Board (JMPAB) and associate working groups, will forward all adjudicated FAD I requests to the Joint Staff/J4 for review and approval action. (T-0)

8.4.2.4. AFMC/437 SCOS Records Maintenance is designated as the Enterprise FAD Monitor for execution/update into the supply system for approved FAD/UIC changes.

8.4.2.4.1. AFMC/437 SCOS Records Maintenance will appoint at least one primary and alternate FAD Monitor in writing to AF/A4LR to process the appropriate transactions.

8.4.2.4.2. Unit Identification Codes (UICs)are derived from the PAS Registry. UIC loads and FAD changes must be submitted to Higher Headquarters for approval. Once approved, the request is uploaded by HAF A4 FAD Management office into their workflow. The approved requests are marked for 437 SCOS to process. AFMC Records Maintenance will utilize the most current FAD validation report and the Secure AFPC Personnel Accounting Symbol (PAS) Code Application that is provided by HAF A4 FAD management office to confirm or obtain the correct UIC data. AFMC Records Maintenance will process the required transactions to complete the load request. Once complete, they will reply to the workflow email that actions have been complete and mark the workflow email as COMPLETE.

8.4.2.4.3. Annual UIC Validation. The annual UIC/FAD validation is collaborative effort between HAF, MAJCOMs and their units, and the 635 SCOW. The validity of all assigned UICs and FADs for each organization will be reviewed, validated in the second quarter of the fiscal year. Once completed the final validation listing and any require changes will be forwarded to AFMC Records Maintenance for processing.

8.4.2.4.4. The PAS Organization Register is the official source for DAF unit information. Utilize the Secure AFPC Personnel Accounting Symbol (PAS) Code Application to confirm or obtain the correct UIC via **https://afmilpers.us.af.mil/PascodesNet40/PasCodesMain.aspx**.

8.4.2.5. Official sources for non-AF units are special orders, contracts, support agreements, or other correspondence (e.g., NASA, Red Cross, etc.).

8.4.2.6. AF/A4LR will maintain the approved DAF FAD Roster as Controlled Unclassified Information document and perform annual FAD I-V validations as described in **paragraph 8.4.5**.

8.4.2.7. 635 SCOW/LG is authorized to direct 437 SCOS to process FAD overrides as described in **paragraph 8.4.6.2**.

8.4.3. CJCSI 4110.01F, Security Information -- United States Only. Classified lists reflecting authorized FAD I requisitioning entities are distributed and maintained by the Joint Staff, Directorate for Logistics, Supply Division, J-4/SD. Distribution of this list is on a strict "need-to-know-basis." DoD components and associated agencies are authorized to determine the appropriate distribution within their organizations following standard security procedures. The following classification guidance applies when information is extracted from the lists:

8.4.3.1. The association of the nomenclature of any single unit or program with the FAD I level designator is classified SECRET.

8.4.3.2. Any compilation of forces, units, activities, projects, or programs associated with the FAD I level designator is classified SECRET.

8.4.4. FAD Request Procedures. Refer to **Attachment 5**, **Figure A5.1** for the FAD Management Process Map.

8.4.4.1. Air Force and foreign country organizations will submit FAD I requests through the supporting Combatant Commands during real-world contingencies, crises, or emergencies only. (T-0) These requests must be submitted via SIPRNET message. (T-0) FAD assignment requests will include all elements. (T-0) Normal day-to-day FAD requests

pertain to organizational FAD upgrade submissions which are not prompted by an immediate real-world operation, crisis, or emergency. For example, mission change from training unit to combat unit.

8.4.4.2. Requesting DAF organizations will use FAD criteria, supported by CJCSI 4110.01F, to determine the appropriate level FAD necessary to support mission requirements. Requests to obtain initial FAD assignment and to change existing FAD designation will be accomplished per CJCSI 4110.01F and by using **Attachment 5**, **Figure A5.2**. Refer to the FAD Process Map for the step-by-step process.

8.4.4.3. Direct supporting units requiring a FAD increase to match the supported unit's designation for FAD I-IV requests, requires AF/A3 and SF/COO approval per DAFPD 10-11, Priorities for Resource Management. Direct support FAD Change Requests will be submitted using **Attachment 5**, **Figure A5.3**.

8.4.4.4. MAJCOM A4s must ensure all requested information is included and will coordinate with MAJCOMs A1, A3, A4, A5, A8, and A10 (Nuclear requests Only), prior to submitting change request to AF/A4LR. Note: MAJCOM coordination must be documented utilizing an electronic Staff Summary Sheet (eSSS) and accompany FAD request form.

8.4.4.4.1. Unit Identification Code (UIC) will match the unit nomenclature in the PAS Code Directory. Utilize the monthly PAS Code Directory produced by AF/A1 or the AFPC Secure link **https://afmilpers.us.af.mil/PascodesNet40/PasCodesMain.aspx**. to retrieve the UIC.

8.4.4.5. Submit all types of FAD requests for masked units via SIPR usaf.pentagon.af-a4.mbx.a4lr **workflow@mail.smil.mil**. Notify the FAD Monitor **AF.A4LR.FAD-Monitor-Workflow@us.af.mil** immediately once email sent to SIPR.

8.4.4.6. FAD II-IV change requests must be submitted through the FAD Request SharePoint at **https://usaf.dps.mil/teams/FADRequestSite/SitePages/FAD-Request-Home.aspx** directly to the AF/A4LR FAD Monitor **AF.A4LR.FAD-Monitor-Workflow@us.af.mil**. If any information on a FAD II-IV change request is deemed at risk of disclosure, submit on SIPR as outlined for FAD I.

8.4.4.6.1. Requests will be submitted through the submitter's respective MAJCOM/A4R FAD Monitor. Any requests submitted directly to AF/A4LR will be returned, and the submitter will be referred to their MAJCOM/A4R FAD Monitor.

8.4.4.6.2. Requests to establish a FAD II-V or change a FAD II-IV are, at a minimum, CUI when filled in, and will be marked as such

8.4.4.7. AF/A4LR will review all FAD change requests submitted by MAJCOMs, Combatant Commands for DAF and associated foreign country organizations for completeness. Reviewers will coordinate with requestor to resolve or explain all discrepancies and denials.

8.4.4.8. AF/A4L, as the Joint Materiel Priorities and Allocation Board (JMPAB) Air Force delegate, will forward all adjudicated FAD I requests to the Joint Staff/J4 for review and approval action. (T-0) AF/A4LR will forward all adjudicated FAD II-V requests to AF/A3 and SF/COO for review and approval action.

8.4.4.9. AF/A4LR will forward copies of the approved documentation to the requesting organization, supporting MAJCOM, and the 635 SCOW/LG. AF/A4LR will also notify the AF/A4LR FAD Monitor of the new FAD. Packages declined with be returned to requestor and supporting MAJCOM will be notified of denial.

8.4.4.10. AFMC/437 SCOS Records Maintenance will update the approved FAD, in accordance with CJCSI 4110.01F, on the Record of File (ROF) and the OCCR. ELMS FAD Monitor will manually update approved FAD changes until ELMS interfaces with ILS-S. (T-0) The requesting organization will ensure the new FAD is directly associated with the mission generating the FAD assignment.

8.4.5. Annual FAD Validation.

8.4.5.1. FAD I Validation. A FAD I validation will take place every March. AF/A4LR FAD Monitor will obtain the most current approved FAD I list from JS/J4. AF/A4LR FAD Monitor will validate and re-justify necessity of the designation through coordination with MAJCOMs and Combatant Commands for all AF and associated foreign country organizations.

8.4.5.2. FAD II-V Validation. A FAD II-V validation will take place every March. AF/A4LR FAD Monitor will obtain the most current approved FAD II-V list from AF/A3. AF/A4LR FAD Monitor will validate that the ROF and OCCR FAD records match the approved AF/A3 list.

8.4.5.3. AF/A4LR FAD Monitor will provide SF/S4 FAD Monitor a FAD I-V validation summary comprised of a distribution profile and graphical representation of FAD I-V assignments.

8.4.5.4. AF/A4LR FAD Monitor will forward a copy of the FAD I-V validation summary, comprised of a distribution profile and graphical representation of FAD I – V assignments, to AF/A3 and the Joint Materiel Priorities and Allocation Board via the Joint Staff, Director of Logistics no later than 30 June.

8.4.6. FAD Override Process.

8.4.6.1. To preserve the integrity of the FAD assignment, FAD overrides will only be supported for deployments as outlined in CJCSI 4110.01F. (T-0)

8.4.6.2. In preparation of a deployment, a unit may be authorized a higher FAD per the CJCSI 4110.01F. The deployment preparation order will be reviewed by the 635 SCOW/LG and in coordination with the applicable MAJCOM, to determine if a higher FAD is authorized as outlined in the CJCSI 4110.01F. The 635 SCOW/LG is authorized to direct AFMC/437 SCOS Records Maintenance to upgrade OCCR FAD up to a FAD II for the period of the operation, deployment, or execute orders expire. FAD I upgrades are not authorized without JS/A4 approval. (T-0) 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: SRAN, OCCR, MDS supported, FAD Requested, Effective Dates (start/stop) and specifics on execution order. This is most likely classified and will require further coordination prior to approval. The system will automatically revert to the unit's original FAD when the stop date is reached.

8.5. Price Challenge and Verification Program.

8.5.1. To reduce overpricing in the AF and other Department of Defense (DoD) acquisitions, and to furnish a means for all Air Force materiel users to become involved in promoting more efficient use of funds.

8.5.2. Reporting. All AF personnel must be alert for instances of apparent overpricing and submit price challenges and verification directly to the DoD Component that manages the materiel.

8.5.3. Research. The LRS Customer Support section or equivalent provides research assistance to individuals preparing price challenge submissions.

8.5.4. Other than AF-Managed Items.

8.5.4.1. Price verification and challenge requests for other than AF-managed items will be addressed IAW the component's guidelines.

8.5.4.2. DLA Managed Items. Price verification requests for DLA managed items will be addressed IAW DLA Customer Assistance Handbook

8.5.4.3. Navy Managed Items. Price verification requests for Navy managed items will be addressed IAW the Navy Price Challenge Hotline.

8.5.4.4. Army Managed Items. Price verification requests for Army managed items will be addressed IAW the Army Price Challenge Hotline.

8.5.4.5. Innovation Development through Employee Awareness (IDEA) Program submission. If the price challenge is successful, the member has the option to submit the approved challenge as a Separate Improvement Process Idea IAW DAFI 38-402, Airman Powered by Innovation. Personnel will follow the guidance of DAFI 38-402. (T-1)

8.6. Disposition of Critical Safety Items (CSIs).

8.6.1. Overall Management and Handling of CSIs. Policy for overall management and handling of Critical Safety Items can be found in DoDM 4140.01. The Joint Aeronautical Logistics Commanders has also developed Joint CSI instruction, AFI 20-106, Management of Aviation Critical Safety Items, which implements a more detailed standardized policy for the management of CSI items.

8.6.2. When a CSI/Flight Safety Critical Aircraft Part is no longer required, the CSI/Flight Safety Critical Aircraft Part with required documentation will be provided to the DLA Distribution Services for disposal and demilitarized IAW **paragraph 6.3**.

8.7. Standard Reporting Designator (SRD).

8.7.1. An SRD is a manually entered record linked to an end item equipment designator (aircraft, engine, support equipment, etc.). SRDs are assigned to facilitate Mission Impaired Capability Awaiting Parts (MICAP), Maintenance Data Documentation (MDD), Time Compliance Technical Order (TCTO), and inventory tracking on end-items of equipment.

8.7.2. This 3-character code is used in a variety of Maintenance Information Systems (MISs) to facilitate the reporting, accounting, and analytical processes of designated end items of equipment by maintenance and supply and facilitate data interchange from one MIS to another. In the supply system, SRD codes are the elements used to collect materiel usage data on

specific weapon systems or end-items of equipment. This data is used during mission change processing; initial spares support list updates and reporting how well the supply chain is supporting various weapon systems.

8.7.3. All up-channel reporting begins with the assignment of an end item Equipment Designator and associated SRD codes. If an item qualifies for SRD assignment, the SRD must be assigned prior to equipment fielding in order for inventory and maintenance reporting to occur. This ensures inventory or Reliability and Maintainability (R&M) data can be collected. Note: SRDs may be created after equipment fielding due to program transfer of weapon system between DoD Services (i.e. DAF takes over program management of already fielded system).

8.7.4. Qualifications for SRDs loaded to Reliability and Maintainability Information System (REMIS), the System of Record for SRD records.

8.7.4.1. For items to qualify for an SRD, the equipment should be considered "stand-alone" and can be operated independently.

8.7.4.2. Assets that are purchased and maintained by a field agency may qualify for an SRD but will be locally assigned by the unit possessing the hardware since no up-channel reporting is required.

8.7.4.2.1. Local SRD would begin with "Lxx" and will only be loaded to the base-level reporting system. Local SRDs are assigned to equipment that is locally procured and not under ALC management, therefore, not up-channel reportable. (T-1)

8.7.4.2.2. Care must be taken by base level management to ensure the SRDs, inventory, and maintenance for these items are not reported to the central repository in REMIS. (T-1)

8.7.5. Logistic Readiness Division (HAF/A4LR) is responsible for coordinating the policy and guidance of the SRD program. This office will advise and assist on general policy oversight questions and will ensure clear lines of accountability exist within the program. (T-1)

8.7.6. Product Support Management Division (HQ AFMC/A4F) is designated as the focal point for the assignment and reporting of SRDs. As the Technical Content Manager (TCM) for Technical Order (TO) 00-20-2, Maintenance Data Documentation, this office will develop and/or recommend additional procedures and data products as they pertain to SRD development. (T-1)

8.7.7. Reliability and Maintainability Information System (REMIS) Subject Matter Expert (SME) (AFLCMC/GBM) is the POC for REMIS SRD management and is responsible for the software within REMIS where SRD codes are managed. REMIS SMEs will provide guidance on the functions necessary to maintain SRD tables, data edits, approved exemptions for MDD reporting, and general SRD assignment questions. (T-1) In addition, they will take the appropriate actions to remedy SRD issues, concerns, or problems and provide initial, recurring, and any additional training, as required, to SRD Managers on the management of the SRDs in REMIS. (T-1) AFLCMC/GBM will maintain a list of current Primary and Alternate SRD Managers for each location on their REMIS Portal Page (**https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC1357EF0FB5E044080020E329A9**). (T-1) Any changes or updates to personnel will need to be coordinated by this office. (T-1)

8.7.8. Primary and Alternate SRD Managers. Each respective organization identified in **Paragraph 8.7.8.7** will be responsible for appointing a primary and alternate SRD Manager to conduct and manage the SRD assignment and tracking for the type equipment they manage. (T-1) These organizations will submit SRD Manager names, and any updates, to AFLCMC/GBM, who will maintain this listing on their REMIS Portal Page IAW with TO 00-20-2. (T-1) SRD Managers will perform the addition, modification, or deactivation in REMIS for the equipment designator and SRD utilizing the AFTO Form 230 completed by the Equipment Specialist (ES) responsible for the specific equipment. (T-1) Once loaded in REMIS, the SRD Manager will push a master validation table out which will allow units utilizing field and depot MISs up-channel reporting in a standardized format for MDD, TCTOs, and MICAPs. (T-1) SRD Managers will:

8.7.8.1. Maintain the currency of the SRD tables in REMIS. Verify all fields on the AFTO Form 230 are accurately filled out to enable input into REMIS.

8.7.8.2. Review and manage incoming AFTO Form 230s to determine if the equipment warrants SRD assignment and the type of reporting requested.

8.7.8.2.1. If the requested system does not warrant SRD assignment, reply to the requestor with reasons for disapproval.

8.7.8.2.2. If approved, make appropriate inputs in REMIS.

8.7.8.3. Maintain a history E-file for new, change, and deactivation SRD requests. The SRD file will contain the AFTO Form 230 and requests for change or deactivation of an SRD. Refer to TO 00-20-2 for naming convention of E-file.

8.7.8.3.1. Upon notification of deactivation of an SRD, will ensure REMIS and history file accurately reflects status. SRD records will be kept for a minimum of one year after deactivation.

8.7.8.4. In the event of SRD questions, comments, and general inquiries, SRD managers have the capability to review REMIS and history files only. For any additional guidance, contact applicable ES.

8.7.8.5. Will contact AFMC/A4R, Weapon System Support Program Functional OPR, regarding changes or deactivation of any SRD, for potential impact to the WSSP-Reconciliation Tool (WRT). (T-1)

8.7.8.6. Perform any additional duties as outlined in TO 00-20-2.

8.7.8.7. Be appointed to cover each type of equipment at the following locations:

8.7.8.7.1. ACC/Cyberspace Support Squadron/CZM Maintenance Data Analysis. Designated as the central focal point for Communication-Electronic (C-E)/Cyber Commercial-Off-The-Shelf (COTS)/Government-Off-The-Shelf (GOTS) equipment.

8.7.8.7.2. Space Operation Command (SPOC) HQ USSF/S4XX. Manage Space Force C-E COTS equipment.

8.7.8.7.3. Cryptologic and Cyber Systems Division (AFLCMC/HNC). Manages Cryptographic and Communications-Security (COMSEC) equipment.

8.7.8.7.4. Air Force Nuclear Weapons Center (AFNWC). AFNWC/LG manages the SRD program, including making inputs into REMIS, as well as updating the Annual Review of data within REMIS, for those Program Offices who manage the equipment related to Strategic Systems (i.e. Sentinel, Long-Range Standoff (LRSO), MMIII, B61-TKA, NC3. etc.).

8.7.8.7.5. Air Force Materiel Command Life Cycle Management (AFMC/A4FI). AFMC/A4FI manages equipment related to aircraft, Mine-Resistant Ambush Protected (MRAP) vehicles, engines, trainers, and Support Equipment (SE).

8.7.9. Weapon System Program Office. The Weapon System Program Manager (PM) is accountable for the SRD assignment for their specific program. If applicable, the PM is responsible for the management of program specific SRDs assignment, changes, or deactivation, or will designate an Equipment Specialist (ES) to accomplish these functional requirements. For programs without a PM, the managing agency will act as the PM or ES for the equipment. The PM will ensure that SRDs within their oversight are associated with Weapon System Designator Codes (WSDC) in REMIS to correlate to those in the Defense Logistics Agency (DLA) Weapon System Support Program (WSSP) tool. Note: Equipment that is fully Contractor Logistics Support (CLS) may require an SRD but is exempt from the SRD associating to a WSDC.

8.7.10. Program Office Equipment Specialist (ES). The ES, or their designee, is responsible to ensure up-channel reportable equipment is assigned an SRD prior to the equipment fielding. The ES will:

8.7.10.1. Identify potential SRD candidates as early as possible in the acquisition cycle. See, Requirements for SRD Assignment.

8.7.10.2. Submit a completed AFTO Form 230 to the appropriate SRD Manager with a functional description, intended use of the candidate equipment, and system service date. Determine if the item is MICAP reportable, requires TCTO or service bulletins, requires reliability and maintainability data, or is being tracked for inventory purposes only, and have other end items it may install to or have installed to it. Ensure REMIS accurately reflects configuration for installation on the NHA.

8.7.10.3. Initiate AFTO Form 230 requests for any of those systems currently in the field that meets the requirements for SRD assignment to the SRD Manager point citing reasons for approval.

8.7.10.4. Submit a completed AFTO Form 230 to the appropriate SRD Manager when removing the item from inventory or making any changes to the original request.

8.7.10.5. If applicable, notify appropriate MAJCOMs, Field Operating Agencies (FOAs), Direct Reporting Units (DRUs), AFMC/A4RM, and applicable organizations upon the deactivation of SRDs. Notifications will be accomplished using an organization email message (**Figure A3.1**) or an internal documented notification process. Upon notification, MAJCOMs, FOAs, DRUs, and organizations will have 30 calendar days to respond from the date of the message. Failure to acknowledge SRD deactivation constitutes agreement. If disagreement, will work with MAJCOM, FOA, DRU, or organization until resolved.

8.7.10.6. Conduct an annual SRD review of all active SRD records for their assigned equipment in REMIS for currency and accuracy. This review includes verifying reporting in the equipment status, maintenance, and MICAP data systems to identify inactive SRDs for possible deactivation, retention, or modification. Proposed deactivation and changes from these reviews will be coordinated IAW **Paragraph 8.9.10.5**.

8.7.10.7. If applicable, review all AFTO Form 230 requests forwarded from the MAJCOM or organization for assignment, changes, deactivation, or applicability and finalize the form, as required.

8.7.10.7.1. If approved, send to applicable SRD Manager for loading into REMIS.

8.7.10.7.2. If disapproved, return requests that do not meet the requirements to the requesting submitter citing reasons for disapproval.

8.7.10.8. Review and validate any deactivated SRDs for any WSDC relationship and ensure accuracy for future reference.

8.7.11. Requirements for SRD Assignment:

8.7.11.1. SRDs are assigned to facilitate MICAP, MDD, TCTO, and inventory tracking on end-items of equipment. SRDs are not normally assigned to items that already have a Work Unit Code (WUC) under established SRDs. SRDs may be assigned for aircraft blocks or Communications-Electronics (C-E) versions as required by the PM.

8.7.11.2. Except for engines, assign SRDs for MDD only if the item meets the requirements and rules for on-equipment maintenance action documentation per TO 00-20-2. MDD reportable end items must have a reportable SRD as well as WUCs to document completed on-equipment maintenance actions. Do not assign individual SRDs for MDD to items that are defined for off-equipment maintenance documentation per TO 00-20-2; instead, use the SRD for the end item they comprise.

8.7.12. Assignment and Management of SRDs:

8.7.12.1. Assign SRDs to selected equipment in the AF active inventory or new equipment undergoing acquisition IAW TO 00-20-2.

8.7.12.2. Multiple SRDs may be assigned for end-items having dual applications, such as stand-alone configuration, as well as a component of another system requiring cost data tracking (e.g. aerospace vehicles with non-interchangeable engine or avionics configurations or engines installed to diverse aerospace vehicles).

8.7.12.3. REMIS maintains the master table of valid unclassified SRDs, which is transmitted to some interfacing MISs as they occur. Valid SRDs for classified equipment are found in other AF systems and publications. SRD Codes for Command Mission Equipment (CME) are in the REMIS SRD Master Validation Table.

8.7.13. SRD requests, updates, reconciliation, and deactivation will be accomplished IAW the procedural guidance set forth in TO 00-20-2. (T-0)

Chapter 9

MATERIEL PROGRAMS

9.1. Overview. This chapter outlines programs with special requirements for AF materiel management. These requirements include Special Logistics Support, Satellite Operations, Select Enterprise Class II Items, and Aircrew Flight Equipment. For this chapter, the Federal Logistics Information System Technical Procedures; DoDM 4140.01, all volumes; DoDM 4160.21, Volumes 1-4; AFMAN 17-2101; AFI 25-301; AFI 11-301, Volume 2, Chapter 3. Prescribing guidance for Select Enterprise Class II items is provided in **paragraph 9.6**.

9.2. Special Logistics Support. For certain materiel management operations, special logistics support arrangements are essential for the smooth flow of operations. These areas include AMC Forward Supply System (FSS); RED HORSE project(s); Logistic Support between the AF and the North Atlantic Treaty Organization (NATO); Research Development Test & Evaluation (RDT&E) programs, and Air Traffic Control, Approach, and Landing System (ATCALS).

9.2.1. AMC Forward Supply System.

9.2.1.1. Purpose. The AMC Forward Supply System (FSS) provides an en-route support system for the C-5, Galaxy, and C-17, Globemaster III, strategic airlifters where assets for these aircraft are not normally available, but where the volume of traffic warrants support. A Forward Supply Location (FSL) is an Air Mobility Squadron (AMS)/Supply Activity located at a key point along an AMC airlift traffic route and designed to stock selected aircraft spares and spare parts to support the AMC airlift fleet. The AMC FSS comprises of interrelated network of FSLs, Sources of Supply (SOS), Primary Supply Points (PSPs) and Forward Supply Points (FSPs). See **Section 1B** for roles and responsibilities.

9.2.1.2. AMC FSL Support. LRS/Materiel Management Activity providing Host Support at FSS locations will:

9.2.1.2.1. Be accountable for prepositioned spares and item accounting procedures.

9.2.1.2.2. Ship assets to designated PSPs for those assets identified by the materiel management IT system designation using an AMC Form 281, MICAP/VVIP/FSS Special Handling. (T-2)

9.2.1.2.3. Ensure requisition exception processing for mated wheels and tires is not overridden. (T-2) The materiel management IT system designation will stop requisitioning and the AFMC will order manually through the designated PSP.

9.2.1.2.4. Disapprove bench stock authorization requests for assets with the designated contractor (Boeing) SOS. (T-2)

9.2.1.2.5. Coordinate with the Air Mobility Squadron (AMS)/QA for status and shipping instructions. (T-2) Channel QDR tracking for LRS/Materiel Management Activity through the Air Mobility Squadron/QA. The LRS/Materiel Management Activity does not have access to Information Center (INFOCEN). The QA will have a POC at LRS/Materiel Management Activity for QDRs to provide updated status and shipping instructions as soon as it is released. (T-2) The Flight Service Center (FSC) will process the shipment and move the items to Cargo Movement.

9.2.1.3. PSP Functions:

9.2.1.3.1. Provides support primarily for built-up items (e.g., wheels and tires).

9.2.1.3.2. Coordinates with Cargo Movement to ensure expeditious processing of reparable FSS receipts for priority processing to the appropriate repair activity.

9.2.1.3.3. Coordinates with the FSC to expedite processing of spares returned to PSPs from FSLs.

9.2.1.4. AMC FSL General Management.

9.2.1.4.1. Primary FSL re-supply support will come directly from the SOS. (T-2)

9.2.1.4.2. FSLs will be embedded into a supporting host LRS/Materiel Management Activity account when an AF materiel management account is present on station. When an AF materiel management account is not available, FSLs will be established as categories IIA and IIIA satellite materiel management accounts with records maintained on an AF materiel management IT system for automated inventory control and asset visibility. (T-2) Note: See AFMC Supplement policy for more guidance on satellite operations.

9.2.1.5. Identification and Exemption Processing.

9.2.1.5.1. FSL-unique items will be identified using exception data coding and assigned Project Code Pacer Haul or Pacer Raven. Assets common to both the LRS/Materiel Management Activity and the FSL will be exempt from exception coding.

9.2.1.5.2. Items common to both the C-5 and the C-17 will assume the application code of the weapon system with the highest demand.

9.2.1.5.3. FSL items will not be automatically shipped or redistributed. AFMC will approve all shipments prior to release.

9.2.1.6. Stockage Requirements.

9.2.1.6.1. Inventory levels will be limited to mission essential (aircraft grounding) assets for C-5 and C-17 weapon systems.

9.2.1.6.2. Inventory levels will be based on a remove and replace maintenance concept. Three-level maintenance capability does not exist at enroute locations.

9.2.1.6.3. Inventory requirements computation for enroute locations is unique. Erratic demand patterns and distribution of assets across the entire enroute system will be considered when making stockage decisions.

9.2.1.6.3.1. Level computations will consolidate demand data for the entire enroute into a single quantity.

9.2.1.6.3.2. Levels will be distributed based on usage patterns and by FSS category codes.

9.2.2. RED HORSE Units.

9.2.2.1. RED HORSE units are AF-controlled and fall under the jurisdiction of the using command once deployment has been made. They are a resource to be used at the choice of

the using command and will not fall under the operational control of wing/base commanders, although they are responsive to requirements developed at this level.

9.2.2.2. The magnitude of supplies and equipment needed to accomplish the RED HORSE project(s) mission such as (lumber, cement, plumbing supplies, construction equipment, etc.) requires special support apart from base civil engineering organizations. See **Section 1B** for roles and responsibilities.

9.2.2.3. When deployed to a location supported by the AF materiel management IT system, assign the RED HORSE logistics officer to perform duties of the Satellite Operations Officer (see **paragraph 9.3** of this instruction).

9.2.2.4. When the assignment is to a non-IT system location, assign a RED HORSE logistics officer to coordinate logistics support.

9.2.2.5. Guidance for Overseas Deployments.

9.2.2.5.1. Locations not supported by the AF materiel management IT system will coordinate support through their MAJCOM with the AFMC/A4RX.

9.2.2.5.2. Necessary controls will be established to ensure that consumption data on nonrecurring demands are not recorded along with the normal base recurring demands. Note: Most requisitions for RED HORSE project(s) construction materiel are nonrecurring demands.

9.2.2.5.3. After materiel has been received and entered in appropriate records, it is to be forwarded to the RED HORSE holding area. Note: This holding area may be in a different location separate from the base Materiel Management Activity.

9.2.2.5.4. Redeployment. Upon HAF approval to redeploy a Civil Engineer Squadron (Heavy Repair) to a new location, the squadron will forecast a RED HORSE project(s) bill of materials. Those items available in the squadron's account, and through on-base and in-country excesses will be shipped to the new location as appropriate. Only the remaining requirements will be passed to AFMC by the MAJCOMs and will be aggregated and shipped directly to the new location.

9.2.3. Logistic Support between the AF and the North Atlantic Treaty Organization (NATO). AF logistical and financial guidance and procedures for acquiring and transferring logistic support, supplies, and services between the AF and other NATO military forces, and NATO subsidiary bodies deployed in Europe and adjacent waters, are contained in AFI 25-301, Acquisition and Cross-Servicing Agreements. Note: For the donation, loan, and lease of AF surplus and foreign excess property to eligible recipients, it is AF policy that any such donation, loan, or lease shall comply with the provisions of Title 10 United States Code Section 2572, as amended; DoDM 4140.01, DoDM 4160.21, Volume 1, DoDM 4160.28, Volume 2, and DAFMAN 23-119. (T-0)

9.2.4. Research Development Test & Evaluation (RDT&E) Activities.

9.2.4.1. Authorized Users. Organizations listed below and identified as having RDT&E as part of the Designated Operating Capabilities statement are authorized. Organizations not listed below will obtain authorization from MAJCOMs to utilize special logistics materiel management and processes in support of RDT&E core mission. (T-1)

9.2.4.2. RDT&E activities include:

9.2.4.2.1. AF Research Laboratory (AFRL)

9.2.4.2.2. Air Force Institute of Technology School of Engineering

9.2.4.2.3. National Air and Space Intelligence Center (NASIC) for Air Force Intelligence Surveillance Reconnaissance Agency

9.2.4.2.4. DoD Space Test Program (STP)

9.2.4.2.5. AF Test Centers (AFTC)

9.2.4.2.6. Major Range and Test Facilities.

9.2.4.3. Activities Management

9.2.4.3.1. Activity Support. RDT&E activities with an established Customer Logistics Support Team (CLST)/Section will:

9.2.4.3.1.1. Operate as the supply support focal point between organizational personnel and procurement support activities. (T-2)

9.2.4.3.1.2. Units will adhere to DAFI 64-117, Government Purchase Card Program.

9.2.4.3.1.3. Establish a formal document control system for internal use. This system will be maintained to clearly indicate those documents (requests for purchase, receipts, and issues) pertaining to materiel procured by the base contracting activity and will be subject to audit. Subject files will be disposed of according to AFI 33-322, Records Management and Information Governance Program.

9.2.4.3.1.4. Receive requirements from organizations and submit them through the appropriate IT system. Coordinate equipment requirements through local EAE. See **Chapter 11** for further guidance.

9.2.4.3.1.5. May bypass the standard materiel management system for nonrecurring non-NSN supplies. When direct procurement is used, the sections must perform all necessary research and document preparation. (T-1) Any purchases made outside the standard materiel management system refer to DoD5000.64 for applicable accountability. (T-0)

9.2.4.3.1.6. Coordinate equipment purchases through local EAE prior to procurement. See **Chapter 11** for further guidance.

9.2.4.3.1.7. Provide documentation or information required by EAE. See **Chapter 11** for further guidance.

9.2.4.3.1.8. The host LRS CC/APO will be responsible for accounting and reporting of all accountable assets. (T-1)

9.2.4.3.2. Authorization.

9.2.4.3.2.1. Procedures referring to support stocks and temporary storage areas are limited to RDT&E activities, specifically authorized by AFMC to retain items having an anticipated future usage. This guidance is applicable when the

laboratories or centers are supported by either an AFMC base or are supported as an AFMC tenant of any other MAJCOM base.

9.2.4.3.2.2. Authorization for Commercial Standard Items. RDT&E activities are authorized to procure commercial standard items instead of requisitioning NSN or military standard items. This authority covers those instances when the item locally procured is superior to the item available through normal supply either because it is better suited to RDT&E requirements or because it is significantly less expensive. Note: Utilize the applicable NSN when entering into the APSR. If the asset is modified, change the NSN to a non-stock listed stock number by using the part or model number of the item procured. Note: A local purchase waiver is required for centrally managed/centrally procured PSC 5 assets. See **Chapter 11** for guidance.

9.2.4.3.3. Holding Areas.

9.2.4.3.3.1. RDT&E activities are authorized to establish and maintain temporary storage areas and in-transit property areas.

9.2.4.3.3.2. RDT&E activity will maintain working stock as acquired.

9.2.4.3.3.3. Temporary storage.

9.2.4.3.4. RDT&E activities will have responsibility for the following:

9.2.4.3.4.1. Equipment authorization approval for PSC 5 requirements. See **Chapter 11** for procedures.

9.2.4.4. Inventory of in-use equipment.

9.2.4.5. Single Custodian Concept. Each organization may use the single custodian concept. An individual will be designated as the custodian for all property within the organization and will be responsible to EAE for the property, even though several sub-accounts are used for ease of management. Each organization will determine the number of accounts needed for effective internal management, i.e., individual organizations or off-base locations. Each organization also will maintain on file all supporting documentation for authorization of equipment. Primary/alternate will sign the custodian inventory report accepting responsibility for inventory; however, the inventory may be performed by scientist, engineers, etc.

9.2.5. Air Traffic Control, Approach, and Landing System (ATCALS).

9.2.5.1. Air Force Flight Standards Agency Regional Maintenance Center will:

9.2.5.1.1. Manage ATCALS spares and equipment requirements. Coordinate with site managers on all parts related concerns and problems. (T-1)

9.2.5.1.2. Coordinate ILS-S user access and TRIC Group assignments with AFLCMC. (T-1)

9.2.5.1.3. Submit issue requests through IMDS/FMxC2 or ILS-S against the host LRS or Materiel Management activity. (T-1)

9.2.5.1.4. Validate Weapon System Designator Codes (WSDC) with AFMC agencies for ATCALS assets. (T-1)

9.2.5.2. ATCALS Sites.

9.2.5.2.1. Establish and maintain organizational accounts. (e.g., OCCR, PFMR, etc.).

9.2.5.2.2. Coordinate materiel management actions for assigned activity.

9.2.5.2.3. Identify appropriate custodians and submit appointment letters to host LRS or Materiel Management activity.

9.2.5.2.4. Perform custodial inventories (scheduled/unscheduled) as required per with this instruction.

9.2.5.2.5. Participate in host LRS or Materiel Management activity repair cycle asset management.

9.2.5.2.6. Resolve all DIFM and local accountability issues with host LRS or supply activity.

9.3. ILS-S Satellite Operations. Satellite Accounts and Accountability.

9.3.1. General Information. Each satellite activity is attached to a host computer support base (CSB). The satellite activity's database records physically reside on the host computer.

9.3.2. Alphanumeric System Designator. An alphanumeric system designator is assigned to satellite item records by the SBSS computer to assure separate accounting for assets and reporting of requirements, and to produce separate transaction histories and selected management products pertinent to the satellite's operation. Some support records are shared by the CSB and satellite(s). All assigned alphanumeric system designators must be loaded by the CSB to the authorized system designator table in the base constants-1 record.

9.3.3. Two categories of satellites. The ILS-S provides for two categories of satellites, either autonomous or non-autonomous.

9.3.3.1. Category II/IIA (Autonomous).

9.3.3.1.1. Accountability. The CSB LRS Commander or Accountable Officer (CSB LRS CC/APO) retains accountability for Categories II/IIA accounts.

9.3.3.1.2. Accountability will include categories II and IIA satellites. However, this accountability will not include those categories II and IIA satellites located in contingency locations with an Expeditionary Logistics Readiness Squadron (ELRS). For contingency supply accounts, accountable property officer will be appointed in accordance with DoDI5000.64_DAFI 23-111 and DAFMAN 20-110.

9.3.3.1.3. Decentralization. The LRS CC/APO may choose to decentralize the Materiel Management functions; that is, instead of having all personnel assigned to the CSB, the LRS Commander/Accountable Officer can request a satellite account and assign personnel from the CSB to operate the category II satellite.

9.3.3.1.4. Category II/IIA Satellite Operations Officer (SOO). The SOO for Category II/IIA satellites is responsible to the CSB LRS CC/APO. The SOO will supervise operator maintenance of terminal equipment. (T-2) This includes ensuring that operator maintenance is scheduled and completed. When unscheduled downtime requires remedial maintenance, the SOO works with the CSB and local communication personnel (if applicable) to repair the terminal.

9.3.3.1.5. Centralized Repair Facilities (CRFs) will be established as a satellite Category II autonomous operation with a separate/unique stock record account number from the host LRS. (T-1) This allows for a separate unserviceable storage area and unique locations for serviceable assets.

9.3.3.2. Category III/IIIA (Non-autonomous). The Satellite LRS APO is the accountable supply officer and is responsible to the commander or senior materiel officer for the effective and efficient management of the supply account. Satellite supply accounts are not authorized a deputy satellite LRS/CC.

9.3.4. Directly linked accounts. With this method, satellite accounts are directly linked to the CSB through input/output terminals. A-series system designator accounts are further identified by type account code corresponding to the alpha characters of the SRAN assigned. For example, FB, FE, or FP.

9.3.5. Indirectly linked accounts. Satellite FG accounts with records stored on a CSB computer, but not linked to the computer with a terminal input/output function are assigned a system designator of B0 through B9 or C0 through C9.

9.3.6. Satellite Organization codes can be found in the ILS-S User's Manual Table 2.53., Organization Code.

9.3.7. Operating Systems for Satellite Policy. AF materiel management activities will use approved operating systems unless exceptions are approved by AF/A4LR. (T-1) The CSB LRS CC/APO request approval of hardware requirements IAW AFMAN 17-2101, Long-Haul Communications Management. ANG satellites will coordinate needs with the National Guard Bureau. (T-2) Manages Cryptographic and Communications-Security (COMSEC) equipment. If the SRD code begins with Uxx, the responsibility for management belongs to Cryptologic and Cyber Systems Directorate. An active list of SRD codes can be retrieved from ILS-S.

9.3.8. Ordering Satellite Hardware. The ordering of satellite terminal hardware, including communication lines is a CSB responsibility. Either the LRS CC/APO or Chief of Base Network Control Center at the CSB submits a request and coordinates with the satellite parent command.

9.3.9. Common Support Records and Management Products. Where common support records and management products are involved, the satellite will comply with CSB policies and follow CSB directives unless otherwise amended by other documentation such as a MOU/MOA. (T-2)

9.3.10. Proposals and Modification. Units desiring a new satellite or rehome of existing accounts will route their request with complete justification through their applicable MAJCOM. (T-2) In turn, the MAJCOM will forward to AFMC for final approval. (T-1) When a MAJCOM has a requirement to relocate a supply satellite to another CSB, they will ensure that the requirement is coordinated with the command's Information Systems (SC) and the Defense Finance & Accounting Service (DFAS). (T-1) In addition, the requirement must be coordinated with the parent command of the proposed new host CSB if the two affected bases belong to different MAJCOMs. (T-2) If they have the same parent command, no further coordination is required. However, if they are assigned to separate commands, the desired CSB parent command will ensure that the relocation proposal is coordinated with SC prior to concurring with the relocation. (T-2)

9.3.11. Notification of changes. For CSB changes, the gaining CSB parent command will ensure that reporting requirements are accomplished. (T-1) For changes other than CSB changes, the MAJCOM will ensure that approved changes are reported to Retail Systems Program Office. (T-1)

9.3.12. Establishment of the Satellite Account.

9.3.12.1. Assignment of Department of Defense Activity Address Code (DODAAC) and Type Account Codes. Following AFMC approval, the CSB LRS CC/APO will submit a request for the assignment of a DODAAC and Routing Identifier (RID) for the satellite. (T-1) The request will be made on-line IAW AFMAN 23-230, Maintaining Air Force DoD Activity Address Codes (DoDAAC). (T-1)

9.3.12.2. Upon receipt of the DODAAC and RID, the CSB LRS CC/APO will ensure coordination with the appropriate office to establish connectivity and funding. (T-1)

9.3.12.2.1. Provide notifications to: DAASC-SLS, AFMC/AFSC/635 SCOW at Wright-Patterson AFB, OH. Note: Notify WR-ALC/LET only if the satellite is a type E account. You must also provide them with SRAN, RID, and the communication routing indicator of the CSB. This information is required to ensure that all data for the satellites SRAN and RID is correctly routed to the computer support base.

9.3.12.2.2. WR-ALC/LET at Robins AFB, GA

9.3.12.2.3. HQ CASC/DLIS-F at Battle Creek, MI.

9.3.12.3. A series of system designators will have an account code for the DODAAC prefix of “FB” or “FE” depending on the type of support being supplied. (T-1) ANG satellites will submit their requests to the National Guard Bureau. (T-2) B and C series system designators will request an FB SRAN and will include only type account codes B and E.

9.3.12.4. Notification of DODAAC or CSB Changes and System Designators. Retail Systems Program Office (SPO) will be notified when DODAAC or CSB changes are made. (T-1) For each alphanumeric systems designator, the CSB LRS CC/APO provides the Retail SPO with the satellite DODAAC, type account code(s), category of satellite, satellite name, CSB, command and the planned date of conversion.

9.3.12.5. Organization Codes. Satellites are assigned a standard organization code (516 Record) from a series of codes reserved for them. These codes are used to identify satellite account information and are loaded on the satellite organization record IAW this instruction. Note: Do not confuse these codes with organization records assigned to activities receiving support from the satellite.

9.3.12.6. Offline Requisitions. The CSB will provide blocks of requisition serial numbers to the satellite for processing offline requisitions. (T-2)

9.3.13. GSD Stock Fund Management guidance for Satellite Activities. All satellites activities will appoint a GSD Stock Fund liaison to work with their designated GSD Stock Fund manager and comply with the GSD Stock Fund direction of AFMC, MAJCOM, and APO. GSD Stock Fund managers will perform all the requisite duties and responsibilities to manage the GSD Stock Fund operating program (T-2)

9.3.14. Satellite Pre-conversion/Conversion.

9.3.14.1. Pre-Conversion Requirements.

9.3.14.1.1. Before a satellite is converted, a support agreement according to AFI 25-201, Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures, or a formal MOA will be developed. (T-1) The agreement will define the CSB and satellite responsibilities that are not covered in this instruction. (T-1) Note: AFMC managed host accounts are not required to maintain support agreements or formal Memorandum of Agreements (MOAs) with satellite accounts; however, a coordinated Transition Support Plan is required. Non AFMC managed host accounts may maintain a support agreement or formal MOA with their satellites as required. At a minimum, the agreement will cover these points:

9.3.14.1.2. Purchasing support by the CSB where the satellite does not have purchasing authority.

9.3.14.1.3. Accounting and Finance support from the CSB for the satellite and listing of satellite responsibilities for GSD Stock Fund operations and satellite Operations Operating Budget funds management area.

9.3.14.1.4. CSB and satellite responsibilities for budgeting O&M appropriations.

9.3.14.1.5. CSB LRS CC/APO is accountable for all satellite accounts.

9.3.14.1.6. Satellite and CSB responsibilities for terminal hardware maintenance requirements.

9.3.14.1.7. Redistribution between the CSB and satellite for excess assets.

9.3.14.1.8. Transition of manpower, as necessary, and a critical path schedule as agreed upon by both parties.

9.3.14.2. Satellite Conversion.

9.3.14.2.1. CSB MAJCOM will:

9.3.14.2.1.1. Monitor, direct, and assist in conversion. Advise and assist satellites in alignment and location of functions, facilities, manning policies, and terminal equipment.

9.3.14.2.1.2. Develop conversion schedules with satellite MAJCOM or responsible agency.

9.3.14.2.1.3. Develop command programs to produce load inputs for areas not handled by standard computer programs.

9.3.15. Reporting for CSB and Satellite Accounts. The host MAJCOM will establish report requirements for CSB and satellite accounts. The CSB LRS CC/APO will inform AFMC when conversion begins. The LRS CC/APO will also provide the following information: total item records loaded; total dollar value of the satellite account; type of communications circuit (military or commercial); and type of terminal function maintenance (military or contract). (T-2)

9.4. Project Code 703, Safeguard Support.

9.4.1. AF Policy. 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.

9.4.2. AF Procedures:

9.4.2.1. AF/A4LR:

9.4.2.1.1. Will authorized SPRS assignment of 19 for PC 703, Safeguard Support.

9.4.2.1.2. Will direct AFMC AFLCMC/GBS to have KSNs with PC 703 assigned from Auto Sourcing.

9.4.2.2. MAJCOM (A4R):

9.4.2.2.1. Will coordinate with applicable A3 Division to obtain schedule of unit(s) in IRF window(s).

9.4.2.2.2. Will direct unit(s) to load PC 703/PF-B to applicable IRF tasked RSP KSNs 30 days prior to IRF window start date.

9.4.2.2.3. Will direct unit(s) to remove PC 703/PF-B from applicable IRF tasked RSP KSNs when unit(s) are no longer in IRF window.

9.4.2.3. Base Level (Materiel Management):

9.4.2.3.1. Will load PC 703/PF-B to IRF tasked RSP KSN as directed by MAJCOM A4R.

9.4.2.3.2. Will ensure the "Percent Fill Require" on the IRF tasked RSP serial number/control record is set to 99% or higher.

9.4.2.3.3. Will change the Withdrawal Flag to "N" on all RSP details records for the IRF tasked RSP KSN.

9.4.2.3.4. Will remove PC 703/PF-B from applicable IRF tasked RSP KSNs once tasking window is complete or when authorized use of a higher PC/PF.

9.4.2.3.5. Will change Withdrawal Flag to "Y" on all RSP detail records for IRF tasked RSP KSN once tasking window is complete.

9.5. Aircrew Flight Equipment.

9.5.1. For Aircrew Flight Equipment (AFE), logistical support and guidance and procedures for acquiring and maintaining AFE, are contained in AFI 11-301V2, Management and Configuration Requirements for Aircrew Flight Equipment (AFE), Chapter 3.

9.6. Enterprise Management of Select Class II. Select Class II items include personal use clothing & textile items, consisting of DAF Uniforms and OCIE. DAF Uniforms include service dress, utility uniforms, physical fitness uniforms, etc. Examples of OCIE items include, but are not limited to, mobility bag items, personal protective equipment, cold weather gear, load carriage, etc.

9.6.1. DAF Uniform Items.

9.6.1.1. Prescribing guidance. Prescribing guidance for DAF Uniform Items includes US Code Title 37, Sections 418 and 419; Executive Order 10113, DoDD 1338.05, Armed Forces Clothing Monetary Allowance Policy, DoDI 1338.18, Armed Forces Clothing Monetary Allowance Procedures; DoDI 4140.63, Management of DoD Clothing and Textiles (Class II), DAFI 36-2903, Dress and Personal Appearance of Department of the Air Force Personnel; and DAFI 36-3012, Military Entitlements. See **Section 1B** for roles and responsibilities.

9.6.1.2. DAF Uniform item responsibilities include:

9.6.1.2.1. Providing input to Army and Air Force Exchange Service (AAFES) leadership as needed for sustainment related policy questions or issues.

9.6.1.2.2. Functioning as the AF focal point for AAFES inquiries on policies, concepts, interpretations, methods, and systems concerning the sustainment of the AF uniform clothing program. Notify AF/A4LR of all procedural changes to ensure codification in policy before field implementation.

9.6.1.2.3. Monitoring AF-worldwide inventories obtained from DLA Troop Support, including withdrawal, redistribution, and recommend procedures for the management of such assets.

9.6.1.2.4. Developing and implementing requisitioning and stock control guidance pertaining to the introduction of new items and phase-out of replaced or deleted items. This includes development, publication, and distribution of special instructions to requisitions in controlled multiple address letters or other media.

9.6.1.2.5. Obtaining and developing procurement support technical data and supply request packages per DoDM 4140.01, Volume 9, DoD Supply Chain Materiel Management Policy: Materiel Programs.

9.6.1.2.6. Developing WRM pre-stockage and special program quantitative requirements.

9.6.1.2.7. Administering the AF clothing quality assurance program, including the processing of related quality deficiency reports for DLA Troop Support assigned items.

9.6.1.2.8. Serving as the logistics liaison point with the DLA Troop Support.

9.6.1.2.9. Upon development of new items, coordinating plans and new or revised specifications with DLA Troop Support.

9.6.1.2.10. Preparing and providing evaluation of draft manuals and regulations affecting the AF clothing and textile program, including those for the ANG and Reserve forces.

9.6.1.2.11. Maintaining records, obtaining data, and developing reports, studies, and projects for internal use or when requested by HAF.

9.6.1.2.12. Initiating actions with DLA Troop Support to fill priority requisitions when items are out of stock in the DLA materiel management systems.

9.6.1.2.13. Participating in periodic reviews of materiel obligations with DLA Troop Support inventory managers.

9.6.1.2.14. Providing technical evaluation of suggestions concerning the AF clothing and textile program.

9.6.1.2.15. Providing a current list of DLA Troop Support generic clothing store items and prices to the AF Clothing Initial Issue Function (AFCIIF), AAFES, and HAF. Updating the list, through the fiscal year, to reflect changes, such as revised prices and new AF uniform clothing items entered in the DLA Troop Support materiel management system.

9.6.1.2.16. Collaborating with AF/A1 and AF/A4 when the AFCIIF ceases issuing an item and establishing a recommended phase-out date to AF/A1 (DAFI 36-2903, OPR).

9.6.1.2.17. Ensuring the AFCIIF makes maximum use of phase-out items per DoDM 4140.01, V9.

9.6.1.2.18. Providing AF/A1 the prices of initial issue items.

9.6.1.2.19. Assisting unit commanders, upon request, to assist with defining OCIE requirements and identifying existing materiel solutions that meet these requirements. AFMC/A4RX provides process guidance and direction for units and functional communities to acquire OCIE. Unit commanders and functional leads are responsible for defining specific requirements.

9.6.1.2.20. Serving as the DAF POC and co-chair of the UEWG.

9.6.1.2.21. Advising the Air Force Virtual Uniform Board of:

9.6.1.2.21.1. The effect of proposed item changes on uniform inventories using current DLA Troop Support inventories. AFMC will ensure the impact of proposed uniform changes, including funding sources required for residual inventories, is factored into uniform fielding and sustainment planning.

9.6.1.2.21.2. DLA Troop Support development and procurement capabilities and inventories.

9.6.1.2.22. Serving as the OPR for the MOU between DAF and the Army and Air Force Exchange Service (AAFES) regarding operation of the AF Military Clothing Sales Store (AFMCSS).

9.6.1.2.23. Serving as the DAF OPR for resolution of fielding and sustainment issues related to uniforms. Provide AFMCSS the DAF distribution plan for DLA Troop Support inventory replenishment.

9.6.1.2.24. Serving as a non-voting member on the AF Virtual Uniform Board (AFVUB) and Space Force Virtual Uniform Board (SFVUB) and make presentations, as required.

9.6.1.2.25. When notified by AF/A1PA of the approval of new uniform clothing items, coordinating with DLA to enter the items into the materiel management system.

9.6.1.2.26. Participating in and/or representing DAF at OSD, DLA, or Joint Service meetings involving clothing and textile sustainment policy matters.

9.6.1.2.27. Serves as the DAF OPR for execution of programmed funding by the Air Force Personnel and Training panel for the DAF cost share for AAFES clothing stockage and revolving replenishment funding for DAF mandatory clothing.

9.6.1.3. AFCIIF.

9.6.1.3.1. AETC, through the AFCIIF, is responsible for the storage, issue, alteration, inspection, recovery, and disposal of uniform clothing items at Basic Military Training, Lackland AFB, TX. Under no circumstances will airmen be told to accept a poorly fitted garment with the understanding that it can be exchanged later or at their next duty station.

9.6.1.3.2. Airmen Discharged at Lackland AFB Basic Military Training Center/Technical Training Centers. Recover all items of outer uniform clothing (except the complete uniform authorized for travel home) and all new and unused clothing items provided under the clothing monetary allowance system. Unless readily available for turn-in, it is not necessary to recover the following from honorably discharged individuals: AF insignia tape, individual name tape, and individual name tags. Carefully remove the individual name tape from all shirts prior to turn-in of the shirts.

9.6.1.4. Special Operating Instructions.

9.6.1.4.1. Fittings. Properly fit each outer garment of the uniform to the individual. Use the try-on method to ensure proper fit.

9.6.1.4.2. Returns/Replacements of clothing items procured through the clothing monetary allowance is the responsibility of the individual Airman.

9.6.1.4.3. All claims will be filed IAW AFI 51-306, Administration Claims for and Against the Air Force.

9.6.1.4.4. Clothing For Returned Prisoners of War and Other Contingencies. Issue uniform items IAW DAFI 10-3001 Reintegration, and DAFI 36-3012, Military Entitlements.

9.6.1.4.5. AFCIIF is responsible for processing requisitions for special measurement clothing and footwear by using the DoD FedMall System or equivalent system at DLA Troop Support. Note: AETC may authorize contracts in support of AFCIIF for special measurement clothing and footwear when authorized. Use AF stock funds for this purpose.

9.6.2. Mobility Bag Individual Protective Equipment (IPE).

9.6.2.1. Scope: Individual Protective Equipment (IPE) Element manages all General Purpose (A-Bag), Cold/Extreme Cold Weather (B-Bag), Chemical Biological, Radiological, Nuclear equipment (CBRN) (C-Bag) components, and other assets at the direction of AF/A4LR.

9.6.2.2. AF/A4LR has designated AFMC A4RX as the Enterprise Mangers of IPE. As Enterprise Managers AFMC A4RX will develop, recommend, and execute AF Policies and Procedures approved by AF/A4LR.

9.6.2.2.1. AFMC A4RX will execute centralized Class II management processes including:

9.6.2.2.1.1. Manage IPE Mobility Bags.

9.6.2.2.1.2. Support the Air Force's deployment commitment and Chemical, Biological, Radiological, Nuclear Threat Area Designation per AFI 10-2503, Air Force Emergency Management Program, with IPE authorizations.

9.6.2.2.1.3. Develop and execute the global storage and sustainment strategy to include releveling/redistribution plans to meet enterprise mobility bag IPE requirements as approved by AF/A4LR.

9.6.2.2.1.3.1. Redistribution actions that place a unit below authorized stock levels are coordinated with the owning MAJCOM IPE manager.

9.6.2.2.1.4. Recommend strategic reserve locations and Expeditionary Theater Distribution Centers for prepositioned IPE assets to support operational requirements. Strategic reserves and Expeditionary Theater Distribution Centers will be coordinated with key stakeholders, (e.g., COCOM, MAJCOMs) and approved by AF/A4LR.

9.6.2.2.1.5. Evaluates and approves request for new "site" establishment within the Enterprise and determines appropriate administration within the approved mobility IT system.

9.6.2.2.1.6. Provides MAJCOMs with a tariff size chart annually for all sized items. This will be done in conjunction with annual authorization update.

9.6.2.2.1.7. Chairs the monthly AF Enterprise Mobility Working Group.

9.6.2.2.1.8. Develops, tracks, and reports key performance metrics. Leverages the approved mobility IT system to the greatest extent possible to produce metrics.

9.6.2.2.1.9. Validates and inputs enterprise IPE authorizations and adjustments for IPE requirements in the approved mobility IT system.

9.6.2.3. 635th Supply Chain Operations Wing (SCOW).

9.6.2.3.1. Executes centralized Class II management processes at the direction of AFMC/A4RX Class II/IPE Manager that are approved by AF/A4LR and will:

9.6.2.3.1.1. Assist AFMC/A4R in releveling/redistribution plans to meet enterprise IPE requirements for established active-duty units.

9.6.2.3.1.2. Initiate iterative or emergent RDOs in ILS-S Mobility per AFMC/A4RX direction and/or established business rules, monitor redistribution order satisfaction, and report LRS compliance with redistribution orders to MAJCOM/A4Rs.

9.6.2.3.1.3. Initiate RDOs in ILS-S Mobility in support of Air Force Mask Inspection and Repair Program (AFMIRP) operations monthly per AFMC/A4RX direction.

9.6.2.3.1.4. Initiate RDOs in ILS-S Mobility in support of Air Force Hard Armor Non-Destructive Test Equipment (NDTE) Inspection Program operations if/when required per AFMC/A4RX direction.

9.6.2.3.1.5. Process supply system requisitions for Class II assets in accordance with AFMC/A4RX directed requirements.

9.6.2.3.1.6. Coordinate Joint First Aid Kit (JFAK) requisitions with Air Force Medical Agency (AFMED) in accordance with Enterprise manager directed requirements.

9.6.2.3.1.7. Monitor delivery, coordinate backorder resolution, and provide status of centrally procured Class II assets in coordination with DLA or alternative source of supply.

9.6.2.3.1.8. Perform BOS manager responsibilities for all Class II assets managed in ILS-S Mobility.

9.6.2.3.1.9. Manage and resolve cataloguing issues for all Class II assets managed in ILS-S Mobility.

9.6.2.3.1.10. Review and approve disposal requests for Class II assets managed in ILS-S Mobility.

9.6.2.3.1.11. Ensure disposal requests for CBRN assets which are currently scheduled for shelf-life extension testing are not approved.

9.6.2.3.1.12. Support enterprise mobility customers with supply system discrepancy resolution actions.

9.6.2.3.1.13. Support the annual Mobility Bag IPE planning and programming process.

9.6.2.3.1.14. Manage the Enterprise Mobility Equipment Facility (EMEF) in accordance with policy and will:

9.6.2.3.1.15. Store the delta between the readiness requirement defined in AFI 10-403, Deployment Planning and Execution and the stock stored at the LRS/IPEEs (based on storage space, manpower constraints, etc.) for A, B, and C Bag assets when approved by AFMC/A4RX.

9.6.2.3.1.16. Store other Class II items when directed by AF/A4L or AFMC/A4R.

9.6.2.3.1.17. Function as the "center of excellence" for the global strategic storage plan primarily by receiving property, reconfiguring for shipping, and redistributing to the enterprise at the direction/prioritization of the AFMC/A4RX in accordance with EMEF manpower, facility, space, workload, and extraneous (ex. local TMO capability) limitations. These redistribution activities will include, but are not limited to:

9.6.2.3.1.18. Supporting emergent shelf-life expiration replenishments via redistribution of strategic reserve assets. EMEF will be backfilled via procurement activities.

9.6.2.3.1.19. Supporting annual JFAK procurement by receiving JFAKs from vendor, introducing into ILS-S Mobility, reconfiguring, and redistributing to the enterprise based on prioritization and need.

9.6.2.3.1.20. Supporting enterprise initiatives such as receiving large shipments

from source of supply who will only ship to one Air Force location and redistributing to enterprise based on prioritization and need.

9.6.2.3.1.21. Supporting and/or controlling modernization fielding efforts by receiving property, reconfiguring for shipping, and redistributing to the enterprise based on prioritization and need.

9.6.2.3.1.22. Function as the pilot unit for applicable UTCs.

9.6.2.3.2. MAJCOM Logistics Readiness Divisions (MAJCOM/A4Rs).

9.6.2.3.2.1. Communicates IPE guidance to MAJCOM leadership and to respective LRS/Materiel Management Activities and will:

9.6.2.3.2.2. Validate installation IPE authorizations and provide installation IPE planning factors to AFMC/A4RX annually.

9.6.2.3.2.3. Will coordinate the establishment of new “mobility sites” within the approved mobility IT system with AFMC/A4RX, as required. (T-1)

9.6.2.3.2.4. Coordinates with 435 SCOS for disposal actions of all IPE and Chemical Warfare Defense Equipment.

9.6.2.3.2.5. Provide redistribution plan guidance to respective IPE Elements.

9.6.2.3.2.6. Will coordinate with 435/SCOS prior to disposing of excess IPE assets or authorizing out of cycle redistributions. (T-1)

9.6.2.3.2.7. Ensure physical inventory frequency, currency, and accuracy for subordinate activities.

9.6.2.3.2.8. Redistribute assets within the command as required. Submit RDO request to AFMC A4RX to support when command RDO cannot satisfy real world deployment requirement within the need date.

9.6.2.4. Logistics Readiness Squadron Individual Protective Equipment Element (or like materiel management activity).

9.6.2.4.1. Logistics Readiness Squadron Individual Protective Equipment Element is responsible for the centralized on-base issue, storage, inventory, inspection, and return of mobility bag IPE and base mobility small arms/light weapons (SA/LW) and will:

9.6.2.4.1.1. Utilize and ensure the accuracy of the approved mobility IT system to manage and account for select Mobility Bag IPE. All transactions will be processed real-time. (T-2) Note: Degraded operations procedures are authorized during system outages and in support of real-world rapid mass deployments or local rapid mass deployment exercises.

9.6.2.4.1.2. ILS-S Mobility is mandatory for all record maintenance of IPE assets unless otherwise excluded in guidance.

9.6.2.4.1.3. IPE Element personnel must take corrective action on all the ILS-S Mobility errors. (T-1) This will foster accurate accountability.

9.6.2.4.1.4. Materiel Management Flight will request corrected erroneous mobility IT system data from the EM via coordination through the respective MAJCOM.

This action will only be accomplished when the erroneous data cannot be resolved using existing mobility IT system processes. Note: Refer to ILS-S User's Manual, Chapter 40, for resolution alternatives.

9.6.2.4.1.5. Issue serviceable IPE assets in Low Threat Areas for training except for equipment listed as "Not Authorized for Training" in the USAF Approved Mobility Equipment Listing maintained by the Enterprise Manager.

9.6.2.4.1.6. Coordinate with MAJCOM/A4R for disposal actions of IPE. (T-2)

9.6.2.4.1.7. Provide secure storage and management of IPE assets identified in **Tables A9.2.**, **Table A9.3**, and **Table A9.4**, base SA/LW and accessories, and associated training gear. (T-2) Note: Per DAFPD 25-2, Support Agreements, Providers will deliver the same quality and quantity of support to all Receivers as they would provide to their own organizations unless a given Provider and a given Receiver agree to different levels of support in writing. Agreements of different level of support will be documented in the Host Tenant Support Agreement (HTSA). (T-2) Note: Management of nonstandard items is the responsibility of the using unit.

9.6.2.4.1.8. IPEs will manage the storage and issue of the designated Security Forces Model Defender Kit items listed in ILS-S Mobility as outlined in chapter 40 of the ILS-S User Manual.

9.6.2.4.1.9. Review metrics related to Materiel Management performance. (T-1)

9.6.2.4.1.10. Mobility Bag IPE Processes:

9.6.2.4.1.10.1. Physical Management:

9.6.2.4.1.10.2. LRS/Materiel Management Activities are responsible for the physical management of select IPE materiel.

9.6.2.4.1.10.3. Assets will be maintained per AFJMAN 23-210, and DoDM 4140.27, Vol 1 DoD Shelf-Life Management Program: Program Administration and Vol 2, DoD Shelf-Life Management Program: Materiel Quality Control Storage Standards, and TO's: 11D1-3- 11-1 Operators Manual, Individual Equipment Decon Kit, M295; 11H2-14-5-1 Operating Instructions, Paper, Chemical Agent, M8; 11H2-2-21 Operators Manual, Paper, Chemical Agent Detector, M9; 14P3-1-131 Operation and Maintenance Instructions with IPB, Aircrew Chemical-Defense Ensemble; 14P3-1-141 Operation and Maintenance Instructions, Chemical Protective Ensemble; 14P4-1-151 Chemical-Biological Canisters and Filter Element; 14P4-15-1 Operator Instructions, Mask, Chemical Biological, Land Warrior, M45; 14P4-18-2 Unit Maintenance Manual For Mask, Chemical Biological, Land Warrior, M45; 14P4-20-1 Mask, Chemical Biological, Joint Service Purpose Field, XM50, TO 33A4-7-10-1 Operator's Manual v3.0 for Tester, Leakage, Protective Mask: M46 (Joint Service Mask Leakage Tester [JSMLT]), TO 14P3-11-141 Operator Manual for Joint Service Lightweight Integrated Suit Technology (JSLIST) Chemical Protective Ensemble, TM 10-8470-208-10 Operator Manual for Improved Outer Tactical Vest (IOTV) Gen II, TM 10-8470-210-10 IOTV Technical Manual Operator's

Manual for Improved Outer Tactical Vest Gen III, TM 10-8470-208-24&P Field and Sustainment Maintenance Manual for Interceptor Body Armor System, for shipment, movement, inspection, and storage of Enhanced Small Arms Protective Insert and Side Plates, TM 10-8470-204-10 Operator's Manual for Advanced Combat Helmet (ACH), TM 10-8470-208-24&P Field and Sustainment Maintenance Manual for Interceptor Body Armor System, TM 10-8470-217-10 Soldier Protection System Torso and Extremity Protection (SPS-TEP) Modular Scalable Vest Gen II (MSV Gen II), TM 10-8415-236-10 Operator Manual for Extended Cold Weather Clothing System Generation III, TO.11W3-5-5-41 Operator's Manual for Rifle, 5.56MM, M16A2, TM 11W3-3-5-1 Pistol, Operator's Manual Semiautomatic, 9mm, M9, TO 11W3-3-4-31 Operator Manual for Modular Handgun System (MHS) Pistol, 9mm, Semiautomatic M17 (NSN 1005-01-661-7317) Pistol, 9mm, Semiautomatic M18 (NSN 1005-01-661-7323) Pistol, 9mm, Semiautomatic GO (NSN 1005-01-661-7309), and TO-00-35A-39-1 Instructions for Procurement, Issue, Use, and Maintenance of Medical Kits.(T-0)

9.6.2.4.1.10.4. Coordinate with Force Support Squadron (FSS) for Linen Exchange and Laundry and Dry Cleaning. O&M funds are authorized for standard service as part of the base linen contract per AFMAN 34-135, Air Force Lodging. FSS manages the Wing linen program, authorized items are included in this instruction.

9.6.2.4.1.10.5. All IPE assets will be bulk stored. Kits are not authorized.

9.6.2.5. Inventory:

9.6.2.5.1. IPE personnel will coordinate with inventory personnel to ensure all mobility assets are inventoried annually, at a minimum. (T-1) The mobility asset inventory is included on the annual inventory schedule prepared and conducted by the Inventory Section.

9.6.2.5.2. IPE personnel will perform the warehouse validation prior to the inventory.

9.6.2.5.3. Use reports from the mobility IT system as source documents to conduct annual inventories. Inventory personnel will use the inventory capability within the mobility IT system to document and complete inventories. Adjustments will be reflected in the mobility IT system.

9.6.2.5.4. IPE personnel will provide a written report with a list of all inventory adjustments signed by the Materiel Management Flight Officer to the Inventory Section upon completion of inventories. Inventory will brief the LRS APO during the monthly M10 review. File all inventory source documents in Document Control in accordance with AF Records Information Management System (AFRIMS). (T-1)

9.6.2.6. Issuing assets:

9.6.2.6.1. IPE personnel will ensure members verify NSN, contract/lot number, serial number (when applicable), cage code (when applicable) and quantities issued prior to signing the mobility IT system generated DAF Form 1297, Temporary Issue Receipt.

9.6.2.6.2. Utilize the mobility IT system or HHTs if available. If the mobility IT system or HHTs are not immediately available, will use DAF Form 1297 when issuing assets. (T-1) Reconcile and update DAF Form 1297s in the mobility IT system as soon as it becomes available.

9.6.2.6.3. Shelf-life or Service life for items issued for deployment (based on individual testing or current date of expiration) must extend beyond the duration of the deployment. (T-1)

9.6.2.6.4. LRS/Materiel Management Activity will not have the option to bulk issue to units and individuals without documentation, and reference in BOI Override Justification field in ILS-S Mobility. (T-1)

9.6.2.6.5. Digital signatures on ILS-S Mobility generated DAF Form 1297s via Mobility PINs are required for all issues of Mobility Bag IPE to the greatest extent possible. When digital signatures are not possible, must have detailed justifications for PIN overrides by LRS/IPEE supervisors (or alternate) are required (ex. “PIN didn’t work” provide reference to ILS-S help desk ticket number generated as a result, “Extremely short notice deployment” provide memorandum for record from MAJCOM and/or Commander, etc.”). (T-1) If a member does not have a Mobility PIN, member must create Mobility PIN via process documented in ILS-S User’s Manual, Chapter 40, prior to issue.

9.6.2.6.6. Unit Deployment Managers (UDM) will utilize the ILS-S Mobility Unit Deployment Manager Capability to signal demand to the LRS/IPEE to the greatest extent possible. (T-1) Unit Deployment Managers will ensure members generate a Mobility PIN prior to arrival at LRS/IPEE for equipment issue. Refer to ILS-S User’s Manual, for documentation of the UDM Capability and Mobility PIN generation processes.

9.6.2.6.7. For CONUS and OCONUS, Refer to AFI10-2503, Emergency Management Program for instruction on C-Bag issue CONOPs.

9.6.2.6.8. Turning In assets:

9.6.2.6.8.1. Physically inspect returned assets for serviceability prior to processing into the mobility IT system.

9.6.2.6.8.2. IPE personnel will verify all mobility items presented for turn-in exactly match the customer hand receipt information (NSNs, contract/lot numbers, serial numbers and quantities issued) prior to releasing the customer of asset possession responsibilities.

9.6.2.6.8.3. When items are turned-in at a different base (Mobility Site ID) than issued, the base (account) to which the items are returned shall process the asset returns, clear hand receipts as applicable, and assume stock accountability responsibilities for the returned items.

9.6.2.6.8.4. Items missing or damaged; annotate DAF Form 1297, identify to member which missing or damaged items they are still responsible for. If required, the member’s commander will initiate an investigation as addressed in DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD

FMR), for additional information. Initiate restitution actions for contractors with the Contracting Squadron. LRS must maintain appropriate documentation of associated Loss Reason Code (Memorandum for Record, commercial transportation lost baggage documentation, DD Form 1131 Cash Collection Voucher, FLIPL, Police Report, etc.) and provide detailed justification which references documentation in the Loss Reason Explanation field in ILS-S Mobility.

9.6.2.6.8.5. IPE personnel will review, validate, and update overdue assets monthly. (T-1) Use ILS-S Mobility to pull listing. If assets are not returned after 10 days from the member's return date IPE personnel must:

9.6.2.6.8.5.1. Contact member's Unit Deployment Manager (UDM) to determine if member has been extended, if so, update ILS-S Mobility DAF Form 1297 with new return date. (T-1)

9.6.2.6.8.5.2. Provide LRS/CC status of overdue returns. The LRS/CC will notify the member's unit commander in writing for action on the 15th duty day. (T-1) Note: Actions also apply to government civilians and contractors.

9.6.2.6.8.5.3. For CONUS and OCONUS, B-Bags can be returned at any time to any member for home-station use and/or contingency as required based on expected environmental conditions.

9.6.2.6.8.5.4. For Next-to-Skin items, members will maintain the equipment as an indefinite issue until the item becomes unserviceable or the member separates from the Air Force. Refer to ILS-S User's Manual, Chapter 40, for documentation of the Next-to-Skin processes.

9.6.2.7. Shelf-Life Management:

9.6.2.7.1. AF Civil Engineer Center, Emergency Management (AFCEC/CXR) is the AF shelf-life manager for CBRN IPE assets. AFCEC/CXR is responsible for shelf-life management policy guidance and surveillance testing of CBRN mobility equipment.

9.6.2.7.2. The Joint Acquisition CBRN Knowledge System-Reporting Warehouse (JACKS-RW) provides shelf-life updates via message to the mobility IT system PMO. AFCEC/CXR assists AF/A4LR and AF/A4CX and the MAJCOMs concerning serviceability, authorizations, and disposition of CBRN.

9.6.2.7.3. Shelf-life updates will be automatically updated to the web-based version of the mobility IT system.

9.6.2.7.4. Extension data will be updated for all assets in accordance with Shelf-Life Item Control.

9.6.2.7.5. Condition code "J" and "H" assets must be stored separately and clearly identified from operational assets. Timeframes by which materiel may be suspended is per DoDM 4140.27, Vol 1 DoD Shelf-Life Management Program: Program Administration and Vol 2, DoD Shelf-Life Management Program: Materiel Quality Control Storage Standards. MAJCOMs contact 435 SCOS when CBRN asset(s) are placed in "J" status. 435 SCOS will coordinate with AFCEC/CXR, to provide disposition instructions within 90 days through the Defense Accountability Reutilization and Disposal Program.

9.6.2.7.6. Assets with expired shelf life will be used for training in accordance with AFI 10-2503, Emergency Management Program with MAJCOM/A4R approval. (T-2) Request disposition instructions from MAJCOM/A4R for assets with expired shelf life.

9.6.2.7.7. Joint First Aid Kit (JFAK) shelf life will be managed in accordance with TO-00-35A-39-1, Instructions for Procurement, Issue, Use, and Maintenance of Medical Kits.

9.6.2.8. Redistribution:

9.6.2.8.1. AFMC/A4RX will produce redistribution plans for all mobility IPE assets.

9.6.2.8.2. AFMC/A4RX will direct redistribution for all centrally funded mobility bag IPE assets.

9.6.2.8.3. MAJCOMs will communicate redistribution plan guidance to respective LRS/IPE Elements.

9.6.2.8.4. MAJCOMs may initiate redistribution of serviceable excess assets and expired training assets when needed. MAJCOMs will coordinate with AFMC/A4RX prior to disposing of excess assets or authorizing out of cycle redistributions.

9.6.2.8.5. Base LRS will provide justification to AFMC/A4RX for IPE redistribution orders which are denied or not satisfied within five duty days. (T-1)

9.6.2.9. Authorizations:

9.6.2.9.1. AFMC/A4RX pre-populates planning factors on the Stock-level Authorization Calculators using World-Wide UTA and/or PAS Code Registry. Stock-level authorizations will be calculated for Select Class II IPE materiel. Calculators will be made available to MAJCOM/A4Rs for validation NLT 15 November of each year.

9.6.2.9.2. IPE Element, in conjunction with the Logistics Plans and Integration Section will validate pre-populated planning factors, document any requested adjustments, and provide to MAJCOM/A4Rs NLT 1 December of each year per AFI 10-403, Deployment Planning and Execution. (T-1)

9.6.2.9.3. MAJCOM/A4Rs will validate LRS adjustments to the pre-populated planning factors added by the unit. MAJCOM A4Rs will work with Logistics Plans and IPE Elements to resolve any differences and provide finalized calculators to AFMC/A4RX NLT 15 December of each year. MAJCOM/A4Rs will provide AFMC/A4RX with justifications for any changes to the pre-populated calculator.

9.6.2.9.4. AFMC/A4RX will validate any updates to the pre-populated planning factors and/or any adjustments added to the calculators. Any differences will be resolved by working with respective MAJCOMs. When proper justification cannot be provided for adjustments, the original pre-populated planning factors will be used.

9.6.2.9.5. All authorization updates to the ILS-S mobility IT system will be completed by AFMC/A4RX NLT 15 January of each year.

9.6.2.10. Stock Levels:

9.6.2.10.1. Installation stock levels include all assigned AF host, tenant, and geographically separated units unless host tenant support agreement states otherwise.

9.6.2.10.2. Stock Levels. Mobility Bag IPE assets and SA/LW stock levels are based on:

9.6.2.10.3. Readiness requirement defined in AFI 10-403, Deployment Planning and Execution.

9.6.2.10.4. Requirements defined in AFI 10-2503, Emergency Management Program.

9.6.2.10.5. SA/LW and accessory readiness requirements are defined in AFI 10-403, Deployment Planning and Execution.

9.6.2.10.6. The Enterprise Manager maintains the prioritized list of Sustainment Groups based primarily on COCOM/MAJCOM prioritization recommendations.

9.6.2.11. Funding.

9.6.2.11.1. When funding is received, AFMC/A4RX will develop an execution and procurement plan.

9.6.2.11.2. Enterprise IPE Inspection and Repair Programs.

9.6.2.11.3. DAF Mask Inspection Repair Program (AFMIRP). IPE activities will participate and support program in accordance with procedures per T.O. 14P4-20-1, Operator, and Field Maintenance Manual for Mask, Chemical-Biological: Joint Service General Purpose, Field, M-50 and Mobility Bag IPE enterprise manager guidance. (T-1)

9.6.2.11.4. Hard to Fit Program. AFMC/A4RX centrally manages stock of extra small M45 masks and/or M53 masks for the purpose of supporting the Hard to Fit Program. These masks will be distributed at the request of the LRS and returned to the AFMC/A4RX directed central storage activity upon customer return.

9.6.2.11.5. AF Hard Armor Non-Destructive Test Equipment Program. IPE activities will support and participate in testing. (T-1) All hard armor plates must be NDTE scanned, prior to issue to an Airman for operational use in accordance with the Air Force Non-Destructive Test Equipment (NDTE) Inspection Program Standard Operating Procedures (SOP) document maintained by the Enterprise Manager. (T-1)

9.6.2.11.6. IPE will develop a mass issue process for deployments and ensure the IDO codify the process in the Installation Deployment Plan.

9.6.2.12. Special Operating Instructions for Mobility Bag IPE items:

9.6.2.12.1. Protective Masks:

9.6.2.12.1.1. The Joint Service General Purpose Mask (JSGPM) M-50 will be maintained in the mobility IT system by LRS. Stock numbers and serial numbers will be loaded for the JSGPM M-50 mask. Serial number data must be entered exactly as written on item including all dashes/slashes or spaces/characters. The M-50 mask uses the M-61 canister set. The canister set will be maintained in the ILS-S Mobility and loaded by stock number, contract and lot number, Date of Manufacture, and Date of Expiration.

9.6.2.12.1.2. The Land Warrior Mask (M-45) is an extra-small mask used only for hard to fit personnel and will be maintained in the ILS-S Mobility. The M-45 will

be loaded by stock number. The M-45 mask uses the C2A1 canisters. The canisters will be maintained in the ILS-S Mobility and loaded by stock number, contract and lot number, Date of Manufacture, and Date of Expiration.

9.6.2.12.2. IPE personnel shall store, clean, sanitize, inspect, and document mask inspections per applicable technical orders/manuals. (T-1) Modified or non-operational masks used for training are not authorized. (T-1) IPE's will have a dedicated location for the sanitization process.

9.6.2.12.3. AFMC/AFSC/435 SCOS Enterprise Mobility Equipment Flight ensures requisition exception (REX) code 4 is loaded to all protective masks and mask component parts. (T-1)

9.6.2.12.4. Gas masks will not be stored in the C bag. In addition, long-term and short-term storage of masks will follow technical orders/manuals.

9.6.2.12.5. For, Joint Service General Purpose Mask (JSGPM), Date of Manufacture is reflected on lot number combination on filter ring mount of mask; in-lieu of DOM on rubber mask medallion.

9.6.2.12.6. Mask Support Kits are optional and are not mandatory UTCs.

9.6.2.12.7. Protective Mask Leak Test:

9.6.2.12.8. LRS/Materiel Management Activity will monitor gas mask leak test schedule to ensure all masks are maintained in accordance with T.O. 14P4-20-1-E, Operator, and Field Maintenance Manual for Mask, Chemical-Biological: Joint Service General Purpose, Field, M-50. (T-1) JSMLT mask inspections will be documented on the DD Form 1574 and in the ILS-S Mobility.

9.6.2.12.8.1. Perform an initial physical inspection of the JSGPM protective masks upon receipt from the manufacture.

9.6.2.12.8.2. The date of manufacture on the JSGPM protective mask serves as the initial mask leak inspection date.

9.6.2.12.8.3. The Joint Service Mask Leakage Tester (JSMLT) will be used to leak test the protective masks. The operator will conduct proper preventive maintenance checks and services (PMCS) per T.O. 14P4-20-1-E, Operator, and Field Maintenance Manual for Mask, Chemical-Biological: Joint Service General Purpose, Field, M-50. PMCS ensures that the operator is performing inspections and maintaining the mask. LRS/CC's will ensure JSMLTs are serviceable, and replacement parts are budgeted for appropriately. (T-1) Note: The JSMLT will not be used as a mask fit test machine.

9.6.2.12.8.4. JSMLTs will be maintained by the LRS/Materiel Management Activity and accounted for on a Custodian Inventory Report.

9.6.2.12.8.5. LRS/Materiel Management Activity trainers will conduct JSMLT refresher training through in-house training. (T-2)

9.6.2.12.8.6. Air Force Mask Inspection and Repair Program (AFMIRP) and Class II Support Division (CIISD). Units participating in AFMIRP must maintain a JSLMT capability to support possible unscheduled testing of M-50 masks. (T-2)

9.6.2.13. Equipment Decontamination Kits:

9.6.2.13.1. The equipment decontamination kit (M-295) will NOT be removed from the original packaging in accordance with DoDM 4140.27, Vol 1 DoD Shelf-Life Management Program: Program Administration and Vol 2, DoD Shelf-Life Management Program: Materiel Quality Control Storage Standards. (T-0)

9.6.2.13.2. M-295 kits can be extended, pending testing, in accordance with configuration manager protocols and can be reissued upon visual inspection.

9.6.2.13.3. Sealed M295 boxes shall not be opened until M295 kits are required for operational needs. When a sealed box of 20 M295 kits is opened, IPEE shall re-identify all 20 of the M295 kits from the opened box to a new (LL) NSN (6850-LL-357-8456) via the ILS-S Mobility. Relocate stock to an already existing location for the "LL" number or if required create a new warehouse location.

9.6.3. Torso Extremity Protection (TEP) and Vital Torso Protection (VTP):

9.6.3.1. Enhanced Small Arms Protective Inserts (ESAPI). The NSN, noun and UID data will be loaded and maintained in ILS-S Mobility IT system.

9.6.3.2. Enhanced Side Ballistic Inserts (ESBI). The NSN, noun and UID data will be loaded and maintained in ILS-S Mobility IT system.

9.6.3.3. Only TEP and VTP materiel solutions which meet AF/A3 approved ballistics protection requirements will be issued to deploying personnel. Note: See **Table 9.2**. General Purpose Mobility Bag Contents (Type A) for approved TEP and VTP materiel solutions.

9.6.4. Training-Purpose-Only (TPO) Assets:

9.6.4.1. AFMC/A4RX will identify TPO IPE NSNs with a "TG" in the fifth or sixth position and load in the approved mobility IT system (e.g., 8415-TG-123-4567).

9.6.4.2. LRS/IPEE will physically separate operational Mobility Bag IPE and Mobility Bag TPO assets. (T-1)

9.6.4.2.1. LRS/IPEE will mark and identify Mobility Bag TPO assets IAW applicable T.O. (T-1)

9.6.4.2.2. LRS/IPEE will notify MAJCOM/A4R when Mobility Bag TPO assets becomes unserviceable and dispose of Mobility Bag TPO assets in accordance with applicable T.O. (T-1)

9.6.4.2.3. To preclude Defense Accountability, Reutilization and Disposal activity refusal, disposal requests must be made for the NSN physically marked on the item.

9.6.4.2.4. LRS/IPEE will report changes in TPO IPE requirements to AFMC/A4RX via MAJCOM/A4R.

Table 9.1. Individual Protective Equipment Stock Levels.

Sustainment Group	Location	Authorization Level	A-Bag	B-Bag	C-Bag	M50 Mask	SA/LW Accessory

Group 1	OCONUS	All Military Authorizations and Civ/Cont Emergency Essential Personnel (For Overseas Use Only)	100%	100%	100%	100%	100%
Group 2	OCONUS		100%	100%	100%	100%	100%
Group 3	CONUS	All AW / DW P-Codes and Percent of Institutional Forces Based on Historical Tasking	100%	25%	100%	100%	100%
Group 4	CONUS		60%	25%	100%	100%	100%
Group 5	CONUS		60%	25%	100%	100%	100%
Strat Reserve	Differences between AFI 10-403 defined Worst Case Scenario (WCS) and stock maintained at Low Threat Area LRS/IPEEs						
Note 1: MAJCOMS may authorize additional, but not less, equipment by increasing stock level percentages based on historical tasking or expected tasking as the baseline. MAJCOMs must provide justification for increased stock level percentages to the Enterprise Manager (EM) for approval. MAJCOMs may not authorize additional equipment for UTC Posture Codes not listed in AFI 10-403 Worst Case Scenario (WCS) computation for installation single most stringent deployment requirement without coordination and approval of the EM.							
Note 2: A and B-Bag contents are outlined in **Tables A9.2**, and **A9.4.**							
Note 3: C-Bag contents are specified in AFI 10-2501. If an A-Bag is not issued, then a load carriage belt and hydration system will be issued with the C-Bag.							
Note 4: Red Horse units will maintain a 100% Stock Level per AFI 10-209							
Note 5: The EM may authorize increased stock levels in order to support approved Home Station Use requirements.							
Note 6: SA/LW Accessory authorizations are based off SA/LW authorizations. The EM stocks SA/LW accessories to support LRS managed weapons.							
Note 7: CWDE Training Gear will be authorized no less than 60% AW / DW P-Code positions and no higher than 100% MILPERS for all Sustainment Groups. MAJCOMs must provide justification for increased stock level percentages above 100% AW / DW P-Code positions to the EM for approval. Training Basis of Issue as referenced in AFI 10-2501, **Table 9.3**							
Note 8: AFCENT authorizations can deviate from stock level percentages listed above based on historical taskings.							
Note 9: M50 Joint Purpose General Service Mask: The EM may authorize increased stock levels to support validated operational, training, and sustainment requirements.							
Note 10: AFRC and ANG may reduce Joint First Aid Kits stock level to 40%, if required.							

Table 9.2. General Purpose Mobility Bag Contents (Type A).

Capability	Sub Capability
Ballistic Protection	Head Protection System
	Torso Extremity Protection
	Vital Torso Protection
Hydration	Hydration System
Load Carriage	Load Carriage Belt
	Load Carriage Bag
First Aid	Individual First Aid Kit
Sleep System	Individual Sleep System
Note 1: Approved mobility equipment items and Basis of Issue (BOI) are listed in the **USAF Approved Mobility Equipment Listing** maintained by the Enterprise Manager.	

Table 9.3. Small Arms/Light Weapons Accessories Capabilities (Type A).

Capability	Sub Capability
SA/LW Accessories	Carbine/Rifle Magazine Pouch
	Carbine/Rifle Magazine
	Carbine/Rifle Sling
	Pistol Magazine Pouch
	Pistol Magazine
	Pistol Holster
Note 1: Approved mobility equipment items and Basis of Issue (BOI) are listed in the **USAF Approved Mobility Equipment Listing** and the **USAF Authorized Small Arms and Light Weapons (SA/LW) Accessories Listing** maintained by the Enterprise Manager.	

Table 9.4. Cold/Extreme-Cold Weather Mobility Bag Capabilities (Type B).

Capability	Sub Capability
Cold/Extreme Cold Weather Clothing System	Base Layer
	Insulation Layer
	Outer Layer
Cold/Extreme Cold Handwear	Glove System
Cold/Extreme Cold Headwear	Cold Weather Headwear
	Extreme Cold Weather Headwear
Cold/Extreme Cold Footwear	Cold Weather Footwear
	Extreme Cold Weather Footwear
Note 1: Approved mobility equipment items and Basis of Issue (BOI) are listed in the **USAF Approved Mobility Equipment Listing** maintained by the Enterprise Manager.	

Chapter 10

INTENSIVELY MANAGED AND TRACKED ITEMS

10.1. Overview. This chapter outlines policies, programs, and procedures for DAF intensively managed and tracked items. These include management of controlled material to include NWRM and other controlled or sensitive items. For this chapter, DoDM 4140.01 and DAFMAN 20-110 are the primary DoD and DAF references.

10.2. Management of Controlled Materiel.

10.2.1. Management of Controlled Materiel. Controlled materiel encompasses controlled inventory items as defined by DoDM 4140.01, COMSEC, NWRM, select serialized controlled high-cost items, and small arms. Policies contained within this chapter apply to all DAF activities or agencies managing, issuing, receiving, storing, shipping, or tracking DAF-owned controlled materiel to include ANG, AFR and contractor operations.

10.2.1.1. DAF activities will maintain PIC and in-transit visibility of inventory through all nodes of the supply chain. (T-1) Each activity is responsible for the accuracy of the inventory within its custody.

10.2.1.2. Unit Commander or equivalent will designate in writing, personnel authorized to handle, accept, and process transactions into accountable record systems for controlled material based upon access requirements contained in DoDM5200.01V1_AFMAN16-1404. (T-1) The unit security manager certifies all designated personnel.

10.2.1.2.1. Utilize only the most current authorization list(s) of individuals approved to handle, process, or accept controlled materiel. Maintain the source lists in a single collection point to manage the documents. Organizations are required to update these lists when changes occur.

10.2.1.2.2. DAF activities will coordinate with the NWRM Transaction Control Cell prior to the processing of all NWRM transactions. (T-1)

10.2.1.3. The NWRM Transaction Control Cell (NTCC) approves all transactions prior to processing and will remove/replace the NWRM freeze code as appropriate.

10.2.1.4. Follow the procedures for processing serialized controlled (COMSEC/CCI) assets through the ILS-S. Specific rules apply when processing transactions for serialized controlled items. See ILS-S User's Manual for IT and processing instructions.

10.2.1.5. DAF activities will manage documentation for controlled materiel IAW disposition guidance found in the AF RDS and DoDM5200.01V1_AFMAN16-1404. (T-1)

10.2.1.6. DAF activities will stamp or mark in red ink each document and label with appropriate item classification phrase (e.g., "Classified Item", "Controlled Cryptographic Item", or "CCI", "Sensitive Item", "Pilferable Item", or "Classified NWRM Item") prior to the issue, receipt, turn-in, or shipment of controlled materiel. Note: Classified NWRM assets will be stamped in red IAW DAFMAN 20-110. (T-1)

10.2.1.7. DAF activities will ensure the item serial number of the physical asset is annotated onto all documents and labels for serialized controlled assets. (T-1)

10.2.1.8. DAF activities will not release, requisition, or transport AF owned controlled materiel outside of normal MILSTRIP/Defense Logistics Management Standard (DLMS). (T-1) All AF activities will coordinate acquisition, utilization, and transportation requirements for AF owned controlled materiel with authorized activities. (T-1)

10.2.1.9. DAF activities will provide training to all personnel that are engaged with managing, issuing, receiving, storing, shipping, or tracking controlled.

10.2.1.9.1. DAF activities will conduct annual controlled item training using the Special Handling Assets Course 2.1 located at myLearning.

10.2.1.9.2. The NWRM training materials have moved from the Griffin SharePoint and are located on the myLearning Total Force Awareness Training Portal (TFAT). NOTE All NWRM training requirement are deliberately outlined in DAFMAN 20-110 to maintain awareness, competence regarding proper management of controlled materiel, and will document all training in formal training records. (T-1)

10.2.1.10. Organizations preparing, packaging, and producing documentation will ensure proper item identification. Security classification must appear on documents and tags for all items other than unclassified. (T-1)

10.2.1.11. NWRM, SA/LW and COMSEC items are serially controlled to ensure PIC.

10.2.2. Issuing Controlled Materiel.

10.2.2.1. The issuing of controlled materiel requires a legible signature of receipt on the DD Form 1348-1A or applicable automated paperless system (e.g., ILS-S Asset Management) by the person receiving custody of the materiel. Signed documents will be retained in document control files and disposition will be IAW this chapter. (T-1)

10.2.2.2. Supply activities will not issue classified or NWRM materiel to individuals not identified on the most current Classified Receipt Listing or NWRM Receipt Listing. (T-1)

10.2.3. Issues.

10.2.3.1. Issue of total on-hand quantity to a detail. If the total on-hand quantity is being issued to a detail (e.g., RSP, MSK, SPRAM, WRM, supply point) normal issue procedures apply. The applicable 249 serialized control detail will be deleted, and a 250 in-use serialized control will be established by program control. The newly created 250 in-use serialized control will reflect the same document number as the ‘parent’ detail. Note: The number of serialized control details must equal the item record serviceable balance to process a total on-hand balance.

10.2.3.2. Issue of partial on-hand quantity to a detail. If less than the total on- hand quantity is being issued to a detail, identify which serial number(s) to issue. Process a Serialized Control-Format Two input with type phrase ‘ISU/DOR.’ This will load an ‘I’ in the RECEIPT-CODE field of the 249 serialized control detail to prepare the detail for subsequent issue or due-out release. Upon completion of issue processing, the applicable 249 serialized control detail(s) will be deleted, and a 250 in-use serialized control detail(s) will be created. The newly created 250 in-use serialized control will reflect the same document number as the ‘parent’ detail. Note: Prior to processing transactions from serialized control details, it may be necessary to coordinate with warehouse personnel to determine which serial numbers to identify.

10.2.3.3. Issues to an organization. Serial number accountability for type account B items (ERRCD XD/XF/XB) becomes the responsibility of the using organization at the time of issue.

10.2.3.4. Issue of total quantity from a detail. If the total detail quantity is being issued, normal issue procedures apply. All 250 in-use serialized control details identified will be deleted.

10.2.3.5. Issue of partial quantity from a detail. When less than the total detail quantity is being issued identify the serial number(s) to issue. Process a Serialized Control Input-Format Two with "MSI" in the first three positions of the type phrase field to load an "M" to the in-use serialized control detail. After the record or records are flagged, normal MSI procedures apply. The 250 in-use serialized control details identified will be deleted.

10.2.3.5.1. When items are issued from a detail, the issue programs will try to replenish the detail unless an "F" is in position 54 of the issue request input. When the on-hand balance is greater than the replenishment quantity the replenishment transaction will reject unless the applicable 249 serialized control detail is identified for issue. To avoid rejects, it's recommended all issues for serialized control items from a detail are processed with an F in position 54 of the issue request input. When replenishment is desired after the transaction is processed, refer to issue processing in Serial Number Transaction Processing.

10.2.3.5.2. Issues cannot be processed from one detail to another. A return from the "issuing" detail must be processed to the item record then another issue processed to the gaining detail.

10.2.4. Return of Controlled Materiel.

10.2.4.1. DAF materiel management activities will open containers for all controlled materiel and perform a bare asset inspection using both an in-checker and inspector to verify documents, serial number (to include all alpha characters, special characters, and zeroes), and part number/stock number match the property. (T-1) All documents must have a certified inspector signature or stamp prior to processing the turn-in transaction. (T-1) Note: If at any time there is suspicion, or evidence, of tampering, immediately contact your supervisor and/or the COMSEC Responsible Officer (CRO).

10.2.4.2. DAF materiel management activities will coordinate with maintenance activities for items with special packaging requirements to maintain the integrity of the container and item. (T-1)

10.2.4.3. DAF materiel management activities will research and verify the serial number and part number/stock number conversions for all controlled materiel being returned without the serial number or national stock number physically identified on the item. (T-1)

10.2.5. Returns.

10.2.5.1. Return of total detail quantity. When the total detail quantity is being returned, normal return procedures apply. The in-use serialized control detail (250 record) will be deleted and a 249 serialized control detail established under program control.

10.2.5.2. Return of partial quantity from a detail. If less than the total detail quantity is being returned, identify the serial numbers for return. Process a Serialized Control Input-

Format Two with the phrase “TURN-IN” to load a “T” to the 250 in-use serialized control detail. After the records are flagged, normal return procedures apply. The flagged in-use serialized control details will be deleted and 249 serialized control details established.

10.2.5.3. Return of items not on a detail. Process a Serialized Control Input-Format Two with “TURN-IN” to load a serialized control detail (249 record). After the serialized control detail is established, normal return procedures apply.

10.2.6. Shipping Controlled Materiel. AF activities will comply with guidance in this chapter, DAFI 24-602, V2, DoDM5200.01V1_AFMAN16-1404 and DAFMAN 20-110 for proper packaging and shipping of controlled materiel. (T-1)

10.2.6.1. Each DD Form 1348-1A, created for the shipment of controlled items, will reflect the CIIC definition.

10.2.6.2. An extra set of DD Form 1348-1As (except confidential items) will be provided for use as a hand receipt for shipment processing. The extra set will provide the CIIC, item identification, the CIIC definition and a signature block. Place unsigned copies inside the number one shipping container for use by consignee receiving functions.

10.2.6.3. Shipments. Shipments from details are not allowed. Items on in-use serialized control details must be returned to stock before shipment processing. Note: Transfer is authorized for RSP, MSK, SPRAM, and WRM details (see below for transfer procedures).

10.2.6.3.1. For shipments of entire on-hand warehouse balance, normal shipment procedures apply.

10.2.6.3.2. Shipment of partial on-hand quantity. When less than the total detail quantity is being shipped, identify the serial number(s) to ship. Process a Serialized Control Input-Format Two with the type phrase ‘ISU/DOR’ to prepare the serialized control detail for shipment. Note: Redistribution Orders/Referrals from MSK and Supply Point Details may be processed.

10.2.7. Transfer Procedures.

10.2.7.1. Transfer of Total Detail Quantity. When the total on-hand quantity of the detail (RSP, MSK, SPRAM, WRM) is transferred, normal transfer processing procedures apply.

10.2.8. Container Marking.

10.2.8.1. DAF activities will ensure the removal, replacement, and necessary destruction or obliteration of authorized tags and labels (e.g., 999, MICAP, 777, etc.) is accomplished while in-checking, stocking, or shipping property unless required by other directives. (T-1)

10.2.8.2. For controlled items (except for FMS shipments), the shipping documentation will be placed inside all containers. (T-1) Markings which indicate the nature of the materiel, and its security classification will not appear on the exterior of each container if it will identify the nature of the shipment. (T-0) Identification bar code markings are required. Reference MIL-STD-129 for further information.

10.2.9. Inventory of Controlled Materiel.

10.2.9.1. DAF activities will perform 100% physical inventories for controlled materiel, to include equipment in-use assets IAW DoDM 4140.01 and DoD 7000.14-R, Volume 1. (T-0)

10.2.9.2. For serialized controlled items, DAF activities will physically verify the serial number on the item matches the serial number on the record. (T-1)

10.2.9.3. DAF activities will maintain inventory records IAW DoDM 4140.01 and DoD 7000.14-R, Volume 1. (T-0)

10.2.9.4. DAF activities will conduct an investigation to determine if losses were the result of theft or misappropriation prior to attributing the loss to an inventory or accountability discrepancy IAW DoD 7000.14-R, Volume 12, Chapter 7. (T-0)

10.2.10. Storage of Controlled Materiel.

10.2.10.1. DAF activities will store controlled materiel according to the security classification and security risk or pilferage controls of the item IAW AFJMAN 23-210. (T-1)

10.2.10.2. DAF materiel management activities will ensure controlled inventory items are handled and safeguarded in appropriate storage facilities IAW DoDM 4140.01 and DoD 7000.14-R, Volume 1 and DAFI 31-101. (T-0)

10.2.10.3. DAF activities will clearly identify the item and or stock number, classification, and serial number (as appropriate) for all controlled materiel being stored IAW MIL-STD-129. (T-0)

10.2.10.4. Clearly marked physical barriers are required to identify NWRM storage areas. When a dedicated warehouse is not available, partition existing warehouses with cages or fencing for NWRM storage. As a temporary interim procedure, activities will use ropes and stanchions clearly marked with “NWRM” signs.

10.2.10.5. Storage activities will apply normal warehousing practices to include separation amongst NWRM (e.g., ESD, classified, magnetized materiel, etc.) and the use of storage locator systems. (T-1)

10.2.10.6. All NWRM storage facilities, cages, containers, rooms, etc. will have a key and lock program to ensure access to NWRM is limited to authorized individuals. (T-1) These procedures do not apply to organizations with an existing key and lock program identified in AFMAN 21-200, Munitions and Missile Maintenance Management. Also, NWRM secured in GSA approved vaults or WS3 vaults do not require a key and lock program if access controls meet the minimum requirements set forth in applicable regulations and guidance.

10.2.11. Weapons Serialized Control and Reporting.

10.2.11.1. Weapons (excluding SA/LW) will be managed by serial number (serially controlled) within the applicable materiel management system IAW **Chapter 11** of this publication.

10.2.12. Serial Number Modifications.

10.2.12.1. Only Chief Inspectors are authorized to process a Serialized Control Input (XS1) transaction. Use a Serialized Control Input (XS1) to load serialized control details that have been erroneously deleted, to delete serialized control details that were incorrectly loaded, or to change the serial number on serialized control detail. For NWRM, Chief Inspector must notify the NTCC of serial number changes before processing. (T-1)

10.2.13. Serialized Control and Reporting of Communications Security/Controlled Cryptographic Item (COMSEC/CCI).

10.2.13.1. Overview. This section describes guidance for the serialized control and reporting of communications security/controlled cryptographic items (COMSEC/CCI). Accounting Legend Code (ALC) and Cryptographic High Value Product (CHVP) accounting requirements are defined IAW AFMAN 17-1302-O, Communications Security (COMSEC) Operations and Committee on National Security Systems Instruction (CNSSI) 4005, Safeguarding Communications Security (COMSEC) Facilities and Materials. Accountable Property Officers (APO) must adhere to additional accountability and reporting requirements as prescribed in AFMAN 17-1302-O.

10.2.13.2. COMSEC/CCI must be managed according to category IAW CNSSI 4001, Controlled Cryptologic Items. Serialized controlled are items that will be managed by serial number within the applicable APSR and will have SRC C and CIIC 9 assigned. Additional AF COMSEC/CCI accountability related policy may be found in AFMAN 17-1302-O.

10.2.13.3. The DAF COMSEC/CCI Central Authority is AFLCMC/HNC, Cryptologic and AFLCMC/HNC, JBSA-Lackland, Texas. All COMSEC inquiries can be directed to the Cryptologic and Cyber Systems Division's COMSEC Policy Office "DAF COMSEC/CCI Central Authority" located on the GAL.

10.2.13.4. The LRS APO will assign a primary and alternate POC for referral of inquiries regarding COMSEC serial number reports and data. (T-2) POC information will be posted on AFLCMC/HNC SharePoint site. (T-2)

10.2.13.4.1. Responsibility of the POC is to serve as liaison between the LRS APO and AFLCMC/HNC. POC will assist LRS APO in resolving accountability/serial number reporting discrepancies within ELMS/ILS-S identified by AFLCMC and provide other information as required.

10.2.13.4.2. Organizational commanders are responsible to ensure COMSEC incidents are reported for loss of accountability tampering, unauthorized access, etc. IAW AFMAN 17-1302-O. (T-1)

10.2.14. Serialized Control and Reporting of COMSEC/CCI Items. This section specifically covers the serialized control and reporting procedures for COMSEC items.

10.2.14.1. Serialized Report Codes (SRC) for all COMSEC/CCI assets are identified with SRC "C" or SRC "R." Refer to **Chapter 11** for equipment.

10.2.14.1.1. COMSEC/CCI assets turned in as found on base (FOB) will require a FLIPL/ROS and a COMSEC Incident report. Contact the DAF COMSEC/CCI Central Authority for additional support. Note: See **Table 6.2**.

10.2.14.2. Foreign nationals are authorized to store, inspect, deliver, and handle CCI assets if there is a U.S. citizen present.

10.2.14.3. General Procedures for COMSEC.

10.2.14.3.1. AFLCMC-HNC (Cryptologic and Cyber Systems Division) monitors all COMSEC/CCI assets by serial number via ELMS and ILS-S.

10.2.14.3.2. Coordinate off-base shipment through transportation channels prior to processing. Shipping arrangements should be obtained from LRS Cargo Movement.

10.2.14.3.3. All auditable documents for COMSEC items will be processed and sent to Document Control within 3 workdays from the applicable ILS-S processed date or the Degraded Operations date.

10.2.14.3.3.1. The serial numbers for each transaction will be listed on the Management Notice F117, in conjunction with the output (source) document. All serial numbers are left justified. The COMSEC serial numbers will not be prefixed by zeros unless the zero is part of the COMSEC serial number.

10.2.14.3.3.2. Document Control will file a copy of the Management Notice F117 along with the source document.

10.2.14.3.3.3. Documents processed during Degraded Operations procedures and hand scribed documents will be held for processing until the ILS-S becomes available and recovery transactions are processed. Ensure correct serial numbers are transcribed on the documents.

10.2.14.3.4. The actual serial numbers for each item coded with SRC C is maintained on either a 249 Serialized Control Detail Record or a 250 In-Use Serialized Control Detail Record.

10.2.14.3.4.1. Serial numbers for items in serviceable stock or on an unserviceable detail, are maintained on 249 Serialized Control Detail records.

10.2.14.3.4.2. Serial numbers for items coded as equipment will transfer to 250 In-Use Serialized Control Detail records when issued to the customer. Serial numbers for items maintained on a detail (e.g., MRSP, MSK, SPRAM, WRM, and supply point) are also accounted for on 250 In-Use Serialized Control records. Note: The LRS APO will not track type account B COMSEC assets (ERRCD XB/XF/XD) once they are issued to the using organization.

10.2.14.4. Serialized Report Code (SRC) Changes.

10.2.14.4.1. Verification. When the SRC changes from a “C” or “R” to blank or blank to “C” or “R” a F118 Management Notice is generated by program control. The F118 Management Notice will print the Catalog Management Data Change Record input image with a clear text statement indicating the change “to” and “from” SRC. AFMC must verify the change for cataloged items with the D043. Once validated the LRS/Materiel Management Activity will take appropriate warehousing/Inventory actions. See ILS-S User’s Manual for Weapons Serialized Control-Format Two format and entry requirements.

10.2.14.4.2. When the SRC changes from an “A” to blank or from blank to an “A,” an F118 Management Notice is generated by program control. The F118 will print the Catalog Management Data Change Record input image with a clear text statement

indicating the change "to" and "from" SRC. AFMC must verify the change for cataloged items with the D043. Once validated the LRS/Materiel Management Activity will take appropriate warehousing/Inventory actions.

10.2.14.4.3. Procedures for Valid Changes. When the SRC change is valid, the LRS/Materiel Management Activity will take action to add or delete the applicable 249/250 serialized control detail record(s). Note: The Catalog Management Data Change Record input will not allow the serialized report code to be deleted if 249/250 serialized control details are loaded.

10.2.14.4.4. Procedures for Invalid Changes. For invalid changes, AFMC will reprocess the Catalog Management Data Change Record to input the correct SRC.

10.2.14.5. Weapon Reconciliation.

10.2.14.5.1. Time Frame. All weapons will be reconciled annually with AFMC SA/LW Serialized Control Activity through the applicable materiel management system.

10.2.14.5.2. Weapons will be reconciled no later than 30 April. (T-1)

10.2.14.5.3. Reconciliation images transmitted to the appropriate system will arrive no later than 10 May of each year. (T-1)

10.2.14.5.4. Overages and shortages identified during reconciliation with AFMC will be thoroughly researched, inventoried, and appropriate investigative actions initiated. (T-1)

10.2.14.5.5. EAE will perform a local monthly weapon reconciliation by processing an R46 with a dash in position 65 to identify and resolve serial number discrepancies

10.2.14.6. COMSEC Reconciliation.

10.2.14.6.1. The DAF is required (as directed by the National Security Agency) to account for all COMSEC assets requiring serial number control. All COMSEC assets on applicable materiel management system detail records or on hand in supply will be reconciled semiannually prior to 15 March and 15 September. See **Table 5.9**.

10.2.14.6.2. LRS APO will not maintain visibility of type account B COMSEC (ERRC XD/XF/XB) assets once they are issued to the using organization and will not be included in the semiannual reconciliation. When these items are shipped, the applicable materiel management system will report the serial number of the asset and that will overlay to applicable materiel management system to conform to National Security Agency policy. (T-1) Note: "XD2" COMSEC assets maintained on SPRAM accounts will be tracked 100% of the time and included in the semiannual COMSEC reconciliation. (T-1)

10.2.14.6.3. Reconciliation actions. Process COMSEC Reconciliation prior to March and September inventory cycles. This option will compare the on-hand balance and detail balance to serialized control records. An error listing is produced for records that do not pass edits. When all reporting errors are corrected and any out-of-balance conditions have been resolved, process the COMSEC Reconciliation program again (with C in position 66 of the program select card) to create the outbound SIFS file.

10.2.14.6.4. The LRS APO does not maintain visibility of type account B COMSEC/CCI (ERRC XD/XF/XB) assets once they are issued to the using organization, therefore; they are not included in the reconciliation. The ILS-S will report serial numbers for these items when they are shipped.

10.2.14.6.5. Out-of-Cycle Reconciliation. The office of primary responsibility for CCI, AFLCMC-HNC, JBSA Lackland, Texas may direct out-of-cycle reconciliation reports IAW DAFMAN 17-1302-O with MAJCOM approval. When bases are directed to do these out-of-cycle reconciliations, transmission of data will be by the same method and to the same places as the scheduled semi-annual reconciliation.

10.2.14.6.6. Activities will perform a local monthly COMSEC reconciliation by processing an R46 with a dash in position 64 to identify and resolve serial number discrepancies. Refer to the ILS-S User's Manual for IT guidance.

10.2.14.7. COMSEC Control Error Notification.

10.2.14.7.1. Base Corrective Action. Bases will correct the errors, change the transaction ID in positions 1-3 to a COMSEC Control Report and the RIC in positions 4-6 to FNL for type accounts B COMSEC assets. Then transmit within 5 calendar days of receipt of error notification. Transmission will be the same as used for daily transaction. Bases which have problems correcting COMSEC error notification code rejects should contact AFLCMC-HNC prior to resubmission.

10.2.14.8. COMSEC Serial Number Transaction Processing.

10.2.14.8.1. When processing transactions that affect the total on hand or detail quantity normal processing procedures will apply. When processing a transaction for a partial quantity, identify specific serial numbers before the in-line transaction is processed.

10.2.14.8.1.1. An F117 Management Notice listing the serial number(s) will be printed in conjunction with output documents created as a result of a completed transaction.

10.2.14.8.1.2. All SRC C and R items must have a corresponding 249 or 250 serialized control record loaded, or transactions will reject.

10.2.14.8.1.3. Use Serialized Control Inputs (XS1) to load, change, or deleted serialized control details. A Forced Record Alteration is no longer required to change serialized control serial numbers.

10.2.14.8.1.3.1. The Chief Inspector or the NTCC are the only authorized personnel to process a Serialized Control Input to change the serial number on serialized control details for NWRM (SRC R items). The Chief Inspector must notify the NTCC of the serial number change. (T-1)

10.2.14.8.1.4. When receipt of an error condition, limit the quantity to 80 on related transactions (issues, receipts, etc.) involving serialized control details. When more than 80 serial numbers are involved, break up the transaction for multiple inputs.

10.2.14.9. Issues.

10.2.14.9.1. Issue of total on-hand quantity to a detail. When the total on-hand quantity is being issued to a detail (e.g., MRSP, MSK, SPRAM, WRM, Supply Point) normal issue procedures apply. The applicable 249 serialized control record(s) is deleted and 250 an in-use serialized control record(s) established by program control. The new 250 in-use serialized control record(s) will reflect the last four positions of the detail document number.

10.2.14.9.2. Issue of partial on-hand quantity to a detail. When less than the total on-hand quantity is being issued to a detail, identify the serial number(s) to issue.

10.2.14.9.2.1. When processing serial numbers from serialized control records coordinate with warehouse personnel to determine which serial numbers to identify.

10.2.14.9.2.2. Process a COMSEC Serialized Control Input-Format Two with the phrase “ISU/DOR” in the type phrase field to load an “I” in the receipt code field of the 249 serialized control detail record. After the record(s) are flagged, normal issue procedures apply. The applicable 249 serialized control record(s) is deleted, and a new 250 in-use serialized control record(s) established. The 250 in-use serialized control record(s) reflects the last four positions of the detail document number.

10.2.14.9.3. Issue to an organization.

10.2.14.9.3.1. Serial number accountability for type account B items (ERRC XD/XF/XB) becomes the responsibility of the using organization at the time of issue.

10.2.14.9.3.2. When the total on-hand quantity is being issued normal issue procedures apply.

10.2.14.9.3.3. Issue of partial on-hand quantity to an organization. When less than the total on-hand quantity is being issued identify the serial number(s) to issue. Process a COMSEC Serialized Control Input-Format Two with the phrase “ISU/DOR” to load an “I” in the receipt code field of the 249 serialized control detail record. After the records are flagged, normal issue procedures apply. For accounts with, the 249 serialized control detail record(s) is deleted, and a 250 in-use serialized control record(s) is established reflecting the last four positions of the in-use document number. Serial number accountability for type account B items (ERRC XD/XF/XB) becomes the responsibility of the using organization at the time of issue.

10.2.14.9.4. Issue of total quantity from a detail. When the total detail quantity is being issued normal issue procedures apply. The 250 in-use serialized control detail record(s) is deleted, and 250 in-use serialized control detail record(s) is established, reflecting the last four positions of the in-use document number.

10.2.14.9.5. Issue of partial on-hand quantity from a detail. When less than the total detail quantity is being issued, identify the serial number(s) to issue. Process a COMSEC Serialized Control Input-Format Two with “MSI” in the first three positions of the type phrase field to load an “M” to the 250 in-use serialized control record. After

the records are flagged, normal Issue from Detail procedures apply. The 250 in-use serialized control records identified are deleted and a new 250 in-use serialized control record(s) is established reflecting the last four positions of the in-use document number.

10.2.14.9.5.1. When an issue from a detail record is processed, the issue programs will try to replenish the detail unless an "F" is in position 54 of the issue from detail record input. When the on-hand balance is greater than the replenishment quantity the replenishment issue will reject unless the applicable 249 serialized control records are identified for issue. Process all Issues (from a detail) for serialized control items with an F in position 54 to avoid rejects.

10.2.14.9.5.2. Do Not process an issue from one detail to another detail. Process a return from the "issuing" detail to the item record then process an issue to the "gaining" detail.

10.2.14.10. Returns.

10.2.14.10.1. Total detail quantity being returned. When the total detail quantity is being returned normal return procedures apply. The 250 in-use serialized control detail record(s) is deleted and a 249 serialized control detail record(s) is established.

10.2.14.10.2. Return of partial quantity from a detail. When less than the total detail quantity is being returned, identify the serial numbers being returned. Process a COMSEC Serialized Control Input-Format Two with the phrase "TURN-IN" in the type phrase field to load a "T" to the 250 in-use serialized control detail record. After the records are flagged, normal return procedures apply. The 250 in-use serialized control detail record(s) will be deleted and 249 serialized control record(s) established.

10.2.14.10.3. Return of items not on a detail. Process a COMSEC Serialized Control Input-Format Two with "TURN-IN" in the type phrase field to load a 249 serialized control detail record. After the serialized control record is established normal return procedures apply. Caution: COMSEC/CCI found on base may constitute a potential compromise of classified information and will be reported immediately upon discovery per DoDM5200.01V1_AFMAN16-1404, AFMAN 17-1302-O, Chapter 9. For NWRM items, see DAFMAN 20-110 for additional reporting instructions.

10.2.14.11. Shipments. Shipments from details are not allowed. Items on in-use serialized control details must be returned to stock before shipment processing. Note: Transfer is authorized for RSP, MSK, SPRAM, and WRM details (Transfer Procedures). See **Chapter 11** for Equipment Transfers between SRANs.

10.2.14.11.1. The maximum number of serial numbers that can be shipped with one input is 50 (fifty).

10.2.14.11.2. For shipments of entire on-hand warehouse balance, normal shipment procedures apply.

10.2.14.11.3. Shipment from a detail. Individual shipments from details are not allowed. Process a return from the detail and ship from the item record. Prior to processing the return and shipment, process a COMSEC Serialized Control Input-Format Two to flag each serial number or a 615 reject will occur (see ILS-S User's

Manual for proper Type Phrase Codes). Note: Redistribution Orders/Referrals from MSK and Supply Point Details may be processed.

10.2.14.11.4. Shipment of partial on-hand quantity. If less than the total detail quantity is being shipped, identify the serial number(s) to ship.

10.2.14.12. Receipts. Prior to processing a REC for a COMSEC item, process a Serialized COMSEC Control Input-Format Two with the phrase "SHIPPED" in the type phrase field to load the 249 serialized control record. When the receipt transaction is processed a F117 Management Notice is produced. Once the REC is processed the Receipt Code field of the 249-control record is changed to an "R" to signify the property was received. If the 249-control record(s) is not loaded, when the receipt is processed, the program will generate a 616 Reject. Take action to load the 249 records before the receipt can be reprocessed. Note: All elements of the 249-record (e.g., suffix code, due-in number, MMAC) must match the REC input or the transaction will reject.

10.2.14.13. Record reversal and correction transactions. Prior to these transactions process a serial Serialized COMSEC Control Input-Format Two to create/delete the applicable 249/250 serialized control record.

10.2.14.14. Deployment Procedures.

10.2.14.14.1. Deployment of total detail quantity. When the total on-hand quantity of the detail (MRSP, MSK, SPRAM, WRM) is deployed, normal deployment processing procedures apply. The deployed routing identifier will be stored on the applicable 250 serialized control records.

10.2.14.14.2. Deployment of less than total detail quantity. When less than the total on hand detail quantity is deployed, process a Serialized COMSEC Control Input-Format Two with type phrase "DEPLOY" to load a "D" in the ACTIONCODE field of the 250 record. After the records are flagged, normal deployment processing procedures apply. Program control will delete the "D" from the 250 serialized control record and load the deployed routing identifier to the control records.

10.2.14.14.3. Total quantity returned from deployment. When the total deployed quantity is returned, normal return deployment processing procedures apply. The deployed routing identifier will be deleted from the applicable 250 serialized control records under program control when the return is processed.

10.2.14.14.4. Partial quantity returned from deployment. When less than the total quantity deployed is returned, process a Serialized COMSEC Control Input- Format Two with type phrase "RETURN" to load an "R" in the ACTION-CODE field of the 250 record. After the records are flagged, normal return deployment processing procedures apply. The deployed routing identifier will be deleted from the applicable 250 serialized control records by program control.

10.2.14.15. Transfer Procedures.

10.2.14.15.1. Transfer of total detail quantity. When the total on-hand quantity of the detail (MRSP, MSK, SPRAM, WRM) is transferred normal transfer processing procedures apply. In addition, Daily Change Reports images are created for forwarding to the gaining base to establish 249 serialized control records.

10.2.14.15.2. Transfer of less than total detail quantity. When less than the total on-hand detail quantity is transferred process a Serialized COMSEC Control Input-Format Two with type phrase “TRANSFER” (Note the spelling of this phrase) to load a “T” in the 1st position of the ACTION-CODE field of the 250-record. After the records are flagged, normal transfer processing procedures apply. In addition, images are created for forwarding to the gaining base to establish 249 serialized control records.

10.2.15. Processing actions for Removal/Installation of Controlled Cryptographic Items (CCI).

10.2.15.1. Provide procedures for the processing and documentation of CCI removal/installation.

10.2.15.2. Controlled Maintenance activities use AFTO Form 781B, Communications Security (COMSEC) Equipment Record to provide control for serial number CCI and as an aid in serial number accountability. See TO 00-20-1 for additional information.

10.2.15.2.1. When CCI is removed and a like item is installed at a transient base, an AFTO Form 781B is sent to LRS/ Materiel Management Activity. Materiel Management personnel will process a COMSEC Control Report (XHA) for transmission to DAF COMSEC/CCI Central Authority.

10.2.15.2.2. Home Station CCI Removal Processing Procedures. When an aircraft or ground mobile communications center, etc., returns to its home station, the home station maintenance activity forwards a copy of the AFTO Form 781B to the LRS/ Materiel Management Activity COMSEC monitor. Process a COMSEC Serialized Control Input-Format Two.

10.2.15.3. Document Control of CCI Replacements.

10.2.15.3.1. At the transient base and the home base, Document Control annotates or stamps the “Comments” line with "Received by (signature of Document Control clerk and date)."

10.2.15.3.2. Forward a copy of the document to the maintenance activity that provided the form to LRS/Materiel Management Activity.

10.2.15.3.3. File the form for 2 years from the date received by the Document Control personnel.

10.2.15.4. The following results when all actions have been properly completed by the transient base and the home base:

10.2.15.4.1. The transient LRS/Materiel Management Activity home base serial number now belongs to the transient base, and serialized control transactions were prepared accordingly.

10.2.15.4.2. The home LRS/Materiel Management Activity transient base serial number now belongs to the home base, and serialized control transactions were prepared accordingly.

10.2.15.4.3. The AFMC DAF COMSEC/CCI Central Authority CCI formerly located at base A is now located at base B, and the CCI formerly located at base B is now located at base A.

10.2.15.5. Documentation of Transfer of CCI Assets from Base Level Maintenance Organizations to Depot Level.

10.2.15.5.1. Provide procedures for the documentation of transfer of CCI assets from base maintenance organizations to depot level.

10.2.15.5.2. When an aircraft must be sent to a repair depot for maintenance and a CCI asset is aboard, the home base maintenance activity reports this by AFTO Form 781B.

10.2.15.5.2.1. The LRS/Materiel Management Activity COMSEC monitor at the losing base enters the NSN and serial number in the COMSEC Control Report in positions 8-37 and leaves positions 38-67 blank. The host LRS/Materiel Management Activity COMSEC monitor of the repair depot will enter the same NSN and serial number in positions 38-67 and leave positions 8-37 blank. This combined processing action notifies The AFMC DAF COMSEC/CCI Central Authority that a CCI asset formerly located at a using base is now located at a repair depot. The host LRS/Materiel Management Activity at AFMC depots will follow the procedures in AFMC regulations for obtaining the required information from the depot.

10.2.15.5.2.2. Other Service Performed Maintenance. When a CCI is removed and replaced at another-service installation (Army, Navy, etc.), the home base maintenance activity forwards the completed AFTO Form 781B to the LRS/Materiel Management Activity COMSEC monitor. The monitor prepares COMSEC Control Report (XHA) for transaction processing (See ILS-S User's Manual). The other-service installation reports the serial number change to their central office of record using their own established procedures.

10.2.16. Special Logistics Support for Special Access Required (SAR) Parts Program.

10.2.16.1. Required when normal security methods cannot protect an activity from a known threat, special access controls safeguard operational and technological advantages from potential enemies by limiting access to information about, or observation of, certain weapons, weapon systems, techniques, and operations. The term Special Access Program (SAP), often substituted for "Special Access Required (SAR)," may describe the security control system, the entire effort, and in some cases certain budget information.

10.2.16.2. SAPs must obtain approval to introduce the SAP into a Sensitive Compartmented Information Facility (SCIF) from 497 IG/INS and negotiate a security agreement with 497 IG/INS. Refer to AFPD 16-7, Special Access Programs and AFI 16-701, Management, Administration and Oversight of Special Access Programs.

10.2.16.3. Special Logistics Support for Special Access Program (SAP) parts can be found in various other publications:

10.2.16.3.1. AFPD 16-7, Special Access Programs.

10.2.16.3.2. AFI 16-701, Management, Administration and Oversight of Special Access Programs.

10.2.16.3.3. DAFI 24-602,V2.

10.2.16.3.4. DoDM 5200.01, all volumes, Information Security Program.

10.2.16.3.5. SAP assets will not be commingled with normal classified or communication security property.

10.2.16.4. Access Requirements. The LRS/CC will ensure prior to activation of a special access program that personnel obtain proper clearances and are granted access by the program manager or their designated representative for receiving, handling, storing, and issuing SAR materiel. For contracted supply activities the government must include in the Performance Work Statement the requirement for the contractor to have or hire individuals with the proper clearance for SAR processing. The LRS/CC will identify the number of individuals required to handle SAR material. Only in rare or unusual instances will office administration personnel be granted access to SAR information, and then only if there is a valid need to know. Convenience or efficiency is not legitimate need-to-know criteria.

10.2.16.4.1. After the individuals are granted the proper clearance and the storage area is inspected and certified, the program manager or their designated representative must "read" the cleared individuals into the program to allow the proper handling, storage, and issue of SAR classified material.

10.2.16.4.2. The LRS/CC will generate and keep current and authorized list of on base personnel authorized to receipt/handling for SAR materiel. This listing will be used to update the applicable materiel management system and confirm only authorized personnel receive SAR items.

10.2.17. Item Unique Identification (IUID). This section describes guidance for the capture and reporting of the UII for IUID managed assets.

10.2.17.1. LRS personnel are required to scan/enter the UII(s) of IUID managed assets when prompted by the applicable ILS-S system. If UII is unavailable, submit transaction through the ILS-S system.

10.2.17.2. IUID managed assets are identified in the DoD and DAF cataloging systems and include Class II, VII and IX supply items. These cataloging systems provide the IUID indicator to the applicable ILS-S system.

Chapter 11

ACCOUNTABILITY AND MANAGEMENT OF DAF EQUIPMENT AND OTHER ACCOUNTABLE PROPERTY, ENTERPRISE LOGISTICS MANAGEMENT SYSTEM (ELMS)

11.1. Overview. This chapter complements and employs collaboratively with DoDI 5000.64_DAFI 23-111, AFMAN 17-1301, Computer Security (COMPUSEC), and AFMAN 17-1302-O, Communications Security (COMSEC) Operations. This chapter provides guidance specific to Class VII (Major End Items) and Small Arms and Light Weapons (SA/LW). AFI 24-301, Ground Transportation, contains vehicle policy and guidance.

11.2. Equipment Management. Air Force materiel management and supply chain activities will maintain equipment to the following criteria:

11.2.1. General Guidance. DAF organizations will consider general equipment as tangible items used by the DoD in providing goods or services, further defined in DoD 7000.14-R, Financial Management Regulation, Volume 4, Chapter 25, General Equipment. (T-0)

11.2.2. DAF organizations will adhere to DoD accounting policy for general equipment, including Government Furnished Property (GFP) and Contractor-Acquired Property (CAP) for items classified as general equipment in accordance with DoD 7000.14-R. (T-0)

11.2.3. Program Managers (PM) and Item Managers (IM) will identify GFP provided to contractors IAW DAFMAN 23-119. (T-0)

11.2.4. DAF organizations will consider support equipment as a subset of general equipment in accordance with MIL-HDBK-2097, Acquisition of Support Equipment and Associated Integrated Logistics Support (T-0) As such, support equipment consists of all equipment required to make a weapon system, command and control system, support system, subsystem, or item of support equipment operational for use in the intended environment. (T-0)

11.2.5. DAF organizations will adhere to and enforce Component Property Lead (CPL), Primary Accountable Property Officer, Accountable Property Officer (APO), Responsible Officers, and Equipment Custodian roles and responsibilities in accordance with DoDI 5000.64_DAFI 23-111. (T-0) DAF organizations will adhere to property transfers (e.g., custody, accountability) according to DoDI 5000.64_DAFI 23-111 requirements and this instruction. (T-0)

11.2.5.1. Responsible Officers must execute resource management requirements. Note: DAF division level, field command directors will fill this role for civilian led organizations.

11.2.5.1.1. Responsible Officers will identify, in writing, all subordinate individuals delegated with equipment custodian authority to perform stewardship responsibilities. (T-0)

11.2.5.1.2. Responsible Officers may appoint, in writing, designated representatives to execute their duties only in the event of their absence. (T-1) Delegation and assumption of duties will be IAW DAFI 51-509. (T-1) No other delegation is authorized. (T-1)

11.2.5.1.3. Responsible Officer for RDT&E organizations using the single custodian concept will be the using organization's commander, e.g., Wing, Group, Squadron.

Using organization's Responsible Officer will appoint, in writing, a member(s) of the Customer Logistics Support Team (CLST) as alternate custodian who will be responsible to EAE for the organization's property, even though several sub-accounts may be used for ease of management. (T-1) Each organization will determine the number of accounts needed for effective internal management, e.g., individual organizations or off-base locations. (T-1)

11.2.6. DAF Logistics Readiness Squadron and Supply Chain Management activities will leverage internal controls and HAF-directed metrics to assess and report overall property management programs and ensure maturity levels meet the minimum standards. (T-1)

11.2.6.1. HAF developed metrics will track trend analysis for reporting of general equipment. A4LR serves as the approving authority for Air Force level metrics.

11.2.6.1.1. Accounts Overdue Inventory. Minimum 98% physical inventory accuracy rate (100 percent for classified or sensitive property) will be achieved and maintained. This metric represents the number of equipment accounts with assets that exceeded the Date of Last Inventories (DOLIs) by MAJCOM to include how long those accounts have surpassed their inventories. Inventories in this metric do not include small arms, light weapons, or COMSEC/CCI assets; therefore, inventories must be completed annually per policy.

11.2.6.1.1.1. Computation: All overdue DOLIs are extracted from ILS-S and ELMS using BLADE. Any item with CIIC "9", UIT Designator "AAA" is excluded from this metric. If one DOLI is overdue on an equipment account, the account is reported as overdue on this metric. A DOLI is considered overdue the last day of the month after 12 months from last inventory. For example, if the last inventory was completed 12 Jul 2024, the next inventory would become overdue after 31 Jul 2025.

11.2.6.1.2. SA/LW Overdue Inventory. Goal: 100 % for classified or sensitive property will be achieved and maintained. This metric represents the number of small arms and light weapons that exceeded the Date of Last Inventories (DOLIs) by MAJCOM to include how long those assets have surpassed their inventories. Inventories in this metric only include small arms and light weapons; therefore, inventories must be completed semiannually per policy.

11.2.6.1.2.1. Computation: All overdue DOLIs are extracted from ILS-S and ELMS using BLADE. Any item with UIT Designator "AAA" is included in this metric with the exception silencers and suppressors. A DOLI is considered overdue the last day of the month after 6 months from last inventory. For example, if the last inventory was completed 12 Feb 2024, the next inventory would become overdue after 31 Aug 2024.

11.2.6.1.3. COMSEC/CCI Overdue Inventory. Goal: 100 % for classified or sensitive property will be achieved and maintained. This metric represents the number of controlled cryptographic items (CCI) that exceeded the Date of Last Inventories (DOLIs) by MAJCOM to include how long those assets have surpassed their inventories. Inventories in this metric only include controlled cryptographic items; therefore, inventories must be completed annually per policy.

11.2.6.1.3.1. Computation: All overdue DOLIs are extracted from ILS-S and ELMS using BLADE. Any item with CIIC "9" is included in this metric. A DOLI is considered overdue at the 7th month after the last inventory. An extra month was added to the inventory cycle to close out post inventory administrative requirements per AF COMSEC CCI Central Authority Business rules. Note: This paragraph is not to be confused with COMSEC/CCI inventory frequencies in **Table 5.9**.

11.2.6.1.4. Delinquent Support Equipment (SE) Transfer. Goal: Less than 15% overdue rate. This metric represents the total count of delinquent equipment transfers (UIC to UIC) by MAJCOM to include how long those transactions exceeded the allowed pending transfer period.

11.2.6.1.4.1. Computation: All equipment transfers on ELMS Due Out report with a "Transfer" status and "FH-AFHAF" as the "From Site ID" are analyzed. Any transfer 45 days greater than the "Approval Date" field is considered delinquent.

11.2.6.1.5. Erroneous Chief Financial Officer (CFO) Data. Goal: Zero errors. This metric represents the total count of erroneous CFO records by MAJCOM. The metric is intended to motivate LRS to ensure high value/critical items are FIAR compliant.

11.2.6.1.5.1. Computation: Equipment assets with Depreciation Code "T" were exported and analyzed for this metric. Assets with no KSD, serial number with "TEMP" or "RECON," or Acquisition/Activation Date mismatches were considered erroneous.

11.2.6.1.5.2. Considerations: The metric has been updated to account for CFO assets less than $1M (all Depreciation Code "T" assets), resulting in the massive increase in reported errors.

11.2.6.1.6. Invalid Backorders. Goal: Invalid Backorders reviewed and validated weekly. Invalid backorders will be cancelled within one week from the date of the report. This metric represents the total number of invalid backorders by MAJCOM to include the length of time an item has been on backorder.

11.2.6.1.6.1. Computation: The Invalid Backorders report is downloaded from the 404 SCMS SharePoint site. Any record with "WRM" in the "Category" field was removed along with records containing a Null value in "Due Out Doc Nbr" or "Due Out Doc Nbr" containing "000000." The Release Sequence (all backorders) report is also downloaded from the 404 SCMS SharePoint site and is used to determine the number valid and total backorders. Only backorders with Document Numbers that start with "FE" on the Release Sequence report are used in this metric.

11.2.6.1.7. ILS-S Overdue Migration. Property records remaining in ILS-S will undergo validation and reconciliation to ensure the proper migration to ELMS. (T-1) Goal: Zero Equipment assets in ILS-S. This metric represents the total count of "In Use" currently in ILS-S, by MAJCOM to include how many days those equipment assets have been ILS-S after being receipted. Property records remaining in ILS-S will undergo validation and reconciliation to ensure the proper migration to ELMS.

11.2.6.1.7.1. Computation: All equipment items with a Document Number that starts with "E", On Hand Qty > 0, and ERRC that starts with "N" are identified in

this metric. In addition, assets with a Document Number that starts with "P", price > 4,999, ERRC that starts with "N", and On Hand Qty > 0 is identified in the metric. Reference user's guide for ELMS processes.

11.2.6.2. On a monthly basis, Logistics Readiness Squadrons (and Materiel Management Activities), will track and report the metrics specified above. These metrics are those items within the commander's span of control and provide a benchmark for how the unit is performing its materiel management functions.

11.2.6.2.1. Materiel Management metrics will be calculated by Materiel Management Flight leadership, and provided to the squadron Logistics Manager or Operations Officer, and will be briefed to the squadron commander monthly.

11.2.6.2.2. Units will maintain the goals or standards above.

11.2.6.2.3. Squadron Commanders should provide to their MAJCOMs the rationale for any metrics that fall below the prescribed goals/standards, along with a get-well plan and timeline.

11.2.6.3. MAJCOMs will monitor overdue metrics for their bases and will follow up monthly to determine: 1. Reason for problem areas. 2. Course of action to reconcile problem areas. 3. Preventive measures to prevent future problems. (T-1)

11.2.6.3.1. Accounts Overdue Inventory. Assets showing overdue DOLI past seven days of the end of the reporting month will be briefed to Group Commanders on the monthly metric during meetings for leadership engagement and actions. If no resolution to resolve overdue status the Primary APO will initiate a FLIPL investigation number as the course of action. The investigation number is the only remedy to reconcile problem areas for assets lost and not available to update inventories.

11.2.6.3.2. SA/LW Overdue Inventory. Weapons showing overdue DOLI past seven days of the end of the reporting month will have a FLIPL investigation number as the course of action. The investigation number is the only remedy to reconcile problem areas for assets lost and not available to update inventories.

11.2.6.3.3. COMSEC/CCI Overdue Inventory. COMSEC/CCI assets showing overdue DOLI past seven days of the end of the reporting month will have a copy of the incident report and/or FLIPL investigation number as the course of action.

11.2.6.3.4. Delinquent Support Equipment (SE) Transfer. Assets showing overdue transfer status past the end of the reporting month will have a FLIPL investigation number as the course of action. The losing LRS must either initiate the FLIPL or provide justification why the FLIPL has not been initiated. When conflict arise on who will initiate the FLIPL between the losing or gaining LRS, MAJCOM(s) A4R must make the decision.

11.2.6.4. MAJCOMs will report their overdue metrics and associated findings to AF/A4LR monthly NLT the 20th of each month. (T-1)

11.2.7. Equipment custodians will:

11.2.7.1. Perform physical inventories counts as specified in **Table 5.9** for accountable equipment, to include classified or sensitive equipment on accountable property records (e.g., SA/LW, COMSEC/CCI, NWRM, etc.). (T-0)

11.2.7.2. Coordinate with EAEs to ensure the ELMS Inventory Date (DOLI) field is updated in the month the inventory was completed. (T-1)

11.2.7.3. Ensure ELMS Custodian Inventory Reports (CIR) is signed by the Responsible Officer and appointed equipment custodian that performed the inventory using an original or digital Controlled Access Card (CAC) signature within 15 workdays. Responsible Officers cannot delegate signature authority. (T-1) Note: Accounts are considered delinquent when the ELMS Inventory Date field is not updated within the same month the inventory was initiated.

11.2.7.4. Ensure equipment is properly accounted for, inventoried, well maintained, and adequate for the assigned mission. (T-1)

11.2.7.4.1. Review the FSM report annually, identify and validate authorization allocations, direct deletion of invalid authorizations, return overages to LRS, and cancel unneeded requisitions. (T-1)

11.2.7.4.1.1. Equipment custodians will return ELMS overage equipment or submit an authorization request within 30 days of the monthly overage report. (T-1) Note: Authorized equipment listings are located on the 404 Supply Chain Management Squadron SharePoint. Utilize the 404 SCMS Equipment Requirements List (ERL), (**https://usaf.dps.mil/teams/AFMC-A4R/SitePages/Support-Equipment.aspx**) to determine and identify equipment shortages and overages and to ensure requests do not exceed authorization and on-hand equipment levels. (T-1)

11.2.7.4.2. Equipment custodians will ensure the below equipment record information is accurate for data integrity within ELMS:

11.2.7.4.2.1. Part number, description (noun, nomenclature), model number, serial number, and stock number. (T-1)

11.2.7.4.2.2. Owner (Responsible officer, both the primary and alternate custodians). (T-1)

11.2.7.4.2.3. Quantity and unit of measure. (T-1)

11.2.7.4.2.4. Unit price at the time of procurement. (T-1)

11.2.7.4.2.5. Unique item identifier (UII) or DoD recognized IUID equivalent as defined in DoDI 8320.04. (T-1)

11.2.7.4.2.6. Date placed in service. (T-1)

11.2.7.4.2.7. Location (physical location e.g., assigned to Langley although physically located at Norfolk International Airport). “Data Mask” for sensitive deployed locations. (T-1)

11.2.7.4.2.8. Current condition. Information on supply condition codes is contained in DLM 4000.25-2m. (T-1)

11.2.7.4.2.9. GFE elements: Authorizing contract, Recipient point of contact, Period of performance expiration date, contract end date. (T-1)

11.2.8. EAE will coordinate with MAJCOM Centralized Equipment Management or AFMC/440 SCOS on equipment transactions impacting property movement such as redistribution orders (RDOs). (T-1)

11.3. Equipment Management Training. Equipment training is a mandatory requirement that covers custodian responsibilities for accountability and management of all accountable property. (T-1)

11.3.1. DAF Equipment Management Training (Block III) is an annual requirement for all equipment custodians. (T-1)

11.3.1.1. Appointed equipment custodians must complete Block III, Module II training. (T-1)

11.3.1.2. Appointed deployed equipment custodians must complete Block III, Module III training. (T-1) NOTE: Responsible Officers may complete Block III, Module I training for additional information if desired.

11.3.2. Annual Controlled Item Training, refer to **Chapter 10** and Controlled Cryptographic Item (CCI) Briefing which are mandatory for custodians who oversee controlled materiel.

11.3.2.1. All personnel authorized to access/handle CCI must be trained annually per DAFMAN 17-1302-O. (T-1) Training will be documented on DD Form 2625, Controlled Cryptographic Item (CCI) Briefing and filed in the Custodian Jacket File. (T-1)

11.3.2.1.1. Supervisor will ensure completion of Controlled Cryptographic Item (CCI) Briefing by signing the DD Form 2625. (T-1)

11.3.3. Annual NWRM Training refer to Chapter 10 which is mandatory for custodians who oversee NWRM property.

11.4. Accountable Property. Accountable property is government property with a unit acquisition cost at or above $5,000; determined accountable as required by law, policy, regulation, or agency direction; capital leases; PSC 5 items regardless of cost; or locally procured assets of any value with Controlled Inventory Item Codes (CIIC) identifying them as controlled, classified, or sensitive in Federal Logistics Information System Technical Procedures, Volume 10, Cataloging Data and Transaction Standards, **Table 61**, found on the DLA Website at **https://www.dla.mil/Logistics-Operations/Training-and-Reference/**. (T-0) Note: PSC 5 assets managed by Activity Code 'SK' (SOS FGL) are managed within the Theater Integrated Combat Munitions System.

11.4.1. DAF organizations will create accountable property records for the general equipment it uses, loans, or provides to a third party, including those not capitalized for accounting and financial reporting purposes. (T-0) These records shall be managed in ELMS-PA, the approved APSR. (T-0) For additional guidance, utilize DoD 7000.14-R, Volume 4, Chapter 25. (T-0) DAF organizations will:

11.4.1.1. Utilize property accountability records for general equipment not meeting the threshold for an accountable property record when control, management, and protection is

required to prevent unauthorized use, disclosure, or loss, even when not financially reported. (T-0)

11.4.1.2. Establish management records, especially for loaned assets or assets under custodial stewardship control, to maintain physical control over assets for which ownership resides in another DoD entity, as necessary. (T-0) Management records will not supersede the approved APSR as the official authoritative source or system of record. Management records must reconcile against the owning APSR serving as the authoritative system of record. (T-0)

11.4.1.3. At any point in time, report one accountable property record for property in ELMS-PA for financial or ownership purposes. (T-0) Only the owner, not the temporary custodian, will report financially in the DAF-Approved APSR. (T-0)

11.4.1.3.1. The entity with accountability and financial reporting responsibility for in-service general equipment will be the funding Service, program office, or functional organization acquiring the asset for use in operations. (T-0) This includes the responsibility for recording the asset in ELMS-PA. (T-0)

11.4.2. Accountable property records will be kept current and shall provide a complete trail of all transactions suitable for audit (i.e., a transaction-based history of asset activity). (T-0) Accountable property records shall reflect manufacturer data, serial number, current status, and location until the disposition of property. (T-0)

11.4.2.1. ELMS location field will reflect asset status, e.g., In-Use, Deployed, Loan, RAR (repair and return), etc. (T-0)

11.4.2.2. ELMS Sub-location field will reflect the location of the asset or expected return date using Julian date format (yyyyddd) and location if applicable. (T-0)

11.4.3. The capitalization threshold for general equipment is $1 million for Department of Air Force general funds in accordance with DoD 7000.14-R, Volume 4, Chapter 25. (T-0) The Responsible Officer will submit requests to override the DAF threshold to the EAE and will include justification, e.g., policy. (T-0)

11.4.3.1. Non-DAF capitalized assets (e.g., US Army, capital threshold is $250,000) transferred to the DAF will require proper justification and documentation for adjustment and coding. Justification will be submitted to LRS for review and approval. EAE and equipment custodians will ensure all documents are filed within the appropriate Jacket File. (T-0)

11.4.4. Utilize DoD Useful Lives for depreciable general equipment, including GFP and CAP as defined in DoD 7000.14-R, Volume 4, Chapter 25, Table 25-2. (T-0)

11.4.5. DAF organizations will adhere to impairment guidance contained in DoD 7000.14-R, Volume 4, Chapter 25 to determine the identification and induction of general equipment into impairment management. (T-0) Refer to **Chapter 5**.

11.4.6. Non-PSC 5 (ERRC 'U') equipment items ordered via ILS-S and equipment ordered via GPC and/or Local purchase with an acquisition cost at or above $5,000 must be accounted for in ELMS-PA.

11.5. Non-Accountable Property. Property not meeting the requirement for accountable property records are considered non-accountable property. Local authorities possessing or acquiring non-accountable property will determine the appropriate oversight requirements as cited in applicable DAF guidance (e.g., DAFI 64-117, Government Purchase Card (GPC) Program, AFI 1-2, and DoDI 5000.64_DAFI 23-111). (T-0)

11.5.1. Unit commanders purchasing or acquiring non-accountable property via GPC or AF Form 9, Request for Purchase, will establish accountability. (T-1) Commanders will retain APO responsibilities for non-accountable property unless otherwise prescribed in this chapter. (T-1) Note: APOs will not establish accountable property records for non-accountable property. (T-1) DAFI 21-103, Equipment Inventory, Status and Utilization Reporting, identifies and provides accountability and management guidance for other mission-essential "weapon systems."

11.6. Other Equipment Categories and Property Management.

11.6.1. Other Government Motor Vehicle Conveyances (OGMVCs). OGMVCs are defined as self-propelled assets providing a basic passenger and/or light cargo carrying transportation capability (i.e., golf carts, electric stand-up, etc.) that DO NOT meet specifications of 49 CFR Part 571 (FMVSS) or have been determined as such, by 441st Vehicle Support Chain Ops Squadron (VSCOS). All requests to purchase OGMVCs will be routed through Vehicle Management for equipment/registered vehicle determination prior to procurement. (T-1) Establish ELMS property records for all OGMVCs. (T-1)

11.6.1.1. LSV are centrally procured and cannot be purchased by field units. All requests to add LSVs to unit equipment account will be denied and the host LRS Vehicle Management Flight will be contacted.

11.6.2. Real property installed equipment (RPIE) is maintained in the approved APSR as cited in DAFI 32-9005, Real Property Accountability. Do not maintain these assets in the Air Force equipment APSR (ELMS). (T-1) RPIE examples can be found in DAFI 32-9005.

11.6.3. Relocatable Facilities. DAFI 32-9005 defines relocatable facilities as a habitable prefabricated structure that is designed and constructed to be readily moved (transportable over public roads), erected, disassembled, stored, and reused. DoDI 4165.56, Relocatable Facilities, provides additional DoD guidance for relocatable buildings and provides examples of what are and are not considered relocatable facilities.

11.6.3.1. Maintain relocatable facilities in approved APSRs as general equipment (GE) in accordance with DoDI 4165.56 and DAFI 32-9005. (T-0) Do not maintain property records for relocatable facilities converted to real property in the equipment APSR. (T-1) The accountability and reporting for these real property facilities are maintained by the Installation Real Property Office (RPO) APSRs. (T-1)

11.6.3.2. The installation RPO will report personal property (equipment) relocatable facilities in accordance with DAFI 32-9005. (T-1)

11.6.3.3. Relocatable facilities purchased as equipment and leased facilities cannot be converted to real property unless specified in DoDI 4165.56. (T-0)

11.6.3.4. Establish accountable property records for relocatable facilities. (T-1)

11.6.3.4.1. Assign a "PAFMC" stock number with Federal Stock Class (FSC) 5410 and Routing Identifier Code "JBB" to indicate a local purchase item.

11.6.3.4.2. Disposition of relocatable facilities. Owning organizations will provide disposition requests to the host APO to prepare the property record for transfer or disposal. (T-1)

11.6.3.4.3. The transferring organization will retain the relocatable facility until transportation has been arranged and shipped to the gaining organization as arranged by the Installation Transportation Officer, if applicable. (T-1)

11.6.3.4.4. The EAE will utilize standard transfer processes and retain all supporting and movement documentation in the losing organization's Master Jacket File. (T-1)

11.6.3.4.5. The EAE may direct a transfer to DLADS if the facility is deemed excess, unserviceable, or no other relocatable facility requirement exists on the installation. (T-2)

11.6.4. Non-Air Force owned seized weapons equipment from foreign governments or other agencies will be reported to Security Forces and will not be accounted for on the DAF-managed ELMS site. (T-1)

11.6.5. Fixed Ground Communications-Electronics (C-E) Equipment. Fixed ground C-E equipment is non-tactical and does not transfer from locations to support tactical deployments. C-E equipment includes all radio, wire, and any other means used for the electrical and visual transmission and reception of information or messages in the clear or by cryptographic means; radar and radiation aids to Air Traffic Control and navigation and enemy aircraft warning and interception; electronic weather equipment, electronic countermeasure devices, and related electronic systems and equipment. (T-1)

11.6.5.1. Initial requirements are generally pushed to base level as part of a communications-computer systems (C-CS) installation project or procured through a contract. Note: AFMC/440 SCOS will establish an equipment detail record and generate a requisition for initial requirements only when 1) the local Cyberspace Infrastructure Planning System (CIPS) is the approval authority, 2) the technical solution can be determined locally, and 3) the required item is a budget code 9 or Z item.

11.6.5.2. LRS activities will create accountable property records against the UIC for the organization tasked with maintenance responsibilities. (T-1)

11.6.5.3. Equipment custodians will submit an AF Form 601 to EAE for installed ERRC "S" and "U" C-E equipment after the government has accepted accountability for a completed project. (T-1) Maintain accountability for these items within ELMS. (T-1)

11.6.5.4. Equipment custodians and EAEs will apply normal equipment processing procedures to replace installed fixed ground C-E equipment (end items and sub-components). Adhere to requisitioning processes in this chapter. (T-1)

11.6.5.5. Equipment custodians will maintain accountability of major end items with installed accountable equipment items on ELMS property records (Asset Level Code "EC"). (T-1) All accountable installed equipment items will reside on ELMS accountable property records as sub-components (Asset Level Code "CL") to the end item. (T-1) For example, an AN/GPN-22 installed as a fixed facility may be made up of individual radar

scopes or radios that are ERRC “S” or “U”. As such, the fixed facility will possess an accountable property record and the individual radar scopes, etc., will possess sub-component accountable property records against the fixed facility.

11.6.5.6. Equipment custodians and LRS activities will coordinate the establishment of accountability with the local Civil Engineering Squadron for C-E items in FSC 5410 (Prefabricated Portable Buildings) and 5445 (Prefabricated Tower Structures). (T-1) Accountability for these items determined as real property will reside within the Base Civil Engineers accountability system. (T-1) The LRS APO will maintain accountability of items in these FSCs within ELMS when determined the equipment is not real property. (T-1)

11.6.5.7. Equipment custodians and LRS activities will adhere to government furnished property (GFP) procedures in accordance with DAFMAN 23-119. (T-1)

11.6.5.8. Establish accountability for Fixed Ground C-E equipment provided through a contract after installing the equipment. (T-1)

11.6.5.9. Equipment custodians will request accountability through EAE for fixed ground C-E equipment leased or rented longer than 12 months. (T-1)

11.6.5.10. Establish ELMS accountable property records against the using UIC on the highest assembly or system identifying the leased or rented equipment. (T-1)

11.6.5.10.1. Attach a copy of the lease or rental agreement as authority to establish ELMS accountability records. (T-1) Include the approved IT/NSSRD or PMD number and coordination of the base CCS program manager in the justification and item description block. (T-1)

11.6.5.11. Establish accountability for fixed C-E equipment Found On-Base (FOB). (T-1) Inventory adjustment procedures will be used to initiate accountability. (T-1)

11.6.5.11.1. Submit an AF Form 601 to obtain authorization, if applicable. Enter the approved IT/NSSRD or PMD number in the justification and end item block. (T-1)

11.6.5.11.2. When there is no approved IT/NSSRD or PMD on file in the local communications unit, the AF Form 601 must be validated and approved by the Communications Squadron Commander. (T-1)

11.6.5.11.3. Changes to fixed ground C-E equipment require the submission of an IT/NSSRD approved by the applicable authority (Base, MAJCOM, Air Staff, etc.) prior to processing accountable property record updates against the using UIC. (T-1)

11.6.5.12. Equipment custodians will notify EAE immediately of any modifications made to fixed ground C-E equipment that change the identity of the equipment. (T-1) Submit an AF Form 601 with supporting documentation reflecting the new stock number and cite the replacement stock number and Authorization ID, if required. (T-1)

11.6.6. International Organization for Standardization (ISO) Container Management. Containers with an acquisition cost of $5K or more will be accounted for in ELMS. (T-1) Reference DAFI 24-602, V2, for additional information.

11.6.6.1. EAE will provide the Asset ID number to the Container Control Officer (CCO) after initial property records are established for update within the Joint Container Management System (JCMS).

11.6.6.2. CCO/custodian will notify EAE to ensure property records reflect current physical location.

11.6.7. All GSA approved safes, drones, additive (3D) printers, and sUAS will be accounted for in ELMS. (T-1)

11.7. Communications Security (COMSEC) and Controlled Cryptographic Items (CCI) Program. COMSEC and CCI items are managed IAW the Committee on National Security Systems Instruction (CNSSI) 4001, Controlled Cryptographic Items (CCI) and further implemented by AFMAN 17-1302-O, Communications Security (COMSEC) Operations. This chapter provides additional supportive guidance on managing COMSEC/CCI.

11.7.1. AFLCMC/HNC is the designated DAF COMSEC/CCI Central Authority providing oversight management for all CCI assets held by DAF organizations and activities IAW AFMAN 17-1302-O and this publication. (T-1)

11.7.2. The LRS APO will provide AFLCMC/HNC a primary and alternate point of contact (POC) for referral of inquiries regarding COMSEC and CCI serial number reports and data. (T-1)

11.7.2.1. POC will serve as liaison between the LRS APO and AFLCMC/HNC. (T-1) The POC will assist LRS APO in resolving accountability and serial number reporting discrepancies identified by AFLCMC/HNC and provide other information as required. (T-1)

11.7.3. LRS/Logistics Management Activities will account for all COMSEC/CCI equipment within the ELMS APSR. (T-1)

11.7.4. LRS/Logistics Management Activities will ensure keyed COMSEC equipment is secured and controlled at the appropriate classification level. (T-1)

11.7.5. Keyed COMSEC equipment require management in accordance with applicable Operational Security Doctrine (OSD) and CNSSI 4005, Safeguarding Communications Security (COMSEC) Facilities and Materials, and CNSS Policy 1. (T-0)

11.7.6. Host LRS APOs will provide in-warehouse storage for unkeyed CCI equipment at the appropriate security protection equal to other higher value/sensitive material in accordance with CNSSI 4001. (T-0)

11.7.7. All COMSEC/CCI equipment will reflect CIIC “9” as cited in the Federal Logistics Information System Technical Procedures, Volume 10, Cataloging Data and Transaction Standards, **Table 61** (T-0) CCI will have a UIT indicator of ‘AAH’ in the ELMS catalog IAW DLM 4000.25, Volume 2. (T-0)

11.7.8. DAF equipment custodians possessing CCI equipment will adhere to COMSEC and CCI property management guidance. (T-0)

11.7.9. Airborne and deployable CCI equipment Authorization IDs appear in platforms applicable to each MAJCOM or weapon system supported end item. (T-1)

11.7.10. Submit AF Form 601 authorization requests for centrally managed and centrally procured PSC 5 CCI equipment to the appropriate Functional Area Manager for approval prior to acquiring or requisitioning new or additional CCI equipment. (T-1)

11.7.11. Maintain SF 153 COMSEC Material Report, for CCI equipment if transferred via manual shipping procedures. (T-1) Provide the Item Manager a copy of the SF 153 each time a transfer action occurs. (T-1)

11.7.12. EAEs will prepare a Custom (CIIC ‘9’) ELMS CIR and provide it to the responsible equipment custodian on the first duty day of the month in which the inventory is due. (T-1) Reference user’s guide for ELMS processes.

11.7.12.1. The Equipment custodians performing the physical inventory will sign the CIR (written or digital Common Access Card) affirming accountability of the physical assets, serial numbers are correct, and discrepancies are annotated. (T-1) Custodians will forward the signed CIR to the host EAE within 15 workdays of the date printed on the CIR. (T-1)

11.7.12.2. In the event of a "Suspect Loss", the unit commander or designated representative must sign the required inventory. (T-1) Note: Delaying signature due to an on-going or required FLIPL investigation is not authorized.

11.7.12.3. The equipment custodian will annotate the FLIPL number on the CIR for any assets with "Suspect Loss" status. (T-1)

11.7.12.4. EAEs will enter the equipment custodian’s physical inventory results annotated on the signed CIR into ELMS against the corresponding Unit Identification Code (UIC) and property record. (T-1) The Inventory Date field must be updated within the same month the inventory was initiated to prevent account delinquency. (T-1)

11.7.13. Organizational commanders are responsible for ensuring COMSEC incidents are reported for failure to inventory, loss of physical accountability, tampering, unauthorized access, etc. IAW AFMAN 17-1302-O, Chapter 9. (T-1)

11.7.13.1. Equipment custodians will submit COMSEC incidents IAW AFMAN 17-1302-O. (T-1) Custodians must submit the COMSEC incident report within 72 hours of notification or discovery of the incident as mandated by CNSSI 4001. (T-0)

11.7.13.2. EAEs will apply a Suspected Loss Status Code of “S” to ELMS CCI equipment property records upon determination an unkeyed CCI equipment cannot be accounted for and may be lost. (T-0) Retain CCI equipment property records in the applicable suspected loss status until resolved by follow on research, completion of a Financial Liability Investigation. (T-1)

11.7.13.3. EAEs will retain all supporting documentation substantiating the adjustment of CCI equipment property records in the Master Jacket File. (T-1) SF 153, DD Form 200, DD Form 1149, DD Form 1150, and DD Form 1348 are acceptable documents to justify the property record adjustment. (T-1) EAEs will provide inventory personnel all adjustment documentation. (T-1)

11.7.14. Equipment custodians and LRS Activities will coordinate financial liability inquiries and investigations with their local Key Management Infrastructure (KMI) Operating Account (KOA) Manager (KOAM) responsible for the overall COMSEC posture of their wing or installation COMSEC program. (T-1) The KOAM will assist and guide in the submission of applicable reports IAW AFMAN 17-1302-O. (T-1)

11.7.15. LRS activities and equipment custodians will coordinate all COMSEC and CCI equipment disposition requests with AFLCMC/HNC. (T-1) Transfer actions will occur once disposition instructions are received from AFLCMC/HNC. (T-1)

11.8. Specific Management Practices for COMSEC/CCI Equipment.

11.8.1. When KIV-42 assets are shipped directly to the custodian via courier, the IM will include instructions for the equipment custodians to provide necessary documentation to LRS Inbound Cargo within 3 duty days of the receipt of KIV-42. (T-1) LRS Inbound Cargo will coordinate with LRS EAE to establish appropriate accountability.

11.8.2. Equipment custodians will engage with EAE to request KI-111 CCI assets and ensure requisitions are loaded against the UIC specifically depot-programmed in the device's software. (T-1)

11.8.3. Responsible Officers of COMSEC/CCI assets (e.g., KG-66, KG-175D) will submit a signed certification memorandum and DD Form 200 FLIPL/ROS to the host APO requesting termination of accountability for losses due to operational testing and evaluation or operational requirements. In addition, a COMSEC Incident must be initiated by the equipment custodian responsible for the asset IAW AFMAN 17-1302-O Chapter 9. (T-1)

11.8.3.1. EAEs will use the certification memorandum and the completed DD Form 200 as supporting documentation for processing the administrative adjustment transaction against the item's property record and terminate serial number tracking requirements. (T-1)

11.8.3.2. EAE will file the certification memorandum and DD Form 200 in the custodian's Master Jacket File and attach a copy to the ELMS Increase/Decrease Report (M10 equivalent) to substantiate the COMSEC/CCI adjustment. (T-1)

11.8.4. Space weapons systems consist of ground stations and systems that may be deployed in tactical strategic roles. These systems consist of all ground electronic devices and components for missile warning and space surveillance control.

11.8.5. Equipment custodians, supply chain managers, and APOs will manage COMSEC incidents involving COMSEC and CCI devices as prescribed in AFMAN 17-1302-O and as follows: (T-0)

11.8.5.1. Unkeyed CCIs in accordance with CNSSI 4001. (T-0)

11.8.5.2. Keyed CCI in accordance with CNSSI 4003, Reporting and Evaluating COMSEC Incidents. (T-0)

11.8.5.3. Cryptographic High Value Products (CHVP) in accordance with CNSSI 4031, Cryptographic High Value Products. (T-0)

11.8.5.4. Equipment custodians, supply chain managers, and APOs will coordinate and notify all COMSEC incidents with AFLCMC/HNC and installation COMSEC managers. (T-1)

11.9. Enterprise Logistics Management System (ELMS). The ELMS-PA (Site ID FH-AFHAF) is the approved DAF APSR for Class VII general equipment. (T-1) Accountable property remaining in non-approved DAF APSRs will immediately migrate into ELMS upon identification of existence. (T-1)

11.9.1. ELMS property records are the sole authoritative source for use in validating the existence and completeness of an asset and will provide a comprehensive log of transactions suitable for audit. (T-1)

11.9.2. Subordinate property accounting systems containing DAF property must reconcile property records and indicative information records to ELMS and adjust subordinate system information and records to match the authoritative source. (T-0)

11.9.3. Agencies under the AFHAF site ID that request to be outside of LRS control will be required to submit official request to AFHAF Primary APO for approval. (T-1)

11.9.3.1. AUICs that reside under the AFHAF and outside of LRS control will have to appoint in writing an APO for approval to the parent site AFHAF Primary APO. (T-1) AUIC APOs will develop business rules that outline the structure, procedures and accountability of CFO and non-CFO property within the AUIC. (T-1)

11.9.3.1.1. AUIC APOs will publish AUIC business rules within MAJCOM supplement. (T-1)

11.9.3.1.2. AUICs will utilize the DAF Support Equipment Accountability ELMS AF-HAF new "AUIC" checklist for annual validation to maintain audit readiness. (T-1)

11.9.4. Transaction processing actions and file maintenance to custodial accounts are limited to EAEs, MAJCOMs, Supply Chain Operations Squadrons, 635 SCOW WRM Managers and AF/A4LR.

11.9.5. Air Force Support Equipment ELMS Information Owner (IO) and Alternate Information Owner (AIO). The ELMS IO and AIO specifically service ELMS Site ID FH-AFHAF. They provide functions for General Support Equipment access and related system issues. AF/A4LR is the designated IO for ELMS Site ID FH-AFHAF and DAF ELMS Functional Management Office (FMO) is the AIO.

11.9.6. System Access. Users must submit the following forms to the AIO: DD 2875 System Authorization Access Request (SAAR), User Agreement, ELMS Roles Request Form and a Training Certificate showing proof that Cyber Awareness training has been completed within the last 12 months. The user will verify form accuracy within the FMO Validation Tool prior to submitting the package to the AIO.

11.9.6.1. The US Government Sponsor (normally the Contract Quality Assurance Evaluator or Government Program Management Office representative) must endorse (as the supervisor) all ELMS access requests for contractor personnel. (T-1)

11.9.6.2. Each user requiring access to ELMS must have a ELMS eLearning account established prior to accessing the system. Users gain access to the system using their Public Key Infrastructure (PKI) certificate contained within their Common Access Card (CAC), or in some instances, users are issued a “Soft Certificate.” The AIO will review access requests for ELMS Site ID FH-AFHAF to ensure users have the appropriate permissions and all documentation is correct and forward to the ELMS Security Desk within 72 duty hours of acceptance. The ELMS Security Desk will enter the data into ELMS, creating the user account when all user access forms are proper and complete.

11.9.7. System Access Validation. Perform AIO Duties. ELMS AIOs are located at AFMC/A4N. The AIO will review and approve or disapprove all user requests. (T-1) The AIO

verifies the SAAR contains only the privileges required to perform the mission. (T-1) Extra scrutiny will occur at this level since the AIO is the last person in the approval chain before account creation and privileges are granted. Administrators will not update a data element the user can update in their profile. Under no circumstances will an administrator restore or reactivate an account when it is clear the user failed to fulfill their responsibilities or to avoid proper approval and validation by the supervisor or AIO. (T-1) ELMS AIO will validate completion of annual Cyber Awareness refresher training requirements. (T-1)

Table 11.1. ELMS User Roles and Profiles.

Number		Function	Level of Access	Acceptable Roles	Incompatible Roles (1)
1		Equipment Authorization Element (EAE)	Accountable – Unit Identification Code (AUIC)	Property Administrator (without FAD access) Manufacture Data Reports and Form Generation Data Inquiry Agency Pre-Defined Inquiry Agency Reports and Forms FSM Inquiry ICP Requisition Manager	3-14
2		Document Control	AUIC	Reports and Form Generation Data Inquiry Agency Pre-Defined Inquiry Agency Reports and Forms ICP Inquiry	3-14
3		Inbound Cargo	AUIC	Asset Receiver	All

				Data Inquiry Reports and Form Generation Agency Pre-Defined Inquiry Agency Reports and Forms ICP Inquiry	
4		Flight Service Center	AUIC	Asset Disposition Reports and Form Generation Data Inquiry Asset Transfer Agency Pre-Defined Inquiry Agency Reports and Forms	All
5		Property Custodian	UIC	Reports and Form Generation Data Inquiry Agency Pre-Defined Inquiry FSM Inquiry Manufacturer Data Serial Number	All
6		MAJCOM (A4R)	MAJCOM AUICs	Data Inquiry Reports and Form Generation	All

				Agency Pre-Defined Inquiry Agency Reports and Forms FSM Inquiry	
7		MAJCOM FAMs	Site	Agency Reports and Forms Data Inquiry Reports and Form Generation Agency Pre-Defined Inquiry FSM Inquiry	All
8		Catalog Managers	Site	Catalog Manager Manufacture Data Manager Data Inquiry Reports and Form Generation Agency Pre-Defined Inquiry Agency Reports and Forms	All
9		Loan Control Officer	Site	Property Administrator Data Inquiry Reports and Form Generation Agency Pre-Defined Inquiry Agency Reports and Forms	All

10		MAJCOM Centralized Equipment Management	Site	Property Administrator Data Inquiry Reports and Form Generation Agency Pre-Defined Inquiry Agency Reports and Forms FSM Inquiry	All (AETC, AFRC, AFSOC, and ANG include 11)
11		Force Systems Management (FSM) Officer	Site	Force Officer FSM Data Coordinator FSM Inquiry Data Inquiry Reports and Form Generation Agency Pre-Defined Inquiry Agency Reports and Forms	All, except 11
12		Authorization Managers	Site	Authorization Manager FSM Inquiry Data Coordinator Data Inquiry Reports and Form Generation Agency Pre-Defined Inquiry Agency Reports and Forms	All

13		Enterprise Equipment Support Flight	Site	Property Administrator Data Inquiry Reports and Form Generation Agency Pre-Defined Inquiry Agency Reports and Forms ICP Officer	All
14		AF/A4LR Equipment Functional	Agency	Agency Coordinator Data Inquiry FSM Inquiry Agency Report and Forms Reports and Form Generation Agency Pre-Defined Inquiry	All
15		DAF Functional Review Board Members	Agency	Data Inquiry Reports and Form Generation Agency Pre-Defined Inquiry Agency Reports and Forms	All
Note: (1) FIAR requirement to have segregation of duties. (DoD Notice of Finding)					

11.10. Internal Controls.

11.10.1. AF/A4LR Support Equipment Functional Manager will establish and utilize the Data Integrity and Reliability Management to oversee the management and health of property records and APSR within the DAF. The purposes of the data integrity program include:

11.10.1.1. Ensure the accuracy and reliability of accountable property data and records.

11.10.1.2. Promote operational efficiency and safeguard assets.

11.10.1.3. Encourage adherence to prescribed managerial policies.

11.10.1.4. Identify and quantify problems within the APSR preventing complete and accurate documentation.

11.10.1.5. Identify and provide solutions to root causes for poor data integrity.

11.10.1.6. Identify and provide recommended courses of action to resolve Financial Improvement and Audit Readiness (FIAR)-related policy and execution gaps and limitations.

11.10.1.7. The data integrity and reliability management will prioritize attention and effort to these key property commodities:

11.10.1.7.1. Capitalized Assets.

11.10.1.7.2. Serialized Assets.

11.10.1.7.2.1. Classified

11.10.1.7.2.2. COMSEC and CCI.

11.10.1.7.2.3. Small Arms and Light Weapons.

11.10.1.7.3. Government Furnished Property.

11.10.1.7.4. Other Accountable Property.

11.10.1.8. The Data Integrity and Reliability Management will key in on specific information, data, and codes relative to the below record types within approved APSRs:

11.10.1.8.1. Chief Financial Officer Records.

11.10.1.8.2. Item Indicative Data Records.

11.10.1.8.3. Item Property Records.

11.10.1.8.4. Custodial Master Data Records.

11.10.1.8.5. Serialization Records.

11.10.1.8.6. Malposition Property.

11.10.1.8.7. Excess (in-warehouse equipment) Property Records.

11.10.2. The AF/A4LR Support Equipment Management Functional Manager will:

11.10.2.1. Play a key role in system implementations and the clean-up and transfer of all data from existing management systems to the equipment APSR or authoritative system of record, as appropriate.

11.10.2.2. Analyze current and legacy supply chain data, develop, and coordinate strategic-level data cleansing efforts, and support initiatives to obtain and enforce FIAR compliance for accountable property and APSRs.

11.10.2.3. Utilize automated tools to extract data from primary and secondary sources.

11.10.2.4. Remove corrupt data and fix errors and related problems. Perform analyses to assess quality and meaning of data.

11.10.2.5. Lead the development of supply chain management solutions contributing to the modernization of policies, processes, and supporting technologies applied to the plans, postures, management, and disposition of DAF property.

11.10.2.6. Direct policy reviews and updates and facilitate and support working groups.

11.10.2.7. Spearhead functional input to information system requirements, design meetings, and functional review board working groups.

11.10.2.8. Champion and evolve working supply chain modernization solutions.

11.10.2.9. Develop, prepare, and present supply chain metrics promoting adherence to FIAR mandates.

11.10.2.10. Develop and manage a system to track, measure, and report data integrity errors by MAJCOMs, Wings, and units.

11.10.2.11. Leverage a Data Integrity and Reliability Team to ensure the execution of clean-up efforts and data correction initiatives at all levels of property management (strategic, operational, enterprise, and tactical levels of operation).

11.10.2.12. Provide and brief metrics and courses of action to AF/A4L and AF/A4 on a quarterly basis beginning each fiscal year.

11.10.3. Data integrity and reliability will utilize metrics and analyses necessary to measure data integrity and accuracy in the APSR. These products will become a shared resource throughout the DAF for the enhancement of strategic, operational, and tactical programs.

11.10.3.1. MAJCOM A4Rs will coordinate data integrity requirements and oversee installation-level corrections and completion of initiatives. (T-1)

11.10.3.1.1. All logistics readiness activities and equipment management supply chain activities will participate in the data integrity and reliability corrections.

11.10.3.1.2. The owning account or process organization is responsible for correcting errors that belongs to the performing work center. This includes engaging with custodial organizations for resolution.

11.11. ELMS Site Identification Management.

11.11.1. All units or organizations requiring independent ELMS site ID’s must coordinate with AF/A4LR.

11.11.2. Approved and established ELMS Site ID will be validated annually and maintained by AF/A4LR.

11.12. Organization Data Elements (ODE). The establishment of Unit Identification Code (UIC)s and associated Master Data will be accomplished by AFMC/437 SCOS. (T-2) When units require updates to UIC or Master Data information within ELMS, they will submit a request to AFMC/437 SCOS. The 437 SCOS will:

11.12.1. Manage the Organizational Data Elements (ODE) program. (T-1)

11.12.2. Ensure the appropriate force element is applied for units that require authorization management on the Property Accountability Master Data File. (T-1)

11.12.3. Attach the appropriate Unit Identification Code (UIC) to the force element within the Force System Management Module. (T-2)

11.13. Enterprise Logistics Management System (ELMS) Modules. ELMS contains multiple modules: Property Accountability (PA), Maintenance & Utilization (M&U) Warehouse Management, Materiel Management/Inventory Control Point (ICP), Air Force ELMS Registry Small Arms/Light Weapons (SA/LW) and Force Systems Management (FSM).

11.13.1. ELMS-Property Accountability (PA) is the module that provides a means to track the lifecycle of property. The DAF utilizes ELMS-PA to account for and maintain all in-use equipment details.

11.13.1.1. In-warehouse details is equipment that is physically stored within LRS for issue to organizations (non-in-use equipment).

11.13.2. ELMS Warehouse Module provides logistical operations including – asset lifecycle, individual & unit issuing, inventory replenishment, material movements, and physical inventories.

11.13.3. ELMS Maintenance and Utilization (M&U) is the module that complements ELMS-PA and ELMS-Warehouse. The M&U module provides the tools necessary to track maintenance work orders, equipment usage, and mitigate costs. Note: Each functional community determines utilization of this module.

11.13.4. Materiel Management/Inventory Control Point (ICP). This module provides an Inventory Control System that manages warehouse inventories, routes and processes materiel and customer requisitions, maintains, and enforces contracts for item managers, automates OM&S accounting and reporting, and provides in-transit tracking. ELMS ICP is utilized for requisitions for PSC 5 equipment items. (T-1)

11.13.5. The AF ELMS Registry Small Arms/Light Weapons (ELMS SA/LW Registry) module process provides the ability to view, create, update, and track weapons with the Department of the Air Force (DAF).

11.14. Force Systems Management Module (FSM). ELMS will contain the Force Systems Management Module and serve as the sole authoritative source for identifying and maintaining DAF-approved equipment authorizations for centrally managed/centrally procured (PSC 5) equipment, as well as force and organization authorizations. (T-1)

11.14.1. FSM is the primary source for PSC 5 equipment authorizations associated with UTC mobility (Readiness Code A), non-mobility (Readiness Code B), Joint Use (Readiness Code C), and War Reserve Materiel (Readiness Code D), under the perspective Force Element (FE). (T-1)

11.14.2. LOGDET is the primary source to identify non-PSC 5 equipment requirements needed to support UTCs. Non-PSC 5 equipment will be maintained and documented in LOGMOD in accordance with DAFMAN 10-406, Unit Type Code Management. (T-1)

11.14.3. Custodial organizations will capture all non-accountable equipment requirements for mobility and non-mobility, as determined by functional managers or equivalent on Organizational Visibility Lists or local data bases. (T-1)

11.14.4. Items not requiring authorization management will still require the establishment of accountable property records when the item meets the prescribed thresholds. (T-0) Reference user's guide for ELMS processes.

11.14.5. Authorization Manager. Authorization Managers are responsible for establishing and maintaining ELMS Authorization Identifications (Authorization ID), Platforms, Mission Descriptions, and all other associate data. Air Reserve Components (ARC) will perform Authorization Manager roles for National Guard and Reserve Command organizations and requirements. Authorization Managers will:

11.14.5.1. Maintain authorization detail records for each Authorization ID. Ensure prime stock numbers are loaded with appropriate Readiness Code, justification, force requirement (F. Req), and UTC. Also, ensure ELMS Multiplier and Organizational Authorization (O. Auth) records are accurate and updated as required. (T-1)

11.14.6. AFMC/440 SCOS and Air Reserve Components (ARC) are responsible for overall management and data integrity of authorization records they control within FSM Force Element Support, Equip 01 and will ensure compliance with established policies and guidance governing equipment authorizations. (T-1) AFMC/440 SCOS and ARCs will:

11.14.6.1. Ensure compliance with established policies and guidance governing equipment authorizations. (T-1)

11.14.6.2. Appoint the Force Systems Management Officer. (T-1) Note: MAJCOM Centralized Equipment Management will manage equipment included in peculiar Platforms identified in **Table 11.2** (T-0)

11.14.6.2.1. Force Systems Management Officer. The Force Systems Management Officer is responsible for day-to-day Force Management Systems operations. Force System Management Officer will:

11.14.6.2.1.1. Appoint Authorization Managers as required to oversee all FSM authorizations under their purview. (T-1)

11.14.6.2.1.2. When required, participate and assist with biennial UTC reviews IAW DAFMAN 10-406. Update the FSMO Authorization ID review schedule to capture completion of Authorization ID reviews during Manpower & Equipment Force Packaging (MEFPAK) responsible agency FAM schedule. Perform non-mobility authorization reviews as determined by the FSMO to ensure quantities are adequate for the sustainment of base support operations during deployments. (T-1)

11.14.6.2.1.3. Establish internal controls to prevent unauthorized changes to FSM data under their purview. (T-1)

11.14.6.3. Authorization Manager. AFMC/440 SCOS Authorization Managers are responsible for establishing and maintaining ELMS Platforms, Authorization Identifications (Auth ID), Mission Descriptions, and other associated data. Exception: WRM Authorization Management Office are the managers for Force Element PIO. Air

Reserve Components (ARC) will perform limited Authorization Manager roles for Reserve Command organizations and requirements. Authorization Managers will:

11.14.6.3.1. Maintain authorization detail records for their respective Authorization IDs. (T-1)

11.14.6.3.2. When requested, participate in biennial mobility Authorization ID reviews. Conduct non-mobility Authorization ID reviews as directed by the FSMO. (T-1)

11.15. Air Force ELMS Functional Review Board (FRB).

11.15.1. The Functional Review Board (FRB) provides oversight to manage and approve requirements for all ELMS using communities within the Department of the Air Force (DAF). This includes future state standardized business processes, as well as enabling ELMS IT solutions. The Chair of the FRB also serves as the Configuration Control Board (CCB) representative for general equipment.

11.15.2. The purpose of the FRB is to operate as the single point of control to the ELMS Program Management Office (PMO), which includes review and prioritization of AF ELMS System Change Requests (SCRs) and Air Force Logistics IT (Log IT) governance as it pertains to DAF presence in ELMS.

11.15.3. The objective of the FRB is to review new proposed requirements and prioritize requested system changes or new functionality in relation to all other prior documented changes approved by the FRB. Approvals include funding, site ID review/approval, and review for applicability in relation to the strategy and guidance outlined by the Log IT Working Group (WG).

11.15.4. The FRB formalizes membership through a charter signed by the FRB Chairperson. The Chair or voting members may invite other organizations to the FRB as required. AF/A4LR will maintain a list of current voting and advisory members.

11.16. ELMS System Change Requests (SCR). The System Change Request Form is located on the ELMS main page (Support tab).

11.16.1. All SCRs will require MAJCOM review/approval to ensure valid requirements. MAJCOMs will submit approved SCRs for HAF review/approval. (T-1)

11.16.2. All HAF-approved SCRs will be assigned a numerical number for tracking with status updates via Air Force Logistics Readiness Equipment Policy SharePoint.

11.16.3. MAJCOMs will submit approved SCRs to the FMO for follow on submission to HAF for review/approval.

11.17. New ELMS FSM Platform Requests.

11.17.1. Proposing a new platform. Any activity may develop a new platform to perform a specific duty or function.

11.17.1.1. Forward new platform requests through MAJCOM channels. Include statements of evaluation by Equipment Review Authorization Activity (ERAA) with a proposed force requirement on the request. (T-1)

11.17.1.2. Send a copy to the AFMC FSMO for approval. (T-1)

11.17.1.2.1. Include the recommended title, justification, proposed platform description, and special information in sufficient detail to permit the evaluation of the stated equipment requirements. Explain pertinent data. Include such things as a functional chart, copies of directives assigning new or expanded functions, numbers, and skills of personnel available or required for equipment operation and maintenance, level of maintenance to be performed, student load, peacetime, and wartime workload.

11.17.1.2.2. Include a complete list consisting of the NSN, nomenclature, justification, Readiness Code, UTC, and force requirement for each of the proposed items. (T-1)

11.17.2. During the development stages of the new platform, items required to support the weapon system during mobility contingencies are identified and included in the platform. The FAM will identify general-purpose equipment required to support a mobility tasking and coordinate with AFMC/735 SCOG to incorporate these requirements. (T-1)

11.17.3. Platform changes will be coordinated through the MAJCOM, which has approval/disapproval authority. (T-1)

11.17.4. Air Force policy dictates that Reg AF, and reserve force units tasked with the same UTC requirements will be similarly equipped so that they can be used interchangeably. To achieve this goal, Mobility Equipment (ME) required to meet the wartime tasking of reserve forces must be identified by the gaining MAJCOM in coordination with ANG, AFR, and AFMC Authorization Manager. (T-1)

11.18. Authorization Identification (ID) Management.

11.18.1. Authorization IDs will list the master item in the Interchangeable and Substitute Group. A master NSN will not be substituted for another master and will require a new authorization request.

11.18.2. AFMC/440 SCOS will perform and resolve Authorization ID variances monthly utilizing the following reports:

11.18.2.1. Interchangeable and Substitute Groups. Review all Authorization IDs and ensure stock numbers are loaded against the master stock number when contained within an I&S group. Utilize BLADE reports, or ELMS products as available, to identify erroneous NSNs and update the Authorization ID.

11.18.2.2. Validate the accuracy of all UTCs loaded against authorization details. Associated MAJCOMs concurrence as required. (T-1)

11.18.2.2.1. All Mobility Equipment will have a valid UTC assigned. (T-1)

11.18.2.3. Unit Postures. Validate the unit posture requirement against the FSM Multiplier. Associated MAJCOMs concurrence as required. (T-1)

11.18.2.4. Organizational Authorizations. Validate the quantity contained in the O. Auth data field is accurately calculated in FSM (e.g., F. Req x O. Req = O. Auth). (T-1) Validate UIC assignments to ensure Authorization IDs are applied to the appropriate organization. (T-1) Utilize exported information from FSM to capture populated quantities in the authorization review tab of FSM and applied UIC assignments. (T-1) Note: When the Multiplier flag is turned on, the O. Auth will automatically be a calculation of the F. Req x Multiplier.

11.19. War Reserve Materiel (WRM) Authorizations.

11.19.1. WRM authorizations are based on formal wartime tasking as determined by HQ AF/A3O and the appropriate MAJCOM operational OPR.

11.19.2. War Reserve Materiel (WRM) Authorization Management. WRM Authorization IDs provide a means to allow the equipment necessary to support WRM requirements.

11.19.3. The WRM Program Management and Integration Office is the centralized equipment management authority as it pertains to WRM for the enterprise. (T-1)

11.19.3.1. Identify organization WRM overages and suspense units to either return equipment or submit authorization change requests to retain the property. (T-1) Note: Overages are dependent upon WPARR change document.

11.19.4. Authorization will reside in ELMS-FSM under Force Element-PIO. (T-1)

11.19.4.1. Submissions of AF Form 601, for command-level approval is not necessary when adequate authorization criteria are published or have otherwise been provided to the APO by WRMO to permit base-level determinations of items and quantities of equipment to be authorized. (T-1) Note: Submissions of AF Form 601 is not required for WRM authorizations (WRM does not utilize AF Form 601's to update authorizations).

11.19.5. WRM Managers will coordinate with FAMs and pilot units to determine items and quantities of equipment for authorization and preposition. (T-1)

11.19.5.1. FAMs and WRM Managers will similarly equip Reg AF, and reserve force tasked with the same UTC requirements to maximize interchangeability among supporting units. (T-1)

11.19.5.2. Coordinate Air Reserve Components (ANG and AFRC) requirements with the gaining MAJCOM, WRM Managers, and authorization managers.

11.19.6. All equipment to support a UTC will be on-hand, on-order, or contained in appropriate budget documents when not centrally procured. (T-1)

11.19.6.1. Storage locations will establish requisitions for WRM/BEAR shortages.

11.19.6.1.1. Project code L86 will be used to identify initial/increased BEAR requirements.

11.19.7. WRM Managers may include Commercial-off-the-Shelf (COTS) SE within the PIO authorization once the functional community has validated the asset is safe to use to support operations. (T-1)

11.20. ELMS Centralized Equipment Management. These responsibilities are applicable to AFMC/440 SCOS, War Readiness Materiel Managers, and MAJCOM Centralized Equipment Management. Personnel will:

11.20.1. Identify and apply Authorization ID records to respective UICs as needed. (T-1)

11.20.2. Download and maintain weekly authorization listings from the AFMC/404 SCMS SharePoint site as report capabilities become available for use for Degraded Operation purposes. (T-1)

11.20.3. WRM Global Managers (AFMC/AFSC/635 SCOW) will retain responsibilities for assets pertaining to WRM data records and organizations in addition to responsibilities contained in this chapter as applicable. (T-1)

11.20.4. MAJCOM Centralized Equipment Management will retain responsibility and authority for assets included in peculiar Platforms as identified in **Table 11.2** (T-1) MAJCOM Centralized Equipment Management will participate in biennial UTC and authorization reviews as appropriate. (T-1)

11.20.4.1. Special Operations Peculiar (SO-P) equipment is solely designated for SOF use under the direction of USSOCOM/J4 who is responsible for SO-P development and acquisition. Note: Non-SOF units will coordinate with USSOCOM/J4 prior to ordering SOS H9D assets. (T-1)

11.20.4.1.1. Non-AFSOC units will not purchase any equipment items using unit funds or otherwise without the approval of HQ AFSOC A4RM when the NSN is coded to source of supply H9D. Attach AFSOC approval to the Asset ID. (T-1)

Table 11.2. Peculiar Platforms.

PLATFORM	COMMAND	PLATFORM TITLE
135	AFSOC	UNITED STATES SPECIAL OPERATIONS COMMAND
159	AFMC/635 SCOW	WORLDWIDE BASIC EXPEDITIONARY AIRFIELD RESOUCES (BEAR) IN BEAR ORDER OF BATTLE (BOB) CONFIGURATION
255	AFSOC	CV-22B OSPREY ORGANIZATIONAL/INTERMEDIATE MAINTENANCE.
364	AMC	KC-46A ORGANIZATIONAL/INTERMEDIATE MAINTENANCE.
470	AFSOC	AC-130J, MC-130J, and HC-130J ORGANIZATIONAL/INTERMEDIATE MAINTENANCE.
751	AMC	AMC ENROUTE RECOVERY
805	AETC	NUCLEAR WEAPONS TRAINING
922	AETC	AETC TRAINING DEVICE SUPPORT EQUIPMENT AT SHEPPARD AFB, GOODFELLOW AFB AND LACKLAND AFB. NONMOBILITY

11.21. Equipment Review Authorization Activities (ERAA).

11.21.1. Program Office and Functional ERAAs are a collection of technically qualified individuals or organizational representatives responsible for determining when requested equipment meets engineering, economic, and mission requirements.

11.21.1.1. Materiel Management ERAAs perform supply functions to assist with the facilitation of equipment management.

11.21.1.2. Lead ERAAs are located at the host supply chain organization they will collaborate actions with the AFMC/440 SCOS and MAJCOM Equipment Management on behalf of the units within their assigned wing. (T-1)

11.21.1.3. Lead Commands ERAAs will perform equipment management functions for new and emerging command weapon and support systems when a platform has not been formally established. Once established the AFMC/440 SCOS will assume responsibility. (T-1)

11.21.2. New and emerging command weapon system and support systems are those in the initial stages of determining support equipment forecasting, programming, assessment, disposition, and readiness requirements. (T-1)

11.21.3. The Program Office, MAJCOM Command Equipment Management, Lead Commands ERAA and AFMC/440 SCOS will determine an appropriate date to transfer responsibilities if applicable after authorization standards can support sustained operations. (T-1)

11.21.4. MAJCOMs that retained Centralized Equipment Management functions include Air Reserve Components (NGB and AFRC), Logistics Readiness Divisions for Air Education and Training Command (AETC), Air Force Special Operations Command (AFSOC) and Air Mobility Command (AMC) will perform specific equipment management roles, emerging and existing weapon, and support systems. (T-1) Note: MAJCOMs who have divested Centralized Equipment Management functions to the AFMC/440 SCOS, 440 SCOS will perform these responsibilities on the MAJCOM's behalf.

11.22. AFMC/440 SCOS. Will provide guidance and oversight to AF organizations and assist with enterprise equipment requirements unless otherwise directed.

11.22.1. Redistribute and issue equipment based on war and peacetime needs of AF units. (T-1)

11.22.2. Appoint a representative to the EPWG. (T-1)

11.22.3. Validate national stock numbers, ensure the national stock numbers are active and identify replacement national stock numbers for obsolete/terminal stock numbers. (T-1)

11.22.4. Manage out-of-balances conditions for overages and shortages and published to the 404 SMCS SharePoint weekly. (T-1)

11.22.5. Report forecast equipment authorization data as required, to project equipment requirements in support of programmed/unprogrammed unit actions, when capability exists. (T-1)

11.22.6. Reviews AF Form 601s, forwards to reviewing authorities and inputs the approved authorization change into the Support Equipment APSR. (T-1) Note: MAJCOMs who have divested Centralized Equipment Management functions to the AFMC/440 SCOS, 440 SCOS will perform these responsibilities on the MAJCOM's behalf.

11.22.7. Ensure information for Chief Financial Officer (CFO) assets on RDO requests match the applicable Asset ID record and an attachment is loaded. (T-1)

11.22.8. Coordinate with functional area managers for the prioritization of support equipment requirements. (T-1)

11.22.9. Review and submit LP and LR waiver requests for Centrally Managed and Procured ERRC “S” and “U” items to AFMC. Refer to specific requirements for LP and LR waiver requests provided in this publication. (T-1) Note: Base funds cannot be used to procure alpha budget coded items.

11.22.9.1. Ensure redistribution of equipment is not possible to satisfy the urgency of the mission requirement. (T-1)

11.22.9.2. Ensure criticality categories have been assigned appropriately within the MAJCOM Criticality table and applicable key supporting documentation is on file. (T-1)

11.22.10. Work with functional managers to assess the criticality of MAJCOM requirements and record those assessments within the MAJCOM Criticality table. (T-1)

11.22.11. Perform required Authorization ID reviews.

11.22.12. Provide training and assistance to ERAAs, ensuring requirements are valid, justified, and clearly support the authorization. (T-1)

11.23. Equipment Authorization Requests. Equipment change requests are submitted when equipment authorizations are inadequate, excessive, or unsuitable for the required function.

11.23.1. AF Form 601, Authorization Change Request, Authorization ID reviews, and the SERD process are the only methods of requesting authorization changes within ELMS FSM.

11.23.1.1. Program Offices (or equivalent) will submit an AF Form 601 for PSC 5 equipment direct delivered to the user if a current authorization does not exist. (T-1) Note: Utilize the multi-authorization request template for multiple requirements.

11.23.2. Authorization Managers will apply authorizations to the appropriate ELMS UIC. Only centrally managed/centrally procured (PSC 5) NSNs require an authorization. (T-1) Authorization management is required for centrally managed/centrally procured RDT&E ERRC “S” and “U” assets.

11.23.3. Custodians will coordinate authorization requests with the host EAE to validate information on the request and provide corrective action as appropriate. (T-1) The custodian must identify and document the responsible approving authority for the request (e.g., Functional Area Manager (FAM), WRM Manager). (T-1)

11.23.3.1. The custodian must ensure the appropriate Functional Area Manager (FAM) is identified in the Approving Authority block to approve the Authorization Change Request for all readiness codes. (T-1) Note: List of current FAMs and UTC requirements are published in accordance with AFI 10-401 and AFI 10-403.

11.23.3.1.1. For Readiness Code D requirements contact the AFMC/635 SCOW WRM Global Management Office.

11.23.3.1.2. The DAF COMSEC/CCI Central Authority will serve as the Approving Authority for all COMSEC/CCI requests. (T-1)

11.23.3.1.3. The AFMC/440 SCOS Aviation Support Equipment Management Flight will serve as the Approving Authority for all Aviation Support Equipment. (T-1)

11.23.3.1.4. AFMETCAL will serve as the Approving Authority for all PMEL equipment. (T-1)

11.23.3.1.5. AFPET will serve as the Approving Authority for all POL equipment. (T-1)

11.23.3.1.6. AFSFC will serve as the Approving Authority for all SA/LW equipment with the exception of GO PDWs. (T-1)

11.23.3.2. An ACR for changes or deletions for Support Equipment on an established UTC can originate from any non-pilot unit and must be routed to the applicable pilot unit for their approval before going to the AFMC/440 SCOS or MAJCOM Centralized Equipment Management. (T-1)

11.23.4. AF Form 601 submissions will include the name, grade/rank, and office symbol of the requestor, type of request, e.g., new, decrease, etc., and unit cost of the item(s) requested. (T-1) AF Form 601 will also include all applicable data elements in **Table 11.3** (T-1)

Table 11.3. Authorization Change Request Requirements.

FIELD	CONDITION
Authorization ID/Platform	Must match FSM
Stock Number	Must be the Master National Stock Number. **Do not submit requests for Expendable, repairable, recoverability cost designators: N (XB), P (XF), and T (XD)**
Nomenclature	Must match Federal Logistics Information System
Accountable Unit Identification Code	Must match the AUIC associated with the host Accountable Property Officer
Unit Identification Code	Must match the ELMS UIC associated with the requesting account
Organization Identification Code	Must match the Organization Identification code associated with the UIC
Readiness Code	Must match the appropriate requirement: mobility (Readiness Code A), non-mobility (Readiness Code B), Joint Use (Readiness Code C), and War Reserve Materiel (Readiness Code D)

Unit Type Code	Will be validated by the pilot unit and Functional Area Manager
Current Force Requirement	Must match the existing F. Req if applicable
New Force Requirement	Must match the Pilot Unit if applicable
Current Organization Authorization	Must match the existing O. Auth
New Organization Authorization	Must be the product of the new F. Req (quantity per tasking) x O. Req (number of times unit is tasked for the specific UTC), or new requested authorized quantity (Readiness Code B)
Justification and Item Description	Description of item requested. Justification must contain sufficient details to define and validate the need for inclusion within the requested Platform/Authorization ID. Include technical orders, command directives, applicable end item, weapon system and/or aircraft, operating orders, plans, or any other directive concerning the equipment requirement. Include page, paragraph, figure, or index, as appropriate. Include any other pertinent information, such as level of maintenance, turnaround requirements, volume of work, etc. If the request is for an increase in quantity, provide a detailed explanation as to why the current authorization does not meet operational needs, to include the suitability of similar items in current Authorization IDs. **(Note 1)**
Note 1. Reviewing Authorities will not prevent the change request from advancing to the Approving Authority based upon non-concur with the justification provided that all required information is noted.	

11.23.5. The host EAE will perform the following checks to ensure data elements are accurate:

11.23.5.1. Ensure initiator data is correct and Section I fields are populated by the initiator. The Responsible Officer must concur with the ACR as a Reviewing Authority prior to loading onto the FSM SharePoint. (T-1)

11.23.5.2. Verify Section II correctly captures type of request the initiator is submitting for approval. (T-1)

11.23.5.3. Verify Section III correctly identifies the Authorization ID/Platform, Stock Number, Nomenclature, Accountable UIC, UIC, Organization Id, Readiness Code, UTC, Force Requirement (current and new), Organization Authorization (current and new), justification, and item description. (T-1) See **Table 11.3**.

11.23.6. EAE will:

11.23.6.1. Upload the validated authorization change request to the FSM SharePoint site: **https://usaf.dps.mil/teams/12599/Lists/AF%20Form%20601%203/AllItems.aspx**. Standardize the document name to the 5-digit Julian date, SRAN, and 3-digit serial number

(e.g., 24261FE2067001; to represent 9/17/2024, Robins AFB, and the first validated authorization change request for that day). (T-1)

11.23.6.2. Insert a copy of the validated AF Form 601 in the appropriate Master Jacket file. (T-1)

11.23.7. AFMC/440 SCOS and/or Centralized Equipment Management activities will review the AF Form 601 for accuracy and ensure the coordination is in the proper format. (T-1)

11.23.7.1. The AFMC/440 SCOS and/or Centralized Equipment Management will return the AF Form 601 to the requester for corrections or additional information, as required. The requestor will reassign the AF Form 601 to the AFMC/440 SCOS and Centralized Equipment Management upon completion of the updates. (T-1)

11.23.8. The Lead Command FAM or appropriate Functional Area Manager will review ACRs for approval. (T-1) FAMs may submit ACRs; they must be coordinated with the AFMC/440 SCOS/Centralized Equipment Management and Reviewing Authorities. (T-1) Note: When the AF Form 601 is to add a new NSN the FAM needs to state that in the justification.

11.23.8.1. FAMs will notify the respective AFMC/440 SCOS and Centralized Equipment Management on all disapproved ACRs and provide justification for disapproval. (T-1) The respective AFMC/440 SCOS and Centralized Equipment Management will notify the EAE for any disapproved requests. (T-1) The EAE will notify the requesting activity. (T-1)

11.23.9. Authorization Managers will ensure authorization concerns are properly adjudicated with the FAM, take action to add, update, or delete relevant data elements in FSM and notify the Requestor upon completion. (T-1)

11.23.10. ACRs will be considered delinquent when not completed within 45 calendar days. AFMC/440 SCOS and Centralized Equipment Management will disapprove delinquent ACRs apart from those pending Authorization Manager action. (T-1) Authorization Managers will add applicable comments to the FSM SharePoint for delinquent ACRs pending action. (T-1)

11.24. ELMS Force System Management Authorization ID Reviews. The Minimum Reserve Authorization (MRA) FAM maintains the schedule for Readiness Code “A” (UTC) reviews IAW DAFMAN 10-406, Unit Type Code Management. The Force Systems Management Officer (FSMO) will maintain and publish the schedule of upcoming Readiness Code “B” Authorization ID reviews to the FSM SharePoint. (T-1)

11.24.1. MAJCOMs may request reviews for mission changes, new or modified operational or maintenance concepts, conversion from one weapon system to another, or when determined to be mission critical. The activity requesting the review must provide justification and obtain coordination from other using MAJCOMs.

11.24.1.1. Mobility Authorizations (Readiness Code A). Biennial UTC review requirements are captured in DAFMAN 10-406. Authorization Managers or their representative must attend when identified as mandatory participants. MAJCOM Centralized Equipment Management should attend. Authorization Managers will:

11.24.1.2. Assist MRA FAMs in validating all pilot and non-pilot unit FSM UTC requirements. Substantiate increases or decreases with FAM approved AF Form 601 and document changes on the working copy Authorization ID report, as applicable. (T-1)

11.24.1.2.1. Ensure non-pilot unit authorizations mirror the pilot unit standard package multiplied by number of UTC tasks the unit is postured to support. (T-1)

11.24.1.2.2. Ensure deviations from the pilot unit standard package are approved by the MRA FAM. The MRA FAM will provide justification for deviations to Authorization Managers and the justification will be documented and re-validated during the next biennial review. (T-1)

11.24.1.3. Validate stock numbers are only non-expendable (ERRC S or U) PSC 5.

11.24.1.4. Ensure authorizations are leveraged against the Master NSN when part of an interchangeable and substitute group. (T-1)

11.24.1.5. Document all authorized changes onto a single report. The Authorization Manager and MRA FAM will sign and date the report certifying the changes as valid. The Authorization Manager will maintain the report until the next authorization review. (T-1)

11.24.1.6. Update FSM Authorization Detail records and ensure O. Req and O. Auth quantities are appropriately changed. (T-1) Note: When the FSM Multiplier field is populated, the system will auto-calculate the O. Auth based off F. Req x O. Req inputs. (T-1)

11.24.1.7. Conduct biennial authorization review and when feasible align reviews with the FAM UTC review. (T-1)

11.24.1.8. Mandatory biennial authorization review attendees must include AFMC/440 and MAJCOM Centralized Equipment Managers. (T-1)

11.24.2. Base Support Authorizations (Readiness Code B). Base support requirements are non-mobility accountable equipment assets necessary to support installation-level operations to include “special” authorizations type code. MAJCOM Centralized Equipment Management and MAJCOM functional managers will review Readiness Code “B” authorizations annually. Representation will include Lead MAJCOM Functional Authorities, Command Functional Area Manager, Pilot Unit, contractors, or activities having subsystem or related support responsibilities (as applicable), and other Commands utilizing the subject Authorization ID. (T-1)

11.24.2.1. The Authorization Manager will serve as the Chairperson for scheduled reviews and coordinate out of cycle reviews with the requesting activity and appropriate representatives. All minutes will be captured and documented for submission to the FSM SharePoint. Additionally, the last review date will be published under the ‘Authorization Management tab’ in FSM for enterprise visibility. (T-1)

11.24.2.2. Extract all pending AF Form 601 Authorization Requests, ensure the requests are included in the authorization review. Email the complete list of Base Support authorizations with last approved review change report to the applicable lead command FAM for validation. Authorizations from comparable units will also be emailed to ERAA for comparison. (T-1)

11.24.2.3. At least 30 days prior to the scheduled Authorization ID review, the Authorization Manager will provide identified representatives an agenda and current working copy Authorization ID report which includes organization authorizations

quantities, justification (if applicable), authorization type, authorization description, and date last reviewed. (T-1)

11.24.2.4. All identified representatives must review the current working copy in advance and address any additions, changes, or deletions required by their functional community. Commands will submit comments to the lead MAJCOM Centralized Equipment Management (or equivalent) point of contact prior to in-person reviews when representation will not attend. (T-1) Note: New ACRs will not be submitted less than 45 days prior to the scheduled review unless mission requirements dictate. (T-1)

11.24.2.5. Authorization Managers will ensure authorization concerns are properly adjudicated. The FAM/functional community makes the final determination regarding authorizations. (T-1)

11.24.2.6. Authorization Managers will ensure the completed validated report is signed by the applicable FAM, update FSM Authorization Detail records, and file the report until the next Authorization ID review. (T-1)

11.24.3. Special Authorizations. Special authorizations are for accountable equipment assets necessary to support operations that do not fall under standard authorization management, e.g., RDT&E non-recurring projects. AFMC/440 SCOS will:

11.24.3.1. Review special authorizations annually and verify justification still applies.

11.24.3.1.1. Provide an Authorization ID report which includes organization authorization quantities, justification, authorization description, and expiration date to the FAM. (T-1)

11.24.3.1.2. Authorizations no longer required will be deleted and overage items dispositioned based on IM/PM direction. (T-1)

11.24.3.2. Ensure the completed validated report is signed by the applicable FAM, update FSM Authorization Detail records, and file the report until the subsequent annual review. (T-1)

11.25. Forecasting.

11.25.1. New Equipment Requirements. Forecasting is necessary to support future organizations changes, future fielding of new or modified weapon/support systems, Special Training Equipment Program (STEP) requirements, WRM changes, and Military Equipment changes.

11.25.2. The MAJCOM/FOA/DRU/AFMC/440 SCOS will perform the following:

11.25.2.1. Ensure the accurate forecasting of future requirements are noted in the classified equipment requirements computation system once the capability exists. (T-1)

11.25.2.2. Ensure forecast authorization equipment data only contains those PSC 5 items indicated as non-expendable by assignment of ERRC code “S” or “U” within FSM. (T-1) Note: Do not include expendable items in forecasts submitted by the owning MAJCOM.

11.25.2.3. Submit forecast data as soon as possible after requirements are known (corresponding Organization Information Data is also necessary). (T-1) Note: It must be stressed that forecasting affects only authorizations. It does not affect actual movement of

assets. However, may cause reallocation of existing assets within the equipment item requirements computation affecting the AFMC budget/buy requirement position. The actual redistribution of SE assets, caused by movement of a system or subsystem, is subject to negotiations between the MAJCOMs, the SPM, and the IM. (T-1)

11.25.2.4. The owning MAJCOM Centralized Equipment Management and AFMC/440 SCOS is responsible for developing, maintaining, and reporting forecast authorization equipment data, as required, to project equipment requirements in support of programmed and unprogrammed unit actions. (T-1) Note: Failure to submit accurate forecasts in a timely manner will negatively impact the ability of the AFMC Supply Chain Management Squadrons to support the projected change.

11.25.2.5. The owning MAJCOM will develop forecasts for base funded items and furnish them to the bases to ensure their budget projections are accurately projected. (T-1) Reporting forecasts for base funded assets to AFMC is not required.

11.25.2.6. The owning MAJCOM will notify the host MAJCOM when a unit is to be activated, inactivated, or when a mission change will occur within host MAJCOM area of control. (T-1) Additionally, the owning MAJCOM will provide the host MAJCOM with all applicable unit forecast authorization equipment data, for centrally procured (CP) and base funded items. (T-1)

11.25.2.7. The applicable MAJCOM Centralized Equipment Management will actively participate with the SPO and SPM in the mock-up inspections, development of engineering inspections, contractor technical compliance inspections, weapon system phasing group meetings, SE reviews, provisioning conferences and other related meetings pertinent to the weapon/support system program. (T-1)

11.25.2.8. When forecasts are developed for programmed changes, the MAJCOM Centralized Equipment Management must ensure that ELMS Authorization IDs are not established prior to the actions identified in the following paragraphs. (T-1)

11.25.3. Authorizations for Organization Equipment.

11.25.3.1. Equipment subject to forecast authorization includes all PSC 5 nonexpendable items of equipment required for the support of AF organizations.

11.25.3.2. Forecast authorizations will be used to systematically plan, develop and report projected equipment requirements for centrally procured items to support future conditions.

11.25.4. Development of Authorization Records.

11.25.4.1. The development and reporting of authorizations is essential to ensure adequate budget/buy and timely supply support for future equipping requirements. Forecast records only reflect authorizations for requirements to support programmed or unprogrammed unit actions and must be maintained in a status to accurately reflect future authorizations required to support programmed actions.

11.25.4.2. The owning MAJCOM will be responsible for preparation, maintenance, and processing of authorizations of the affected organization, with assistance (as necessary) from the appropriate AFMC Authorization Manager and System Program Manager (SPM).

(T-1) When forecasts involve tenant units supported by a different command, full coordination between the two MAJCOMs and the affected APO is essential. (T-1)

11.25.4.3. When new weapon or support systems are acquired or when unit strength is increased or decreased, a forecast or forecast change must be processed.

11.25.4.3.1. A weapon or support system is scheduled for activation.

11.25.4.3.2. A unit is scheduled for re-designation.

11.25.4.3.3. A unit is scheduled to convert to a different weapon system or maintenance concept.

11.25.4.3.4. Changes are scheduled to occur in operational plans, which result in a change in equipment requirements.

11.25.4.3.5. A unit is scheduled for significant changes in personnel capabilities and functions.

11.25.4.3.6. A unit is scheduled to transfer between commands more than 270 days after the reporting date. The gaining command is responsible for submission of the forecast.

11.25.4.4. Forecasts will be submitted when non-programmed (non-USAF PD) changes affect (add, increase, delete or reduce) in-being organizational EAID authorizations more than 270 days beyond the reporting date. (T-1)

11.25.4.5. Forecasts are required to change requirements to meet:

11.25.4.5.1. Scheduled increased or decreased workloads. For example: Additional tenant units to be assigned to the base and will be supported by the host base shops.

11.25.4.5.2. Changes in the numbers or types of systems to be assigned to the base and will be supported by base shops.

11.25.4.5.3. Any other future condition scheduled to occur more than 270 days after the reporting date, which will increase or decrease equipment requirements of an in-being base organization.

11.25.5. Forecasting for Precision Measurement Equipment Laboratory (PMEL) Support Equipment (SE).

11.25.5.1. The activation, conversion, movement, or transfer of a weapon system or subsystem at a base may require augmentation of, or additional SE within PMEL.

11.25.5.1.1. When these requirements affect a unit supported under a host/tenant agreement as in AFI 25-201, Support Agreements Procedures, the MAJCOM of the tenant unit will identify these requirements to the host MAJCOM, to ensure they are aware of the mission change.

11.25.5.2. SE requirements for PMEL should be submitted 360 days prior to the scheduled event. (T-1) Input or retention of forecast records within these designated time frames would inflate the AFMC buy/budget position. Failure to provide the item manager with forecast data pending establishment of authorization details will normally result in nonsupport of the requirements.

11.26. Equipment Requirements Computation. AFMC will perform equipment requirements computations to ensure the best materiel support readiness and operational capability at minimum expense. AFMCMAN 23-102, Computation of Requirements for Equipment Items, will serve as a primary source reference for computing and determining DAF equipment requirements. AFMC will:

11.26.1. Perform equipment requirements computations for centrally managed PSC 5: central procurement – replacement items) ERRC "U" (NF) and "S" (ND) separate or primary end items (other than the weapon itself) needed by an individual or organization to perform an assigned mission. (T-1)

11.26.2. Utilize database capabilities to combine minimum essential authorization data with maximum useable asset data to determine a realistic net item requirement and develop buy and budget projections. Managers may consider multiple, complex influences to develop a prioritization sequence to ensure optimum use of economic resources. (T-1)

11.26.3. Apply the equipment requirements computation as the overarching basis for decisions and actions to determine item net requirements, procurement plans and budget estimates to acquire equipment items to 1) meet a specific predetermined future requirement 2) fill an existing shortage or 3) replace a condemned item. AFMC may also establish levels in the equipment requirements computation when circumstances arise generating unique requirements in accordance with DAF and HQ AFMC guidance, as necessary. (T-1)

11.26.4. Ensure IMS and Program Offices (individual weapon and support systems) are held responsible for adequate and timely support of assigned items. IMS and Program offices will develop requirements jointly with the MAJCOMs. (T-1)

11.26.5. AFLCMC program offices will review requirements through the lens of lifecycle management and sustainment. This includes communicating replacement, bed down programs, and any additional known requirements to IMS for computation inclusion. AFLCMC program office will exercise POM responsibility and upon receipt of funds, develop buy lists and spend plans to fulfil requirements for items within their portfolio. (T-1)

11.26.6. Employ IMS to perform a comprehensive review of the requirements computation and take action to:

11.26.6.1. Correct and update erroneous data in source systems and/or database reference tables.

11.26.6.2. Input additives for requirements not already reflected in the computation.

11.26.6.3. Document actions taken during file maintenance.

11.26.6.4. Ensure complete and accurate requirements and asset data are included in computations.

11.26.7. Consider only MAJCOM requirements substantiated by currently approved Authorization IDs as reflected in the ELMS FSM module.

11.26.8. Include and apply prioritization and criticality requirements when identified and communicated by MAJCOMs.

11.26.9. Exclude requirements for items with available excess and enterprise overages available to satisfy an organizational need.

11.26.10. The Basing & Logistics Analytics Data Environment (BLADE) Criticality Reference Table (CRT) captures real-time data necessary to accommodate the effective management of Air Force support equipment. The CRT is used by MAJCOMs to assess the criticality of their equipment requirements.

11.26.10.1. CRT Access. CRT is accessible to all LIMS users. Only MAJCOM Centralized Equipment Management and AFMC/440 SCOS SE Points of Contact (POC) will be responsible for updating criticality categories as directed by the Functional Area Manager (FAM). POCs will submit write access requests to the AFMC/A4RM SE Workflow at **HQAFMC.A410A4RM.SupportEquipment@us.af.mil**. AFMC/A4RM will validate POCs annually to ensure only authorized personnel retain access. (T-1)

11.26.11. Criticality Categories. CRT will initially default all requirements to routine (category 3). MAJCOMs may change their requirements to critical (category 1), important (category 2); or defer (category 4) the requirements. SE Criticality POCs may update CRT on a continual basis. See **Table 11.4** for category definitions:

Table 11.4. Criticality Categories.

Prioritization Category	Definition
1 (Critical)	- Work Stoppage has or will occur with no Work around - Safety of flight / troops affected - Joint Chief of Staff (JCS) project code surge requirement - Force readiness reporting - Projected delivery date will not allow initial operational capability (IOC) of new missions or conversions, as applicable
2 (Important)	- Current asset condition may cause work stoppage - Updated technology advances - Projected delivery dates do not allow full operational capability (FOC) of new missions or conversions, as applicable
3 (Routine)	- Default for all requirements
4 (Deferred)	- FAM determines there is no need to satisfy the requirement at the current time - Base has a non-preferred substitute but does not want a replacement

11.26.12. Supply Assistance Requests. A Supply Assistance Request (SAR), also referred to as a criticality letter, is submitted from the unit when all other attempts have failed to acquire improved status on a customer's backorder and justification supports the criticality assessed by the unit.

11.26.12.1. Equipment custodians will submit SARs, signed by their unit commander, to the applicable EAE.

11.26.12.1.1. SARs will include: UIC, custodian number, NSN, part number, nomenclature, requisition number, advice code, quantity, current priority/FAD, extended cost, requested criticality category, justification/impact, known subs/NHA/Source of Supply, and need date. (T-1)

11.26.12.1.2. EAE will validate the requirement and forward to the applicable SE Criticality POC. (T-1)

11.26.12.1.3. SE Criticality POC will verify there are no excess/overages to fill the requirement and route the SAR to the applicable FAM for approval. (T-1)

11.26.12.1.4. FAM will review, coordinate with the EC as required, and notify the SE Criticality POC of approval/disapproval. Note: Disapprovals will include justification, and any follow-on action required by the EC. (T-1)

11.26.12.1.4.1. Approvals will be updated in CRT by the applicable SE Criticality POC and approved request routed to the IM and EAE within 5 duty days of approval. EAE will forward the approved request to the custodian within 5 duty days. (T-1)

11.26.12.1.4.2. Disapprovals will be routed back to the LRS EAE for notification to the EC within 5 duty days. (T-1)

11.26.13. File Maintenance. SE Criticality POCs will maintain the applicable documentation to support the classification of Critical and Important requirements in CRT until the requirement is satisfied or criticality category no longer applies. (T-1)

11.26.14. MAJCOM Assessments. CRT is used by the MAJCOMs to view and assess the criticality of their requirements every Fiscal Year (FY) between April and June with applicable updates to the CRT.

11.26.14.1. SE Criticality POCs will update criticality categories in CRT for centrally managed and centrally procured (PSC 5) equipment requirements after coordination and validation with the applicable FAM. (T-1)

11.26.14.2. AFMC/404 SCMS will upload the CRT for initial MAJCOM review and notify MAJCOM/SE POCs via email. (T-1)

11.26.14.3. The SE Criticality POCs will send the CRT output to the applicable FAM for review during the initial and update computation cycles and input any criticality changes in CRT.

11.26.14.3.1. The FAM will assess criticality and provide required criticality changes to the applicable SE Criticality POC.

11.26.14.3.2. SE Criticality POC will update CRT and notify the IM. Each functional role must execute their responsibilities during the MAJCOM review to ensure a final computation is produced in July.

11.26.14.4. FAMs may review CRT year-round to assess the criticality of their MAJCOM's requirements and provide changes and justification to the SE Criticality POC.

11.27. Support Equipment (SE) Funding. AF stock listed SE may be procured with O&M or central procurement dollars based on assigned PSC, Budget Code (BC), unit cost, and final SoS funding direction.

11.27.1. Use of O&M funds for PSC 5 alpha-BC SE items with a unit or system cost less than $250K is prohibited unless explicitly approved/directed by the managing SoS/ALC. AFMC provides the POM input for O&M requirements to AFMC/A4F. (T-1)

11.27.2. Utilize central procurement dollars for all common SE items.

11.27.2.1. MAJCOMs will provide POM actions for exempted item requirements utilizing central procurement dollars. These items are budgeted using Procurement Documents submitted to Congress through SAF/AQX. Procurement Documents reflect the decisions of the POM submissions. (T-1)

11.27.3. Air National Guard (ANG) and Air Force Reserve (AFR) will POM their funding and manage their SE requirements. AFR and ANG funding will be centralized with DAF (Active Duty) funding and will be managed by the AFMC procurement authority accordingly. (T-1)

11.27.4. Installations and depots will not create stock levels for centrally procured general equipment items with exception to individual equipment. (T-1)

11.27.5. The normal years of service life for support equipment is 10 years unless otherwise specified in accordance with DoD 7000.14-R, Volume 4, Chapter 25, Table 25-2.

11.28. Multiple Equipment-Component End Items.

11.28.1. Multiple equipment component items consist of equipment-coded items (ERRC S or U) installed into another equipment-coded higher assembly.

11.28.2. Account for equipment components (Asset Level Code “CL”) separately from the higher assembly (Asset Level Code “EC”) in the APSR. (T-1)

11.28.3. Do not maintain components coded as XD/XF (ERRC T and P) on ELMS property records. (T-1) Continue to order requirements in ILS-S utilizing standard DIFM procedures. (T-1)

11.28.4. Provide supporting documentation (e.g., T.O. IPB, Item Specialist confirmation) confirming the requested item is indeed a sub-component of the end article. (T-1)

11.28.5. Utilize requisition advice code 62 when requisitioning to identify multiple components.

11.28.5.1. Custodian will identify the NHA Asset ID when ordering or requesting accountability of its components.

11.29. Requisition Management.

11.29.1. The AFMC/440 SCOS will perform management and oversight of equipment requisitions within the ELMS Inventory Control Point (ICP) Module. The AFMC/440 SCOS will:

11.29.1.1. Manage requisition status for support equipment utilizing ELMS ICP module (PSC 5) and ILS-S (non-PSC 5). Note: ILS-S (e.g., non-PSC 5) requisition status will be managed by AFMC/438 SCOS. (T-2)

11.29.1.2. Coordinate with equipment item managers and EAEs to resolve problems and discrepancies as appropriate. (T-2)

11.29.1.3. Monitor ELMS ICP requisition status daily and coordinate with EAE to resolve problem requisitions. Refer to General MILSTRIP Status Codes and explanations found in DLM 4000.25. Note: ILS-S exception codes are not applicable to ELMS ICP requisition processes. (T-2)

11.29.1.4. Monitor ELMS ICP requisitions for priority abuse daily. (T-2) Ensure requisitions do not possess priorities above the requesting organization's Force Activity Designator (FAD) Code and Urgency of Need Designator (UND) combination. (T-1) AFMC/440 SCOS personnel will immediately cancel all requisitions with incorrect FAD codes and notify the supporting EAE to resubmit the equipment requisition request with the organization's approved FAD. (T-2)

11.29.1.5. Review the 404th Supply Chain Management Squadron (SCMS) Invalid Backorder Report on a weekly basis. (T-2) Validate the report accurately compared the total authorized quantity, current on-hand balance in ELMS and ILS-S, and existing requisitions against the applicable UIC. Cancel all invalid requisitions and associate due-out document records when applicable, within one (1) week of report date and notify the EAE. (T-2)

11.29.1.6. The AFMC/440 SCOS will notify EAEs of all cancellations and provide reasoning within two (2) workdays and the appropriate course of action. (T-1)

11.29.2. Customer Support Section will:

11.29.2.1. Provide a monthly ELMS requisition listing to custodians for review of current requisitions and statuses. (T-1)

11.29.2.2. Process requisition updates upon request by appointed custodians. (T-1)

11.29.2.3. Monitor requisition ship status and take the following actions. (T-1)

11.29.2.3.1. Export a list of requisitions from ELMS Inventory Control Point (ICP) every two (2) weeks identifying 'SH - Shipped' status dates older than 30 days. (T-1)

11.29.2.3.2. Contact the custodian to confirm when property was delivered. When delivered, obtain the signed receipt documentation or request a signed duplicate document if original cannot be located. (T-1)

11.29.2.3.2.1. If not delivered, process a ELMS PA Asset Activity inquiry using the NSN and Client RSA to determine if a previous receipt was processed on or after the ship date, paying close attention to the suffix code. If necessary, process additional Asset Activity queries to determine if the asset was receipted under an I&S stock number or through the EAE receiving processes. (T-1)

11.29.2.3.2.2. When a receipt transaction is found, review the applicable movement documentation to determine if the asset received is the overdue requisition. (T-1)

11.29.2.3.2.3. When asset is not found, contact LRS/Transportation Activity to research, trace, and resolve the overdue shipments. (T-1)

11.29.2.3.2.3.1. When the asset is determined lost, research requisition status on Stock Control Home Page and review status provided by Item Manager.

11.29.2.3.2.3.2. When the Stock Control Home Page shows ‘‘shipped” contact Item Manager for correct shipment status and confirm mode of shipment.

11.29.2.3.2.3.3. When the Stock Control Home Page shows ‘‘shipped” and Item Manager confirms shipment is lost, submit email confirmation from Item Manager to EAE for cancellation of requisition.

11.29.2.4. EAE will process cancellations for requisitions that are determined as “lost” by Item Managers. (T-1)

11.29.2.4.1. EAE will reestablish requisitions that are determined as “lost” by Item Managers. (T-1)

11.29.2.5. Host LRS activities will provide custodians a Monthly ELMS ICP Requisition Listing and Pending Transfer Listing to supplement the Monthly Due-Out Validation Listing (M30) to identify and track incoming transfers and shipments. (T-2)

11.29.3. ELMS 117 Reject. ELMS inactivates the property record once any asset has been dispositioned. Once an asset returns to DAF for in-use accountability. The property must be receipted into ELMS, and the receiving activity will receive a reject notification stating that the stock number, serial number combination already exists. This notification will require the original disposition to be reversed within ELMS.

11.29.3.1. When Customer Support Section receives a 117 Reject notification from the receiving activity and are not the original disposal location. Customer Support Section will contact AFMC/440 SCOS to resolve. Customer Support Section will provide the following via email. Customer Support Section will provide an email with attachments containing a screen snapshot of the ELMS 117 Reject with gaining and archived SRANs, UICs, custodian numbers, NSN, serial number, Asset ID, and ICP requisition number or 1ETT document number for AFMC/440 SCOS to research.

11.29.3.1.1. When the reject is due to an active or deleted property record against the same SRAN, process a reversal when required and an on-installation transfer to gaining activity.

11.29.3.2. AFMC/440 SCOS will:

11.29.3.2.1. Resolve ELMS 117 rejects for enterprise materiel management activities when the following applies.

11.29.3.2.2. When deleted property record is for another SRAN.

11.29.3.2.3. Perform an inquiry in ELMS to determine when an active or deleted property record exists for the stock number and serial number combination.

11.29.3.2.4. Resolve rejects due to a matching active asset record.

11.29.3.2.5. Request both possessing organizations to email a photo of the property's ident-a-plate or another form of proof to confirm the stock number and serial number combination.

11.29.3.2.6. Inform possessing organizations with incorrect property records via email to perform corrective actions to resolve the discrepant accountable record (i.e., adjustments, asset update, etc.).

11.29.3.2.7. Notify the organization by email with the reject discrepancy to complete processing actions in ELMS, as appropriate.

11.29.3.2.8. Process a reversal action in ELMS from the UIC containing the inactive property record from the reject notification screen shot. Journal the statement, "Processed by AFMC/440 SCOS to resolve ELMS 117 reject for (input TCN) IAW published guidance," in the history remarks field.

11.29.3.2.9. Process a transfer action in ELMS from the UIC containing the reactivated property record to the gaining activity's custodian number from the reject notification screen shot. Journal the statement, "Processed by AFMC/440 SCOS to resolve ELMS 117 reject for (input TCN) IAW published guidance," in the history remarks field.

11.29.3.2.10. Notify all applicable organizations upon completion to approve ELMS pending transfer and process ICP cancellation, if applicable.

11.29.3.2.11. Upload a memo for record signed by the approving activity of the activity requesting the Asset ID to be moved from disposal to active within the property record.

11.29.3.2.12. Duplicate Human Readable Serial Number. A duplicate human readable serial number refers to two or more items where the stock number, serial number, UII (when available), and manufacturer CAGE code are the same. LRS will submit an SDR in accordance with DLM 4000.25, Volume 2 Chapter 17 when research determines a duplicate human readable serial number condition exists. (T-1)

11.30. Support Equipment Local Purchase/Local Repair.

11.30.1. DAFI 64-117, Government Purchase Card Program, outlines procurement of utilizing GPC funds to procure assets. All requirements being procured outside the Materiel Management IT System meeting accountability requirements must be coordinated through the EAE prior to purchase. (T-1) Note: COMSEC/CCI is not authorized purchase via GPC. All local procurement requests must be processed through the DAF COMSEC/CCI Central Authority.

11.30.1.1. Local purchase of like items to fill a PSC 5 authorization is not authorized.

11.30.2. Local Purchase (LP)/Local Repair (LR) Waivers. AFMC develops the equipment buy and budget projections and initiates procurement actions for all PSC 5 centrally procured equipment. As such, local purchase and local repair of Air Force centrally procured support equipment requires waiver approval in the event a command's urgency of need cannot be met. AFMC/404 SCMS manages and oversees support equipment local purchase waiver requests. Note: GPC/AF Form 9 is not authorized.

11.30.3. The requesting base must forward all waiver requests and supporting documentation to AFMC/440 SCOS or MAJCOM Centralized Equipment Management for review and validation actions. This request will contain all necessary information to identify the requirement and provide rationale for the request. (T-1) A Waiver Request is required to be submitted for each NSN and requisition number.

11.30.4. AFMC/440 SCOS/MAJCOM Centralized Equipment Management must ensure the requirement meets the criteria to be considered for a LP/LR waiver request, to include: (T-1)

11.30.4.1. Criticality categories are properly assigned as defined in **Table 11.5**.

11.30.5. AFMC/404 SCMS will assign a tracking control number and act as the focal point between the AFMC/440 SCOS/ MAJCOM Centralized Equipment Management and applicable Integrated Product Team (IPT) member.

11.30.6. The IPT will:

11.30.6.1. Review Critical Requirements within 10 working days.

11.30.6.2. Provide the following for approved waivers:

11.30.6.2.1. Source for procurement/repair of the item and any special instructions required.

11.30.6.2.2. Scope of approval including quantity and expiration date of the waiver.

11.30.7. The customer will complete part IV of the LP/LR Waiver Request documentation upon receipt of the LP/LR asset and forward to the EAE. (T-1)

11.30.8. Customers will only make approved purchases or repairs per IPT instructions by:

11.30.8.1. Procuring or repairing the asset(s) from the approved source per any special instructions. Request must be resubmitted when the customer cannot purchase or repair the item from the IPT approved source. (T-1)

11.30.8.2. Utilizing the funding provided when it is a local purchase waiver request. (T-1)

11.30.9. IMS will confirm delivery of the requisition, maintain the LP Waiver Request in history files for two years IAW AFRIMS. The IMS will update procurement history files and assume materiel management responsibilities for delivered items. (T-1)

Table 11.5. Definitions for Local Purchase/Local Repair Waiver Requests Information.

NUMBER	FIELD NAME	FIELD DEFINITION
1	NSN	National Stock Number. Authorization must exist in the AF Equipment IT system against the Master NSN of the requested item.
2	Nomenclature	Item name or Noun for the NSN.
3	Source of Supply	FLZ (WR-ALC), FGZ (OO-ALC), FHZ (OC-ALC), FPD (AFLCMC/HNC)

4	Manager Designator Code (MDC)	Item Manager Code identified in FLIS
5	Requisition Quantity	Quantity requested to meet the need.
6	Authorization ID	Authorization Source Code. The full Authorization ID cited to support the requirement as identified in FSM.
7	Requisition Number	The 15-character position used in the Wholesale Materiel Management system and consists of SRAN (6-character) and document number (typically Julian Date and serial number).
8	Criticality Category	One of four categories assigned by the FAM: (a) Critical (Category 1) (b) Important (Category 2) (c) Routine (Category 3) (d) Deferred (Category 4)
9	Due-Out Number	Due-Out Number, when applicable
10	Need Date	Earliest date of mission requirement
11	Rationale for LP/LR Waiver Request	Explain why the normal procurement process for equipment will not satisfy the requirement request.
12	Unit Level POC information	Includes name, title, office symbol, DSN, commercial number, and email address.
13	Approving Functional Area Manager (FAM) Contact Information	Includes name, title, office symbol, DSN, commercial number, and email address.
14	AFMC/440 SCOS /MAJCOM Centralized Equipment Management Contact Information	Includes name, title, office symbol, DSN, commercial number, and email address.

11.31. ELMS Support Equipment Initial Issue and Replacements.

11.31.1. The AFMC/404 SCMS will produce a weekly Equipment Requirements List (ERL) to calculate and display unit authorizations, on-hand equipment, shortages, and requisitions. (T-1) This will be available in the appropriate business intelligence tool.

11.31.2. EAEs will utilize the ERL to validate a requesting organization’s asset posture prior to satisfying an equipment request. (T-1)

11.31.3. EAEs will satisfy requests when the organization is below the current total authorized quantity. (T-1) Authorization requests pending approval or requiring upload to FSM are not valid justifications for submitting requisition request or releasing equipment to a requesting organization. (T-1)

11.31.4. Requesting organizations must provide a copy of the Technical Order Illustrated Parts Breakdown or other supporting documentation identifying sub-component equipment requests. (T-1) Authorization ID for component will identify the NHA Auth ID. File all supporting documentation in the Master Jacket file. (T-1)

11.31.5. EAEs will check the local in-warehouse resources (e.g., Custodian Number: WHSE) prior to submitting a requisition request. (T-1)

11.31.6. EAEs will utilize ELMS ICP to submit equipment requisition requests for PSC 5 assets. (T-1) EAEs will only have the authority to complete requisition approval for GO PDW. (T-1) Note: Utilize ILS-S for non-PSC 5 requisitions.

11.31.7. EAEs will utilize the appropriate advice code for all equipment issue and requisitioning requests in accordance with applicable AF guidance. If utilizing ILS-S, enter the ELMS Asset Identification code in the MARKFOR field. (T-1)

11.31.8. The AFMC/440 SCOS will validate and process ELMS ICP and ILS-S equipment requisition/backorder requests within two workdays, with the exception of WRM. (T-1)

11.31.8.1. Ensure equipment requisition requests are within authorized quantities. AFMC/440 SCOS personnel will review requests within two (2) workdays of submission. Authorization requests pending approval or requiring upload to FSM are not valid justifications for approving and creating an equipment requisition. (T-2)

11.31.8.2. Contact EAE to rectify discrepancies prior to denying requests. EAE will correct the discrepancy within one (1) workday. When not resolved, AFMC/440 SCOS will deny the request in ICP and include reason for denial and appropriate course of action. (T-1)

11.31.8.3. The AFMC/440 SCOS will notify submitting EAEs of cancellations and provide reasoning for denials within two (2) workdays and the appropriate course of action for the request. (T-1)

11.31.9. ILS-S to ELMS Migration Reconciliation. Property records remaining in ILS-S will undergo validation and reconciliation to ensure the proper migration to ELMS. (T-1)

11.31.9.1. AF/A4LR will generate a report identifying all property records requiring reconciliation and migration action against ELMS and ILS-S. (T-1) EAEs will:

11.31.9.1.1. Coordinate with the applicable equipment custodian as required, to obtain missing information. Validate all data elements, including CFO information and item identification prior to migrating the property record to ELMS.

11.31.9.2. Major Commands will manage all details requiring corrective actions until resolution (e.g., migration, removal, etc.). (T-1)

11.31.9.3. Receipt Processing Actions. Logistics Readiness personnel will continue to follow existing ILS-S receipt processing actions for requisitions within ILS-S. All accountable Class VII equipment items will require transfer to ELMS after receipt into ILS-S. (T-1) Contact EAE for all equipment receipts processed in ILS-S. EAEs will:

11.31.9.3.1. Arrange delivery or pick-up with equipment custodians, as required.

11.31.9.3.2. Manually migrate property records from ILS-S to ELMS. EAEs are responsible for manually migrating ILS-S property records to ELMS for accountability and management. LRS activities will process 1ETT transfers and A2A Redistribution Orders to migrate property balances from ILS-S equipment accountability details and item records to ELMS.

11.31.9.3.2.1. 1ETT all in-use equipment property records to ELMS upon establishment in ILS-S and confirmation of receipt from the custodian.

11.31.9.3.2.1.1. Prepare the 1ETT transaction for 201-detail property records and process in ILS-S for transfer to ELMS.

11.31.9.3.2.1.2. Annotate the output document with a migration statement indicating the transfer of property from ILS-S to ELMS and include the ELMS Asset ID after receipting into ELMS.

11.31.9.3.2.2. Process A2A Redistribution Orders to migrate equipment balances from ILS-S item records to ELMS. Utilize the transaction input parameters found in AFH 23-123, Integrated Logistics System-Supply (ILS-S), Materiel Management Operations, Volume 2, **Part 1**, Redistribution/Referral Order (A2*/A4*) Input.

11.31.9.3.2.2.1. Assign the movement document number utilizing current Julian date and serial number ranging from 7000 through 7099. Maintain a control register to prevent the duplication of serial numbers.

11.31.9.3.2.2.2. Utilize RID F99, Supplemental Address FEELMS, and signal code M. Note: Ex. A2ADZD 6625010508799TGEA00002FE461042047006 FEELMSM 12 A F99.

11.31.9.3.2.2.3. Bases will view the ILS-S Redistribution Order transaction menu to confirm completion of the A2A transaction as necessary. (T-1) MAJCOMs may develop and employ a standardized control register to capture transactions.

11.31.9.3.2.2.4. Annotate the output document with a migration statement indicating the redistribution of property from ILS-S to ELMS and include the ELMS Asset ID after receipting into ELMS.

11.31.9.3.3. Utilize the ILS-S 1ETT/A2A output document as the source document for ELMS receipt transactions. Reference user's guide for ELMS processes via Air Force Logistics Readiness Equipment Policy SharePoint to create ELMS accountable property records against the appropriate UIC and Custodian Number. Note: Warehouse assets migrated utilizing A2A will be receipted under the LRS WHSE custodian number.

11.31.9.3.3.1. Process the receipt transaction in ELMS to establish the property record. Ensure all data elements are correctly documented on the property record prior to completing the action.

11.31.9.3.3.2. Process equipment component receipts (Advice Code '62') as a "Component" transaction to create the property record and associate the component to the Higher Assembly Asset ID. Ensure to select the "cost embedded" box for the

transaction.

11.31.10. ELMS Property Record Reconciliation. Property records will undergo validation and reconciliation to ensure date integrity. EAEs will:

11.31.10.1. Forward a list of ELMS property records requiring reconciliation to the appropriate custodian. Instruct custodian to physically confirm and document property serial numbers on the ELMS property record list.

11.31.10.1.1. Serial numbers beginning with 'TEMP', 'BULK2ITM', 'RECON', and 'B2S' will be validated and updated to reflect the property's actual serial number or assigned a local serial number using the format in **Table 11.6** if one does not exist.

11.31.10.1.2. Update Asset IDs with prefix 'B2S' for BULK2ITM serial numbers utilizing the Auto Assign function. Reference user's guide for ELMS processes.

11.31.10.2. Validate custodian annotated ELMS property record list and update all applicable ELMS property records.

11.31.10.3. File the validated custodian annotated ELMS property record list in the applicable Master Jacket file.

11.31.11. Master Data Custodian Record Validation. Master data records will be validated annually to ensure accurate information is reflected. EAE will verify custodian name and contact information is current and correct LRS APO email is reflected.

11.32. Local Repair Requests. AFMC develops the equipment buy and budget projections and initiates procurement actions for all centrally procured equipment. As such, local purchase and local repair of Air Force centrally procured support equipment requires waiver approval. AFMC manages and oversees support equipment local purchase waiver requests.

11.32.1. Eligible items must meet the following criteria:

11.32.2. MAJCOMs will submit Local Repair requests for centrally managed and procured support equipment as a last resort when normal supply chain support process for equipment items cannot satisfy the requirement. (T-1)

11.33. Repair and Return.

11.33.1. Repair and Return procedures apply when shipping to non-ELMS using calibration/repair activities only.

11.33.1.1. Custodian will not ship equipment out for repair until LRS/EAE is notified. (T-1)

11.33.2. Follow normal transfer procedures when shipping to calibration/repair activities utilizing ELMS. Accountability will transfer from the custodians account to gaining activities' account. (T-1)

11.33.3. When it is identified that the repair facility in not within ELMS the transaction is a disposition.

11.33.3.1. EAE will process a requisition with "advice code 6Q" to identify repair and return requisitions. (T-1)

11.33.3.2. EAE will upload the signed DD Form 1150 and 1348 to the property record. (T-1)

11.34. DLADS Withdrawal Procedures for Equipment Items.

11.34.1. Before PSC 5 items can be withdrawn or requisitioned from DLADS, a valid authorization is required. (T-1) This includes unserviceable equipment items which will be repaired by the customer and used for its intended purpose. Note: IM approval is required for withdrawal regardless of condition code. (T-1)

11.34.2. Preparatory Actions for DLADS Withdrawals.

11.34.2.1. The custodian and will obtain technical advice and recommendations from functional experts prior to any equipment authorization request for equipment being withdrawn from DLADS. (T-1)

11.34.2.2. EAEs will verify IM approval and ensure withdrawal does not cause an overage condition prior to receipting in ELMS. (T-1) If withdrawal is fulfilling a current requisition, request cancellation from the SOS. (T-1)

11.34.2.2.1. Customer Support will prepare a DD Form 1348-1A using an off-line due-in document number and provide to the custodian to withdraw the item from DLADS. (T-1) Process a locally created due-in receipt once the signed DD1348-1A is received from the custodian. (T-1)

11.34.2.2.2. Any vehicle equipment asset withdrawals from DLADS must be coordinated with the 441 VSCOS in accordance with DAFI 24-302, Vehicle Management. (T-1)

11.34.3. Unserviceable equipment withdrawals. Equipment authorizations are not required for unserviceable equipment items withdrawn from DLADS which will not be repaired or used for their original purpose by the customer. In this case, the customer provides the LRS/Materiel Management Activity a signed statement by the organizational commander or designated representative. (T-1) This statement certifies the unserviceable equipment item will not be repaired or used for its original purpose. Customer Support personnel review the signed statement to ensure necessary approval is obtained prior to processing the withdrawal. (T-1) The customer should retain a copy of the approval as authority to retain the unserviceable equipment item without accountability. (T-1) The statement may be submitted by letter or typed on the DD Form 1348-1A requisition (A0*) document by Customer Support and will read as follows; “I certify this item will not be repaired, is not to fill a valid authorization, and will not be used for its original, intended purpose.”

11.34.4. Re-identification of equipment items. Equipment items obtained for purposes other than what they were intended must be re-identified for the LRS/Materiel Management Activity. (T-1) A centrally assigned PAFMC stock number will be assigned with the original stock number and statement "DLADS W/D do not change to NSN" loaded in the nomenclature field. Additionally, these items will be loaded with appropriate unit price based on proper research. (T-1)

11.35. Equipment Malposition Program.

11.35.1. Equipment Malposition Program. The Malposition Program focuses on the misplacement of property. Specifically, the program identifies organizational overages and re-

allocates them to satisfy existing enterprise requisitions. Supply Chain Managers will collaborate with Functional Area Managers (or equivalent) and provide corrective recommendations for action.

11.35.2. AFI 10-401 places responsibility on MAJCOM Functional Area Managers (FAM) to monitor unit readiness and advise applicable Deputy Chief of Staff/director of units that are not manned, trained, and/or equipped to maintain the postured capability. Coordinate appropriate actions with applicable unit or agency to remedy manning, training, or equipment issues.

11.35.3. A malposition is the wrong or bad posturing of property throughout the enterprise creating organizational and enterprise overages. Results of malpositioned property negatively impacts Air Force readiness through the improper distribution of resources; creates property shortages at tactical-level organizations; and inhibits the ability to accurately compute operational-level requirements.

11.35.4. An organizational overage exists when a custodial organization possesses property exceeding approved authorization levels (e.g., IF total authorized quantity = 1, AND possessed quantity = 2; THEN organizational overage = 1).

11.35.5. An enterprise overage exists when a property item's total organizational overages exceed approved total enterprise authorization levels (e.g., when total enterprise authorization quantity = 80, AND enterprise possessed quantity = 100; THEN enterprise overage = 20).

11.35.6. Property records identified as organizational overages are available candidates for re-posturing within the equipment malposition program.

11.35.7. AFMC/404 SCMS will generate an Equipment Malposition report matching organizational overages to existing equipment requisitions. (T-2)

11.35.7.1. HQ USAF will define report logic and generation. MAJCOM FAMs (or equivalent) will utilize appropriate Transportation Account Codes (TAC) by utilizing the SDT CMA TAC Quick Reference Table (located on LTS website) to fund the movement of re-postured property to resolve command malposition deficiencies.

11.35.7.2. AFMC/404 SCMS will upload the Equipment Malposition report to the 404 Supply Chain Management Squadron SharePoint® for access by Functional Area Managers (or equivalent) for action. (T-2)

11.35.8. FAMs (or equivalent) will have one (1) month to view the report and act as necessary to satisfy specific requisitions. (T-1)

11.35.9. AFMC/404 SCMS will develop and populate a monthly metric to identify organizational and enterprise overages by command, installation, and organization. (T-2)

11.35.9.1. Upload this metric to 404 Supply Chain Management Squadron SharePoint (Redistribution Effort (RDO) for access by Functional Area Managers (or equivalent) for review and brief with MAJCOM leadership (e.g., Director, Directorate, and Command Primary APO). (T-2)

11.35.9.2. AF/A4LR will brief the monthly metric to AF/A4L as the AF Primary APO for General Support Equipment.

11.35.9.3. Host APOs will brief Group Commanders on monthly metrics during local meetings as required for leadership engagement and action. (T-1)

11.35.10. CAvSE property records identified as organizational or enterprise overages.

11.35.10.1. AFMC/440 SCOS ASEMF will review the applicable ERL in lieu of the Malpositioned report to identify all CAvSE overages and provide to applicable FAMs within one (1) workweek of report posting. (T-1)

11.35.10.2. FAMs will have two (2) workweeks to view the report and return a reallocation plan, if applicable, to ASEMF to satisfy any specific requirements. (T-1)

11.35.10.3. ASEMF will direct implementation of the reallocation plan to identified units and ensure execution of plan within one (1) workweek of receipt. (T-1)

11.35.10.3.1. Annotate action, e.g. fulfilled or unable to execute and retain until receipt of a subsequent reallocation plan.

11.35.11. Organizational Overage Corrections. Custodians must return organizational overages to the host APO or submit an AF Form 601 within 30 calendar days upon notification or identification the condition exists. (T-2)

11.35.11.1. AFMC/440 SCOS will utilize the ERL to identify overages and direct Responsible Officers to return overages to the host APO. (T-1) Custodians may submit an authorization request for the overage to retain the property. However, the custodial organization must return the overage immediately if the authorization request is not approved. (T-1)

11.35.11.2. LRS/Materiel Management Activity will not refuse overage returns due to lack of disposition instructions. (T-1) Warehouse excess property will be maintained on the ELMS WHSE Custodial Number and managed under the Equipment Excess Program.

11.36. Equipment Excess Program.

11.36.1. ELMS Excess Equipment Redistribution Program. The excess equipment redistribution program focuses on the redistribution of in-warehouse equipment deemed available to satisfy existing enterprise requisitions.

11.36.2. DoDM 4140.01, Volume 1, DoD Supply Chain Materiel Management Procedures: Operational Requirements, defines excess as, “materiel at a retail supply activity that is excess to that activity’s requirements and is subject to return to the wholesale materiel manager, redistribution within the DoD supply chain, or to disposal by Defense Logistics Agency-Disposition Services.” As such, all in-warehouse equipment is excess at the local level.

11.36.3. Enterprise excess is the aggregate total of a property items in-warehouse excess which exceeds the enterprise requirement.

11.36.4. Property items identified as excess are available candidates for redistribution within the excess equipment redistribution program.

11.36.4.1. Equipment custodian will coordinate excess returns with Flight Service Center.

11.36.5. The AFMC/404 SCMS will generate an Excess Equipment Redistribution report matching excess to existing equipment requisitions within a 45-day timeline. (T-2)

11.36.5.1. The AFMC/404 SCMS will upload the Excess Equipment Redistribution report (Redistribution Effort (RDO) to the AFMC/404 Supply Chain Management Squadron SharePoint and notify Item Managers and AFMC/440 SCOS personnel for action. (T-2)

11.36.5.2. Item Managers will have one (1) workweek to view the report and collaborate with MAJCOM managers (as appropriate) and take necessary actions to satisfy specific requirements. (T-2)

11.36.5.3. The AFMC/440 SCOS will have two (2) workweeks to view the report after the Item Manager review and process ELMS transfers to satisfy the remaining requirement pairings. (T-2)

11.36.5.4. AFMC/440 SCOS will notify applicable shipping activities of the redistribution order or lateral transfer action upon completion of the review for coordination of the movement. (T-2)

11.36.5.4.1. Shipping activities will have one (1) workweek from notification of transfer to approve or reject the ELMS pending redistribution order or lateral transfer. (T-1)

11.36.5.5. AFMC/440 SCOS will process applicable due-out cancellations (DOC) and annotate "ELMS LATERAL" in the reference data field against the gaining activity's ILS-S supply account. (T-2)

11.36.5.5.1. The AFMC/404 SCMS will ensure applicable requisitions are appropriately cancelled in D035A. (T-2)

11.36.5.6. AFMC/440 SCOS will notify AFMC/404 SCMS upon completion of the review. (T-2)

11.36.5.6.1. AFMC/404 SCMS will ensure applicable requisitions are appropriately cancelled in D035A. (T-2)

11.37. Transfer and Disposition Processing Actions.

11.37.1. Service Transfers. Transfer of in-use property to other Services is authorized when the asset is deemed excess to DAF. EAE will obtain IMS approval and attach disposition instructions to the property record prior to processing the transfer/disposition action. (T-1) Disposition of locally procured assets will be at the direction of the Responsible Officer and alternate equipment custodians.

11.37.2. Movement of all equipment in support of humanitarian or disaster relief operations will be accomplished using transfer procedures in ELMS. (T-1)

11.37.3. National Emergency. To support national emergencies, transfer procedures will be followed. All replacement requisitions should be processed.

11.37.3.1. In the event of National Emergency transfers. Transfers to support FEMA are processed upon notification and validation of a request for equipment by AF/A4LR. (T-1)

11.37.3.2. Losing Unit with AF coordination will process the transfer of equipment according to transfer procedures. (T-1)

11.37.3.2.1. Losing Unit will process replacement requisitions for transferred assets when required. (T-1)

11.37.3.2.2. Affected MAJCOMs will maintain a list of assets, to include quantities, losing organization, dollar amounts, account information or other pertinent information for higher level reporting. (T-1)

11.37.4. For guidance applicable to NWRM assets, refer to DAFMAN 20-110.

11.37.5. Equipment accountability transfers of ANG and AFR equipment can only occur when the ANG or AFR MAJCOM Centralized Equipment Management have determined the item is excess to their needs. Equipment accountability transfers of non-excess ANG and AFR equipment will only occur when DoDI 1225.6, Equipping the Reserve Forces and AFI 10-402, Mobilization Planning are complied with first. (T-0)

11.37.6. Gaining MAJCOMs will provide a replacement plan to AF/A4LR for staffing and subsequent approval with the SECDEF through the Assistant SECDEF for Reserve Affairs (RA) at least 45 days prior to initiating ANG/AFR equipment transfers. AF/A4LR will forward the approved plan and proposal for withdrawal, diversion, or reduction of equipment to the ANG/AFR MAJCOM Centralized Equipment Management. (T-1)

11.37.7. Internal ANG and ARC equipment accountability transfers will occur under normal transfer procedures at the approval of the ANG or ARC core functional, as appropriate. ANG and ARC core functionals will coordinate on ANG-to-ARC and ARC-to-ANG equipment accountability transfers. (T-1)

11.37.8. ELMS Transfers occur within the ELMS environment from UIC to UIC. (T-1) Disposition processing occurs when shipping from ELMS to non-ELMS activities. Equipment Custodians or appropriate agency will submit transfer and disposition requests to EAEs.

11.37.9. EAEs will process the disposition (Type Actions: Transfer Out - Outside ELMS, FLIPL, Lost, Damaged, Destroyed, Sales, Donated (Disposal), AAR, Inventory Adj (Disposal), and Loan Return) in ELMS and generate the necessary movement documents (e.g., ELMS-generated DD Form 1348-1A). (T-1) Ensure documentation captures the Type Cargo Code, Protect Service Code, Freight Classification Nomenclature, Special Packaging Instruction, and Controlled Item Identification Code, as necessary. (T-1) Note: Pen/ink changes are only authorized to annotate TAC. (T-1)

11.37.10. Transfer actions will occur for off-installation, on-installation, and Intra-UIC to UIC movements. (T-1) Reference user's guide for ELMS processes.

11.37.10.1. ELMS Redistribution Orders (RDO). Equipment managers will utilize the redistribution order template for all equipment transfers regardless of system (e.g., ELMS to ELMS, ELMS to ILS-S, ILS-S to ELMS) with the following exceptions:

11.37.10.1.1. GO PDW transfers due to General Officer relocation.

11.37.10.1.2. On-Installation transfers, Intra-UIC to UIC transfers, or equipment required to support movement of an engine or propeller, e.g., trailer, dolly, or adapter.

11.37.10.1.2.1. EAEs will coordinate transfer of equipment between custodians only and use existing ELMS transfer process guide to execute transfer.

11.37.10.1.3. ELMS Excess Equipment Redistribution Program.

11.37.10.2. Obtain the RDO transfer worksheet utilizing the Equipment Central SharePoint® site at **https://usaf.dps.mil/sites/supportequipmententerprise**.

11.37.10.2.1. Requester will submit RDO transfer worksheet via email to AFMC/440 SCOS, which will include all personnel (losing and gaining) identified on the RDO transfer worksheet.

11.37.10.2.2. Requester must provide the following information on the RDO transfer worksheet: Losing/Gaining Unit/Office Symbol, Custodian Rank/Name, Custodian DSN, Custodian Email, Custodian Number, Base/MAJCOM, Accountable UIC (SRAN), UIC, EAE Rank/Name, EAE DSN, EAE Org Box Email, Justification, Transportation Account Code (TAC) and MAJCOM/FAMs. TACs are not required for paperwork only transfers.

11.37.10.3. AFMC/440 SCOS/MAJCOM Centralized Equipment Management will use existing ELMS transfer process guide to execute the RDO request.

11.37.11. Transfer Off-Installation. AFMC/440 SCOS or ARCs will initiate the off-installation transfer in ELMS, including Site ID to Site ID, to generate the transfer document number. Select the appropriate TAC and use the ELMS-generated document number for the DD Form 1348-1A. Approve the Pending UIC-to-UIC transfer and complete transfer actions in ELMS only when the ELMS-generated DD Form 1348-1A is signed and received from Outbound Cargo. EAE will file the signed document in the appropriate Master Jacket File. (T-1)

11.37.11.1. Ensure a new TCN is created with every transaction to prevent system errors at the gaining location. Ensure 'share' vs. 'private' is checked to allow losing EAE to retrieve the DD Form 1348-1A. When not checked, initiator will provide a copy to the losing EAE. (T-1)

11.37.11.2. EAE will process paperwork only transfers resulting from unauthorized movements. (T-1)

11.37.12. Transfer On-Installation. EAE will initiate the transfer in ELMS to generate the movement document number. Create the ELMS-generated DD Form 1150 for movement from the losing UIC to the gaining UIC. (T-1) Complete the transfer actions in ELMS only when the movement document is signed and received. (T-1) File the signed document in the losing and gaining Master Jacket File.

11.37.13. Transfer Intra-UIC. EAE will process transfers between custodians within the same UIC. Create the ELMS-generated DD Form 1150 for movement from Losing Custodian Number to the Gaining Custodian Number. (T-1) Ensure Block 10 contains the losing custodian’s name. Both Custodians will sign the DD Form 1150 and return to the EAE to file under the ELMS attachment tab of the property record. (T-1) File the signed document in losing and gaining Master Jacket Files. (T-1)

11.37.14. Use the appropriate unit or project TAC as provided by organization directing the movement. (T-2) When CMOS validation determines another source of funding is appropriate, the shipper will validate the TACs accuracy utilizing the AF CMA TAC Quick Reference Table (located on LTS website) and then that TAC or MORD will be utilized, and the requisition will be annotated. (T-1)

11.37.15. Utilize the ELMS-generated DD Form 1150 for on-installation UIC-to-UIC transfers. (T-1)

11.37.16. Unauthorized Transfers. Unauthorized transfers occur when units transfer property without the knowledge of LRS.

11.37.16.1. Organizations are required to produce signed shipping documents or confirmation emails from the losing/receiving activity as proof the asset was shipped from the losing installation/received at gaining installation.

11.37.16.2. EAEs will coordinate with the losing/gaining custodians prior to losing EAE initiating a transfer. Reference user's guide for ELMS processes.

11.37.16.2.1. Gaining EAE will verify an authorization exists. If the asset shipped direct to the unit will cause an overage condition, EAE will accept the transfer, annotate "overage" in the ELMS location field, and direct the custodian to return the property to LRS or obtain an authorization. (T-1)

11.37.16.2.1.1. If the asset causing the overage condition was received through LRS TMO, the gaining EAE will account for the property on the WHSE account and direct the gaining organization to obtain an authorization. (T-1)

11.37.16.3. The losing EAE will enter "Original Document Number Unknown" in the remarks field when the document number from the original movement document is unknown.

11.37.16.4. A financial liability investigation is not required since the property is not considered lost.

11.37.17. EAEs will forward ELMS generated documentation to the custodians to obtain signatures. EAE and custodians will file in the appropriate jacket file. (T-2)

11.38. Equipment (Property) Custody Transfers. The transfer of custody (stewardship) to non-DAF entities for property items will adhere to DoDI 5000.64_DAFI 23-111. Contingency deployments and temporary off-installation employments will adhere to equipment custody transfers. (T-1)

11.38.1. Owning organizations will retain the accountability records for transfer of custody equipment in ELMS on the accountable UIC assigned under their purview. APOs will also retain financial reporting responsibilities and status of the equipment (e.g., DOLI, location, serviceability, return date). (T-1)

11.38.2. EAEs will file associated CPL MOAs within the Master Jacket File to capture the population of property under stewardship of the organization maintaining custody, as appropriate. (T-1)

11.38.3. Temporary Equipment Loans (not GFP). Ensure equipment on temporary loan cite "accountability retained at home station" in the remarks field on the movement document. (T-1) This will ensure and clarify accountability for the property belongs to the loaning organization. Annotate the primary location with "LOAN" and add expected return date (Julian date) (yyyyddd) with actual location in the sub-location field. (T-1) Provide additional information in Remarks and upload any supporting documentation as necessary.

11.39. Deployed Equipment.

11.39.1. Prior to deployment Responsible Officers will appoint primary and alternate deploying equipment custodians for accounts with equipment to be deployed. Custodians must

be commissioned officers, NCOs, warrant officers, contractors (as specified in contract), or civilians (minimum civilian grade is GS-5 or other equivalent civilian pay grade series). (T-2)

11.39.2. Ensure owning custodian(s) conduct periodic mobility equipment reviews with the UDM to ensure tasked equipment requirements are matched to mobility requirements. (T-2) Readiness code 'B' assets may be deployed only when prior approval from the pilot unit and FAM is granted.

11.39.3. Custodian(s) will notify EAE of upcoming deployments and expected return date. (T-1)

11.39.3.1. Identify and annotate deploying assets on the EAE provided ELMS inventory report and file in the Custodian Jacket File. (T-1)

11.39.3.2. Perform a joint inventory with the deploying custodians and file in the Custodian Jacket File. (T-1)

11.39.3.3. Notify EAE of deployment returns and of any suspected losses.

11.39.4. EAE will attend base deployment concept briefings to identify organizations deploying equipment. (T-1) EAEs will:

11.39.4.1. Within 120 days of departure:

11.39.4.1.1. Schedule a pre-deployment planning meeting with the owning alternate equipment custodian(s) and ensure deploying equipment custodians are designated, in writing, by the Responsible Officer for the upcoming deployment. File copy of deployment letter in the Master Jacket File. (T-1)

11.39.4.1.2. Within 90 days of actual departure.

11.39.4.1.2.1. Provide custodians with a ELMS inventory report for custodians to indicate which assets are deploying. (T-1) Maintain one copy of annotated listing in the Master Jacket File. (T-1)

11.39.4.1.2.2. Provide hands on assistance with the deploying process as necessary, to include, assisting custodians with pre-deployment inventories, identification of assets to deploy, correction of CIR data, and training. (T-2)

11.39.4.1.2.3. Assist with the identification of any shortages and take the necessary steps required as appropriate. Coordinate with the MAJCOM FAM (or equivalent) as necessary. (T-1)

11.39.4.1.3. Within 60 days of departure.

11.39.4.1.3.1. Conduct a follow up meeting to ensure the custodians understand the equipment process and assist with providing solutions to problems and questions that may arise. (T-1)

11.39.4.1.4. Within 30 days of departure.

11.39.4.1.4.1. Review the custodian’s deployment folder to ensure it contains all necessary documentation. (T-1)

11.39.4.1.5. Within 15 days of departure.

11.39.4.1.5.1. Update ELMS property record location field to “Deployed”. Update

sub-location field with expected return date using Julian date format yyyyddd and deployment location (e.g., 2024365 Al Udeid). (T-1) Utilize term "Masked" for classified deployments. Personnel's name may also be used in lieu of location when deploying a weapon.

11.39.4.2. Request status of return 10 days prior to expected return date listed in the sub-location field and update if required. (T-1)

11.39.5. Deployed equipment is exempt from physical inventory count procedures. (T-1) Custodian will affirm equipment is still deployed during normal inventory cycle and system DOLI will be updated. (T-1) Note: Deployed COMSEC/CCI will be inventoried with the deployed custodian during the semi-annual inventory. (T-1)

11.39.6. Organizations will notify EAE of deployment returns and of any suspected lost equipment.

11.39.7. EAE will update location accordingly when notified of returns. (T-1) Expected return dates should not exceed one (1) year.

11.39.8. Staging equipment long term.

11.39.8.1. Create off-base (GSU) accounts (custodian number), for units wishing to leave equipment long term (1 year) beyond initial deployment and rotate deployed personnel while still maintaining custody.

11.39.8.2. The officer responsible will remain the same for new account. (T-1) The Master Jacket File will be created with custodian appointment letter, custodian inventory report, etc. Inventories will be required upon change of custodian for new account as normal for on base accounts. (T-1)

11.40. ELMS Documentation.

11.40.1. Document Control Records. Source documentation must be retained to support ELMS transaction history records (Receipt, Transfer, etc.). Documents must be electronically scanned, filed and readily available upon request for audit purposes. (T-2) LRS will ensure all ELMS generated documents are maintained. (T-2)

11.40.2. DAF SE transfers will utilize ELMS generated documents for lateral redistribution requirements to maintain compliance with transactional and accountability procedures. (T-1)

11.40.3. DAF SE requisitioned from sources of supply and retail-level inventories will move as prescribed by DLMS procedures.

11.40.4. DAF activities will utilize the ELMS-generated DD Form 1348-1A for all ELMS off installation equipment transfers and disposition actions. (T-1) DD Form 1150 will be utilized for all on-installation actions. (T-1)

11.40.5. DAF activities will accept the DD Form 1149 and DD Form 1150 for equipment movements against ELMS requirements, as appropriate. (T-1)

11.40.5.1. COMSEC/CCI managed in ELMS, custodians will not use DD Form 1149, Requisition, and Invoice/Shipping Document to transfer equipment, it bypasses programmatic controls. Items must be shipped using the system generated DD 1348-1A. Equipment will be shipped with the functionality of 1 NSN for 1 Document Number.

11.40.6. Document Control will:

11.40.6.1. Ensure all equipment which has been received, transferred, migrated, disposed, and dispositioned in ELMS has the required KSD attached to the property record. (T-1) Reference user's guide for ELMS processes.

11.40.6.2. Coordinate with EAE/Cargo Movement to obtain and upload KSDs (e.g. DD Form 1348-1A, DD Form 250, MIPR, Form 9, Award Contract, Vendor Invoice MFR with Supporting Documents) to the property record for receipt transactions and migrated equipment.

11.40.6.3. Coordinate with EAE/Cargo Movement to obtain and upload the signed DD Form 1150 customer receipt acknowledgement to the property record.

11.40.6.4. Coordinate with Flight Service Center to obtain and upload the disposal (DD Form 1348-1A) and return (DD Form 1150 Signed) KSDs to the property record for turn-in transactions.

11.40.6.5. Coordinate with EAE to ensure transfer movement documents are uploaded to the property record when assets have been transferred intra-UIC and on-installation transfers.

11.41. ELMS Chief Financial Officer (CFO) Records. Statements of Federal Financial Accounting Standards (SFFAS) No. 6. outlines capitalization and depreciation of general property, plant, and equipment (PP&E). The current capitalization threshold for Air Force equipment is $1 million as cited in DoD 7000.14-R, Volume 4, Chapter 25. (T-0) ELMS will perform CFO reporting for DAF accountable property. EAE will ensure CFO data is loaded in ELMS. (T-2)

11.41.1. All assets meeting capitalization requirements must be recorded in ELMS with the following data: acquisition cost, acquisition date, activation date, original in-service date, part number, and serial number to include: (T-0)

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

11.41.1.2. DD Form 250, Material Inspection and Receiving Report

11.41.1.3. DD Form 1155, Order for Supplies or Services

11.41.1.4. DD Form 1149, Requisition and Invoice/Shipping

11.41.1.5. Document (for Vendor Shipments and FMS Repair and Return)

11.41.1.6. Wide Area Workflow (WAWF) electronic form

11.41.1.7. The Activation Date, Acquisition Date, and Original In-Service Date in ELMS must match the Acquisition Date contained on the associate KSD. (T-0)

11.41.1.8. Utilize the DAF "Updating CFO Data Processing Guide" to update CFO records and data in ELMS. (T-1)

11.41.1.9. EAEs will update erroneous CFO data in ELMS to ensure financial reporting is correct. (T-1)

11.41.1.10. EAEs will be responsible to resolve all erroneous ELMS CFO records immediately upon discovery. (T-1)

11.41.1.11. Approved KSDs must be uploaded to each CFO property record. (T-0)

11.42. FIAR Compliance.

11.42.1. Key Supporting Documentation (KSD) is mandatory for all assets listed in the APSR to substantiate acquisition cost and date. (T-1) EAEs will upload all KSDs and associate accountability documents to individual property records in ELMS via the Asset Update. (T-1) The acquisition cost and date must match the cost and date of the KSD. (T-0) Refer to OUSD (Comptroller)/Chief Financial Officer FIAR Guidance for details on allowable KSDs.

11.42.1.1. When KSDs are unavailable, EAE will draft a Memorandum for Record (MFR) to provide rationale for how acquisition cost and date were obtained. (T-1) The memo will be signed by the Responsible Officer. (T-1)

11.42.1.1.1. MFR will not be accepted for property acquired after 2022. For items received prior to 2022; see KSD user guide for memorandum requirements. (T-1)

11.42.1.1.2. MFR must indicate historical records were researched and no KSD could be found or explain rationale for why DOR/FED or receipt action type code in historical records were not used when available state. (T-1)

11.42.1.1.3. MFR will have photos attached of serial number, manufacturer. (T-1)

11.42.1.1.4. MFR will have documents supporting cost (ex. FLIS) and date which must be acquired from research with the Item Manager for PSC 5 property. (T-1)

11.42.1.1.5. MFR will be signed by the Responsible Officer when the property is non-PSC 5. (T-1)

11.42.2. CFO data:

11.42.2.1. CFO data must be updated accurately for the system to correctly calculate and report depreciation of capitalized assets. (T-1) ELMS Depreciation Code “T” is assigned to all CFO assets by ELMS control to identify the capital asset and perform depreciation. (T-1)

11.42.2.1.1. EAE must ensure CFO data is populated in ELMS, and the property record detail match the KSD for all identified capital assets withing ELMS. (T-1)

11.42.2.2. Missing CFO data.

11.42.2.2.1. EAE must query ELMS weekly to identify CFO details with missing data elements, contact custodian to acquire information and ensure ELMS is updated within 24 hours upon custodian response/adjudication. (T-1)

11.42.2.2.2. Take immediate action to obtain KSDs on newly arrived property and upload into ELMS property records Attachment tab within 1 duty day of receipt IAW OUSD (Comptroller)/Chief Financial Officer FIAR Guidance for details on allowable KSDs. (T-0)

11.42.3. Acquisition Date.

11.42.3.1. General PP&E should be recorded when the title passes to the DAF. Usually found on same KSD as acquisition cost. Note: Acquisition date should not match the date asset arrived on installation when property was gained through transfer from another unit.

11.42.3.2. General PP&E acquired under a capital lease shall be recorded as an asset at lease inception. (T-1)

11.42.3.3. For constructed assets that meet the capitalization requirements, the "acquisition date" should be the date the asset is placed in service.

11.42.3.4. When KSD is unavailable, EAE will use manufacturer date off item identification plate as the acquisition date. When an item does not have manufacturer date, coordinate with organization to establish age of asset.

11.42.4. Acquisition Cost.

11.42.4.1. Original acquisition cost includes all costs incurred to bring general property, plant, and equipment (PP&E) to a form and location suitable for its intended use (e.g., amounts paid to vendors, transportation to point of initial use, handling and storage costs, interest costs paid, and direct and indirect production costs). This is usually found on vendor invoice or DD Form 250 that accompany the asset.

11.42.4.2. DD Form 1348-1A (DOR/FED) from Source of Supply (SOS) may also be used as a KSD, but only when an invoice or DD Form 250 cannot be found.

11.42.4.2.1. To obtain a DD Form 1348-1A (DOR/FED), query the supply system and trace audit trail from when item was first received into the retail system from SOS. When the item was transferred from another base, continue to research using the other bases Stock Record Account Number (SRAN).

11.42.4.2.2. Duplicate document when Document Control element does not have a copy on file. Note: Signatures are not required in this instance when original signed DD Form 1348 cleared through Document Control.

11.42.4.2.3. When historical cost information for existing general PP&E is not available, it should be valued/ recorded at estimated fair market value. The estimates should be based on the costs of similar assets at the time of acquisition, or the current costs of similar assets discounted since the time of acquisition (e.g., by deflating current costs to costs at the time of acquisition by the general price index).

11.43. ELMS Stock Number Catalog. ELMS will contain the authoritative source (FLIS) for centrally managed and centrally procured accountable equipment PSC 5 stock number catalog.

11.43.1. AFMC/437 SCOS Records Maintenance Activity is the primary office responsible for managing and loading new stock numbers to the AF ELMS catalog within Site ID FH-AFHAF. (T-1) This includes establishing and managing an enterprise local and part number stock number control register. (T-1)

11.43.2. All requestors will submit all ELMS stock number requests to the AFMC/437 SCOS. (T-1) AF/A4LR is the final level of decision for resolving stock number conflicts.

11.43.3. ELMS Catalog Managers will notify submitting EAEs and requestors of the P-Serialized Stock Number load into ELMS and internally file the submission form. (T-1) Catalog Managers will request an Army MCN for non-stock listed SA/LW requiring upload into ELMS. (T-1) Note: The AFMC/437 SCOS will perform catalog reconciliations to maintain the integrity of the ELMS catalog. (T-1)

11.43.4. Air Force support equipment is serially managed in ELMS unless otherwise directed. Asset Management Code 'A' will be assigned for serialized managed assets.

11.44. ELMS Stock Number Management.

11.44.1. Each Stock Number is unique to a specific catalog within each logistics program and only exists once in a catalog. There are three type of stock numbers in ELMS by Stock Item Code: "A" National Stock Number, "J" Management Control Number, and "B" Part Number.

11.44.1.1. "A" – National Stock Number. Accomplish National Stock Number searches using the Stock Number Browse wizard to determine if the stock number exists in ELMS or to pull stock number information from FLIS (Federal Logistics Information System). Do not load the Materiel Management Aggregation Code against the NSN in the ELMS catalog.

11.44.1.1.1. Select the appropriate record image reflected from the browse inquiry then select Add from the search criteria page.

11.44.1.1.2. Mandatory fields are identified by an asterisk (*) on the catalog screen. When additional information is provided by the custodian or Item Manager or Equipment Specialist input into appropriate fields.

11.44.1.1.3. DAF support equipment is within the General Personal Property and Equipment (PP&E) criteria for Type Asset Code.

11.44.1.1.4. The Asset Control Code identifies the accounting class of assets. The codes displayed are conditional based upon the Type Asset Code selected. It is critical the proper code is selected because it identifies the accounting class of the asset. This information will be passed to the accounting systems for use in preparing financial statements. When the wrong code is chosen, the accounting transaction may be rejected or passed incorrectly.

11.44.1.1.5. For Aviation SE only, units will contact AFMC/440 SCOS ASEMF **440SCOS.ASEMF.ELMS-BLADESupport@us.af.mil** to request bridging action to enable visibility of PA assets.

11.44.1.1.5.1. Most assets contain an Identaplate that reflect the manufacturers' serial number. When no serial number can be found, the equipment custodian will contact EAE for assignment of a number. When the EAE provides a locally assigned serial number to a capital asset, the custodian must engrave the serial number on the asset where it is visible.

11.44.1.1.5.1.1. Exception: When engraving has the potential to affect form, fit, and function, the EAE will contact the Cognizant/Chief Engineer before engraving and maintain approval/disapproval documentation from the Chief Engineer in TAB C of the Master Jacket File and Tab B of the Custodian Jacket File.

11.44.1.1.5.2. EAEs will assign serial numbers to applicable items when a physical serial number is not available or identified upon notification from the custodial organization. (T-1) These items will require reconciliation with custodians to ensure the enumeration or creation of a correct serial number for the item. EAEs will manage the central log for serial numbers capturing all items requiring a serial

number for management within ELMS. (T-2) Do not reuse serial numbers and only assign one (1) serial number to an item. Items with erroneous serial numbers resulting from the incorrect Asset Management Code (e.g., A - ITM, B - BULK) assignment during the initial migration into ELMS will remain "as is" until system capabilities are available to resolve the discrepancies. EAE will assign a 13-position serial numbers as follows:

Table 11.6. Serial Numbers.

POSITIONS	POSITIONS SERIAL NUMBER DATA
Positions 1-4	Base SRAN. **Note:** Only use numeric part of the SRAN i.e. 4488.
Positions 5-11	Four-digit calendar year, three-digit Julian date
Positions 12, 13	Two-digit number beginning with 01 each day

11.44.1.1.6. Authorization Code is blank as authorizations are managed in a different module.

11.44.1.1.7. Select "0-Non-Reportable" for the Reportable Code field. This option will be determined in a separate process.

11.44.1.1.8. Add the stock number to the catalog and correct all discrepancies as appropriate.

11.44.1.2. "J" – Management Control Number. This method allows catalog managers to create a stock number for a local purchase item.

11.44.1.2.1. This 15-position field consists of the 4-digit Federal Supply Class, the 2-digit National Codification Bureau country of origin, an Item Number consisting of 1 alphabetical and 2 numeric characters, and a 4-digit ELMS serial number.

11.44.1.2.2. Air Force catalog managers do not use this method of loading stock numbers to the ELMS catalog.

11.44.1.3. "B" – Part Number. Catalog managers use this type of stock number to load enterprise P- Serialized Stock Numbers into the ELMS catalog.

11.44.1.3.1. Add the P-Serialized stock number and the item description on the stock number search criteria screen.

11.44.1.3.2. Air Force support equipment assets are within the General Personal Property and Equipment (PP&E) criteria for Type Asset Code.

11.44.1.3.3. The Stock Item Code for enterprise P-serialized stock numbers is "B" – Part Number.

11.44.1.3.4. Enterprise P-Serialized stock numbers adhere to Air Force support equipment rules regarding serial management unless otherwise directed.

11.44.1.3.5. Unit price of the item is the same as the acquisition price for the purchase.

11.44.1.3.6. Authorization Code is blank as authorizations are managed in a different module.

11.44.1.3.7. Maintenance Group Identification is blank until item is selected for maintenance and utilization management (repair, etc.). For AvSE assets, units will contact AFMC/440 SCOS ASEMF **440SCOS.GWK.ASEMF@us.af.mil** to request bridging action to enable visibility of assets loaded in PA. Reference functional guidance for specific bridging processes.

11.44.1.3.8. Select "0-Non-Reportable" for the Reportable Code field. This option will be determined in a separate process.

11.44.2. Stock Number Updates. The process is similar to the Stock Number Add process except that it is accessed from the Search Results window. This capability updates the Type Asset Code, ACC, Stock Item Code, and Stock Number.

11.44.2.1. Catalog managers can enter the stock number or search for the stock number using the Stock Number Browse function.

11.44.2.2. Search for the appropriate stock number after selecting the correct record.

11.44.2.3. Select update for the record appearing on the search results to perform edits.

11.44.2.4. Ensure to select update after modifying the stock number record data elements.

11.44.2.5. Document all reasons for change to CFO stock numbers and related indicative data in the catalog remarks field or in justifying supporting documentation, as required. Notify EAEs when the update resulted in a stock number change. (T-1)

11.44.2.5.1. Catalog managers will attach the supporting documentation to the catalog history of the stock number change. (T-1)

11.44.3. Stock Number Mass Updates. Process stock number mass updates in the Catalog – Mass Updates – Stock Number Tab. This process changes the current existing stock number to a new stock number for all assets within the catalog.

11.44.3.1. To change a stock number, both stock numbers must exist on the catalog and the remaining fields may not be updated. Both TO/FROM stock numbers must have the same Accounting Requirements Code, Management Code, and Unit of Issue.

11.44.3.2. To maintain the stock number, but change specific fields, leave the Stock Nbr To field blank. This allows updates to the fields mentioned above.

11.44.3.2.1. Use this process to change the following fields but maintain the current stock number: Stock Item Cd, Type Asset Cd, ACC, Attribute(s) Template, IT Device Cd, Dmil Cd, CIIC, Type Dsg, Util Svc Life, Util Measure Cd, Fdcry Deprn Mthd Cd, Maint Grp Id.

11.44.3.2.2. When the transaction fails during the batch process, review the Batch Error Detail Report. Stock Number Deletions. The Stock Number Delete process allows removal of a stock number from the catalog.

11.44.3.3. Catalog managers can enter the updating stock number or search for the stock number using the Stock Number Browse function.

11.44.3.4. Search for the appropriate stock number after selecting the correct record.

11.44.3.5. Select delete for the appropriate stock number record to remove from search results.

11.44.3.6. Select delete to complete the transaction and remove the stock number from ELMS.

11.45. ELMS Stock Number Submissions. All requestors will submit support equipment ELMS stock number requests to AFMC/437 SCOS. (T-1)

11.45.1. EAEs receive stock number requests from custodians for stock listed and non-stock listed items.

11.45.2. Custodians use the appropriate stock number submission necessary for the type of request to catalog an item in ELMS.

11.45.3. EAEs will submit national stock number requests to Catalog Managers. (T-1)

11.45.4. Cataloging Managers will review the requests and load the national stock number (NSN). NSNs loads will utilize FLIS to establish the record. (T-1) ELMS does not allow duplicate stock numbers in the database and will reject the duplicating transaction.

11.45.4.1. Catalog Managers will confirm unit requests when discrepancies occur for completion of stock number loads. (T-1)

11.45.5. Equipment custodians utilize and complete the ELMS Part Number Submission form in collaboration with the host EAE to ensure all appropriate data elements are correct and available prior to submission for entry into ELMS. (T-1)

11.45.5.1. EAE will forward the submission form together with supporting documentation, as necessary, to the AFMC/437 SCOS for upload into the ELMS catalog. (T-1)

11.45.6. Catalog Managers validate the submission form for accuracy and assign a new stock number in the ELMS P-Serialized Stock Number Register.

11.45.6.1. ELMS P-Serialized stock numbers are identified with the character string of “PAFMC” proceeding the Federal Stock Class. The 6-position serial number will follow the “PAFMC” stock number identifier. Example: 4920PAFMC000001.

11.45.6.2. Catalog Managers notify submitting EAEs and requestors of the P-Serialized Stock Number load into ELMS and internally file the submission form.

11.45.6.3. Catalog Managers will request an Army MCN for non-stock listed SA/LW requiring upload into ELMS. (T-2)

11.45.7. AFMC/437 SCOS will perform catalog reconciliations to maintain the integrity of the ELMS catalog. (T-1)

11.45.8. Catalog Managers have the authority to collaborate on stock number changes, determine and direct changes when appropriate, and execute the stock number change upon discretion. (T-2)

11.45.9. Centralized agencies and field-level organizations assist Catalog Managers when discrepancies or changes are necessary to correct or modify the ELMS catalog.

11.45.10. Utilize ELMS reports and enterprise-provided tools and reports to perform daily reviews against the ELMS catalog to ensure all stock number records conform to AF determined structures.

11.46. Physical Inventory Count.

11.46.1. Generate Custodian Inventory Report from ELMS for inventory count purposes.

11.46.2. Utilize the Receipt Processing Guide for inventory overages and Found on Base returns. Under the Receiving menu select "IAAR – Administrative Adjustment" and apply receipt processing procedures. Importantly, do not select "IFOI – Found on Installation" for inventory overage or FOB instances.

11.46.2.1. EAE personnel will document all research actions and file DD Form 200 when an item is found on base. (T-1) Follow actions identified in **Table 6.2** for Serialized control assets (e.g., NWRM, COMSEC/CCI, Weapons) or classified.

11.46.3. Identify and update all property records suspected of lost property. Utilize the suspected loss procedures contained in the Generating Inventories process guide for ELMS property records.

11.46.3.1. Apply Suspected Loss Status Code of "S" to identify property records suspected of loss.

11.46.3.2. Add user initials to the Inventory User Id and update the Suspected Loss Status Code from "S" to the appropriate status code against the appropriate property record when the suspected loss has been resolved.

11.46.3.3. Produce weekly ELMS Suspected Loss Status Code to manage and resolve property record discrepancies suspected of being lost. Report must include Suspected Loss Status Codes of "U" – Under Investigation, "R" – FLIPL, and "S" – Suspected Loss. Property records with suspect flag "S" assignments must be resolved within 30 days.

11.46.3.4. Supplement the M10, Consolidated Inventory Adjustment Register with Monthly ELMS Increase Decrease Action Report and attach all supporting documentation to the product.

11.46.3.5. Capture the following adjustment codes on the exported ELMS Increase Decrease Action Report on the M10 attachment: (I/D) AAR – Administrative Adjustment, (I/D) IAJ – Inventory Adjustment, and DLDD – FLIPL/Lost, Damaged, Destroyed. Note: The "I" represents an increase to the property record. The "D" represents a decrease to the property record.

11.47. Signing Custodian Inventory Report (CIR).

11.47.1. Equipment custodians have an inherent responsibility for the management of assigned property. AF policy states they may be held financially liable for the mismanagement of property under their control. Custodian Inventory Reports are used to manage AF accountable equipment.

11.47.2. The EAE will:

11.47.2.1. Provide designated equipment custodians two copies of an updated CIR annually. (T-1)

11.47.2.2. Ensure the Custodian Inventory Reports are signed by the Responsible Officer (or ANG designed operational commander) and alternate performing the inventory and filed in the Master Jacket File. (T-1)

11.47.2.3. Correct errors they find on the custody receipt listing. (T-1)

11.47.2.4. EAEs will enter the equipment custodian's physical inventory results annotated on the signed CIR into ELMS against the corresponding Unit Identification Code (UIC) and property record. (T-1) The Inventory Date field must be updated within the same month the inventory was initiated to prevent account delinquency. (T-1)

11.47.3. The equipment custodian will:

11.47.3.1. Perform a floor-to-book/book-to floor inventory and validate deployed location and quantities by contacting deployed custodian. (T-1) Note: Inventories for RDT&E activities using the single custodian concept may be performed by the using organization's scientists, engineers, etc.

11.47.3.2. The Responsible Officer and equipment custodian performing the physical inventory will sign the CIR (written or digital Common Access Card) affirming accountability of the physical assets, serial numbers are correct, and identified discrepancies annotated. (T-1) Custodians will forward the signed CIR to the host EAE within 15 workdays of the date printed on the CIR. (T-1) Note: Responsible Officer/custodian will not refuse signature for any reason. (T-1)

11.47.4. Relinquishing property responsibility.

11.47.4.1. The EAE will process a new Custodian Inventory Report when an outgoing custodian has a signed Custodian Inventory Report on file with EAE. (T-1)

11.47.4.1.1. Responsible Officer will perform a joint inventory with a proper authority in accordance with 51-509, Appointment To An Assumption of Command if they are due to depart prior to incoming Responsible Officer. (T-1)

11.47.4.1.2. Incoming Responsible Officer will perform a joint inventory with the designated representative or certify the CIR as valid. (T-1)

11.47.4.2. The Outgoing equipment custodian(s):

11.47.4.2.1. Concurrently with the Incoming Custodian perform a physical inventory. (Both custodians must be present and participate in this joint inventory). (T-1) Identify all accountable property to confirm that items are on the CIR. Inventories should not be used to add items to the CIR, rather, to ensure accountability is established for all accountable property items in the workplace. Once identified, the custodian will contact EAE to determine/establish accountability. (T-1)

11.47.4.2.2. Account for lost, damaged, or destroyed property according to the provisions of DoD 7000.14-R, and all other applicable guidelines and standards before the relinquishing custodian is relieved of custodial responsibility.

11.48. Property Identity and ERRC Changes.

11.48.1. Property Identity Changes. Identity changes are only authorized where there is an indication property may have been misidentified on the custodians account during receipt process or when directed by Item Managers. (T-1) Reference user's guide for ELMS processes.

11.48.1.1. RDT&E activities will request reidentification of PSC 5 NSNs if the item is modified or used outside its original specifications to prevent re-entry into the operational field. (T-1)

11.48.1.1.1. NSN will be reidentified to a P-Serialized stock number using the part or model number of the item procured, with original NSN and "RDT&E modified" added to the remarks field of the Asset ID. (T-1)

11.48.1.2. Custodian will submit a DD Form 200 for all other identify change requirements. (T-1)

11.48.2. ERRC Changes.

11.48.2.1. FLIS Catalog updates that change an NSN from ERRC S/U to ERRC N/P/T require removal from accountable property and authorization detail records, as applicable.

11.48.2.1.1. EAE will process a (D) AAR - Administrative Adjustment to remove accountable property records. (T-1) Reference user's guide for ELMS processes. Attach supporting documentation to the ELMS Increase Decrease Action Report to substantiate the adjustment. (T-1)

11.49. Financial Liability Investigation. To explain the procedures to report liability for property lost, damaged, or destroyed due to custodian negligence and during Disaster Relief or Combat Conditions. For guidance specific requirements review this publication.

11.49.1. In accordance with DoD 7000.14-R, Vol 12, Chapter 7, investigations must be processed for controlled items regardless of value. Note: All NWRM items are categorized as controlled/classified.

11.49.2. Utilize the Department of the Air Force FLIPL Guidance for all financial liability investigations or incidents as directed by SAF/FM. (T-0) Financial liability investigations will be initiated per DoD 7000.14-R, Volume 12, Chapter 7. (T-0)

11.49.3. When the custodian is found responsible for the loss, damage, or destruction, relief from responsibility can be obtained IAW Department of the Air Force FLIPL Guidance. (T-0) When accountable equipment item is lost, damaged, or destroyed during Disaster Relief or Combat Conditions, reporting will use a certified DD Form 1150.

11.49.4. Commanders will investigate and adhere to DoD 7000.14-R, Vol 12, Chapter 7, for lost, damaged, destroyed or theft of government equipment. (T-0) After investigation is complete and the responsible officer has determined "negligence or abuse/evident," the financial liability investigation of property loss documentation is forwarded to the LRS Materiel Management activity to adjust property records. (T-1)

11.49.5. LRS/Materiel Management Activity will take the following actions to adjust records for property lost, damaged, or destroyed.

11.49.5.1. Adjust by Inventory Adjustment Document (IAJ) lost or destroyed items on accountable property records. (T-1) Materiel Management Flight Superintendent/OIC will sign the relief document. Attach the LRS APO copy of the relief document to IAJ as supporting documentation. (T-1)

11.49.5.2. The Responsible Officer will request replacements for lost, damaged, or destroyed, accountable property, as applicable. (T-1) Use normal issue procedures.

11.49.6. Losses and damage sustained under Disaster Relief or Combat Conditions may be processed as follows:

11.49.6.1. Responsibility for any property lost, damaged, or destroyed during combat operations may be terminated upon receipt of a DD Form 1150 signed by the Responsible Officer, and bearing the certification of the responsible officer or person as shown in **Figure 11.1**. Exception: COMSEC requires an SF 153 IAW DAFMAN 17-1302-O.

11.49.6.2. Use of this form for termination of property responsibility will be at the discretion of the DAF theater commander. (T-1)

11.49.6.3. The custodian will request replacements for lost, damaged, or destroyed EAID and non-EAID items, as applicable. Use normal issue procedures. (T-1)

Figure 11.1. Certification of Loss Due to Combat Operations.

Item Description (NSN, Nomenclature, etc.) Loss or damage of above article is due to combat operations
Signature of LRS APO, or other designated responsible officer or individual Approved/Disapproved
Signature of Commander at next level of command or designee

11.50. Small Arms and Light Weapons Program (SA/LW).

11.50.1. This guidance pertains to all SA/LW identified with an Arms Security Risk Code (SRC) of II through IV in accordance with DoDM 5100.76, Safeguarding Sensitive Conventional Arms, Ammunition, and Explosives (AA&E), and acquired, maintained, or reported within the DAF supply chain and Logistics Readiness activities.

11.50.2. DLM 4000.25, Volume 1 defines SA/LW as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet, or projectile by action of an explosive.

11.50.2.1. Small Arms are broadly categorized as those weapons intended for use by individual members of armed or security forces. They include handguns; rifles and carbines; sub-machine guns; and light machine guns. Associated suppressors, silencers, mufflers, and noise suppression devices appropriate for previously listed small arms and light weapons are included and will be reported within the Component SA/LW registry.

11.50.2.2. Light weapons are broadly categorized as those weapons designed for use by two or three members of armed or security forces serving as a crew, although some may be used by a single person. They include heavy machine guns; hand-held under-barrel and

mounted grenade launchers; portable anti-aircraft guns; portable anti-tank guns; recoilless rifles; man-portable launchers of missile and rocket systems; and mortars.

11.50.3. SA/LW will receive controlled item identification codes (CIIC) according to the Arms SRC as cited in the Federal Logistics Information System Technical Procedures, Volume 10, Cataloging Data and Transaction Standards, **Table 61**.

11.50.3.1. Arms SRC II = CIIC 2.

11.50.3.2. Arms SRC III = CIIC 3.

11.50.3.3. Arms SCR IV (major parts such as barrels and major subassemblies) = CIIC 4.

11.50.3.4. Firearms piece parts and non-lethal firearms = CIIC N.

11.50.4. SA/LW Stock Numbers. SA/LW National Stock Numbers (NSN), Management Control Numbers (MCN), and Local Stock Numbers (LSN) will reflect a Unique Item Tracking (UIT) – AAA (in accordance with DLM 4000.25, Volume 2) and Controlled Item Code (CIIC) – 1 to identify the catalog record as a SA/LW and controlled item. (T-0)

11.50.4.1. SA/LW without a NSN will require notification by message or letter to the U.S. Army Materiel Command (USAMC)/G-3 Logistics Data Analysis Center (LDAC)/AMLD-DM for review and assignment of a MCN in accordance with DLM 4000.25 and Department of the Army Pamphlet, 708-1. (T-0)

11.50.4.1.1. The MCN is a control number assigned by the Army to enable the movement of SA/LW without a valid NSN. The intent of the MCN is to be temporary, pending the assignment of a cataloged NSN in accordance with DLM 4000.25, Volume 2. (T-0)

11.50.4.1.2. The MCN request will contain the following catalog data elements: Type, manufacture, caliber, model description, weapon place of origin, and photo attachments (side profile for identification purposes) in accordance with the USAMC LDAC MCN and Serial Number Request User Guide. (T-0)

11.50.4.1.3. The requestor will email the host EAE with subject line “Small Arms MCN Assignment”. (T-0) The email body will contain a brief message requesting the establishment of an MCN for the submitted SA/LW. (T-1)

11.50.4.1.4. The host EAE will review the MCN request against the ELMS catalog to ensure an existing NSN or MCN does or does not exist for the make, model, caliber, and nomenclature of the SA/LW. (T-1) Utilize the appropriate NSN or MCN when one exists. Forward the email request to AFMC/437 SCOS when no applicable NSN or MCN exists. (T-1)

11.50.4.2. AFMC/437 SCOS will review the MCN request to confirm an existing NSN or MCN does or does not exist for the make, model, caliber, and nomenclature of the SA/LW. (T-1) Utilize the appropriate NSN or MCN when one exists. Forward the email request to USAMC/G3 LDAC/AMLD-DM when no applicable NSN or MCN exists. Send to LDAC Service Desk (**usarmy.redstone.ldac.mbx.service-desk@mail.mil**). (T-0)

11.50.4.3. AFMC/437 SCOS will utilize the LDAC MCN assignment notification and update the ELMS Catalog. (T-1) AFMC/437 SCOS will also notify the requesting EAEs of the assignment of a NSN or MCN. (T-1) AFMC/437 SCOS will create a LSN (e.g.,

PAFMC) for SA/LW when the assignment of a NSN or MCN is disapproved by USAMC/G3 LDAC /AMLD-DM. (T-1)

11.50.4.4. Captured, confiscated, or abandoned enemy SA/LW will require the establishment of a NSN or MCN when in the possession of DAF organizations. (T-0) A PAFMC LSN may be established to immediately gain accountability for the captured enemy SA/LW while pursuing the MCN process. (T-1)

11.50.5. SA/LW Serialization. DAF organizations will adhere to SA/LW serial management procedures as defined in DLM 4000.25, Volume 2. (T-0) SA/LW serialized control and reporting apply only to complete weapons or the part of the weapon which the serial number is stamped or etched, such as the receiver or frame. Serialized reporting does not apply to barrels, firing mechanisms, etc. (T-1)

11.50.5.1. Organizations possessing SA/LW without a serial number will require notification by message or letter to the Logistics Data Analysis Center (LDAC AMLD-ODS) for review and assignment of a new Arms serial number in accordance with DLM 4000.25. (T-0) Submit requests to the host LRS for validation. (T-1)

11.50.5.2. EAEs will submit requests to the USAMC/G3 LDAC/AMLD-ODS requesting assignment of a new serial number. The request memorandum will include the stock number, serial number, and description (make, model, caliber, and other nomenclature), as applicable. (T-1)

11.50.5.3. EAEs will submit new serial number assignment requests to the USAMC/G3 LDAC/AMLD-ODS for all non-translatable serial numbers on foreign SA/LW. (T-0)

11.50.5.4. EAEs and custodians will contact the Installation Combat Arms to schedule the inspection, maintenance, and new serial number inscription for all SA/LW. (T-1)

11.50.5.5. EAEs will engage with the custodian possessing the foreign SA/LW upon notification of the new serial number and will notify them to contact the installation Combat Arms to permanently inscribe the new serial number onto the SA/LW. (T-1)

11.50.5.6. Foreign SA/LW designated as having historical value are exempt from requiring a new serial number translation in accordance with DLM 4000.25. (T-0) The organization possessing the foreign SA/LW will retain authoritative documentation confirming the historical value of the SA/LW. (T-1)

11.50.5.7. EAEs will upload source documentation identifying the original serial number for the SA/LW for historical cross-reference of the weapon in accordance with DLM 4000.25. (T-0) EAEs and custodians will retain copies of source documentation reflecting the original serial number in the appropriate organizational and Master Jacket File. (T-1)

11.50.5.8. Commanders will send requests to establish a DAF historical holding for SA/LW to the MAJCOM/HO for approval and coordination with National Museum of the United States Air Force and AF/HO in accordance with DAFI 84-103, Department of the Air Force Heritage Program. (T-0)

11.50.6. SA/LW Accountability Records. All DAF organizations and activities will ensure the establishment of accountability records for SRC II-IV SA/LW within ELMS to control, manage, and protect against unauthorized use, disclosure, or loss. (T-1)

11.50.6.1. The host APO is responsible for accountability and reporting of SA/LW and will retain property records for DAF SA/LW in storage, on loan, in custodial stewardship, or in storage within non-DAF storage facilities. (T-1) The host APO will:

11.50.6.1.1. Ensure DAF SA/LW accountability records are managed by serial number within the approved APSR. (T-1)

11.50.6.1.2. Ensure DAF SA/LW accountability property records are coded with Asset Identification prefix – ITM and characterized as "inventory by serial number". (T-1) DAF ELMS SA/LW accountability property records are created as end item serial number records. Do not bulk manage DAF ELMS SA/LW accountability property records. (T-1)

11.50.6.2. Adhere to SA/LW loan procedures as defined in DLM 4000.25, Volume 2. (T-0) The owning organization loaning the SA/LW will retain accountability within the APSR. (T-0) The gaining organization accepting and employing the loaned SA/LW will employ custodial accountability until returned to the owning organization. (T-0)

11.50.7. DAF SA/LW Component Registry. The DAF ELMS SA/LW Registry is the authoritative source for the reporting and oversight of DAF SA/LW serial numbers. (T-1) AFMC is responsible for the overall maintenance and control of the ELMS SA/LW Registry on behalf of the DAF Component Property Lead. (T-1)

11.50.7.1. AFMC/A4RX will appoint a DAF ELMS SA/LW Registry Agency Manager to perform the day-to-day management and oversight of the DAF ELMS SA/LW Registry (T-1) The DAF ELMS SA/LW Registry Agency Manager will:

11.50.7.1.1. Assist the DoD SA/LW executive agent, HAF Directorates, and other agencies with resolving DAF SA/LW Registry discrepancies, Freedom of Information Act (FOIA) requests, and other SA/LW related inquiries upon request. (T-1)

11.50.7.1.2. Perform a monthly SA/LW registry review to identify and resolve data discrepancies and duplicate SA/LW serial numbers. (T-1)

11.50.7.1.3. Provide enterprise oversight of DAF SA/LW serial numbers identified as suspected loss (ELMS Suspected Loss Status Code – S). (T-1)

11.50.7.1.4. Engage and direct APOs to resolve serial number discrepancies and to take appropriate actions on SA/LW investigations involving the loss, damage, destruction, or theft of DAF SA/LW. (T-1)

11.50.7.2. APOs will review, validate, and correct SA/LW information recorded within the ELMS SA/LW Registry for their responsible Accountable Unit Identification Code (AUIC). (T-1) APOs will:

11.50.7.2.1. Appoint primary and alternate DAF ELMS SA/LW Registry Accountable – Unit Identification Code (AUIC) Serialization POCs (T-1) AUIC Serialization POCs are direct subordinates of the host APO (T-1)

11.50.7.2.2. Review monthly AUIC SA/LW registry validations as presented by AUIC Serialization POCs. (T-1) The validations will consist of a summarized list of SA/LW posture (stock number, quantity) by AUIC and UIC, identified problems (e.g., investigations, potential losses, overdue inventories, and reconciliations) and

discrepancies, and corrective actions taken for resolution with points of contact and estimated completion date. (T-1)

11.50.7.2.3. Engage General Officers (GO) assigned to the installation and ensure issued Personal Defensive Weapons (PDW) are registered against the AUIC in the SA/LW registry and property record. (T-1)

11.50.7.2.4. Review all investigative reporting inquiries and correspondence to or from law enforcement agencies or Security Forces activities pertaining to SA/LW affecting the AUIC. (T-1)

11.50.7.2.5. Assist the DAF ELMS SA/LW Registry Agency Manager as requested to resolve identified problems or discrepancies. (T-1)

11.50.7.3. Primary and Alternate DAF ELMS SA/LW Registry AUIC Serialization POCs are responsible for the health and accuracy of AUIC SA/LW registry records and information. (T-1) SA/LW Registry AUIC Serialization POCs will:

11.50.7.3.1. Submit the ELMS Role Request Form to the ELMS SA/LW Registry IO for access to the ELMS SA/LW Registry as a Serialization Officer for your DODAAC/AUIC. (T-1) Successfully complete the ELMS Registry SA/LW online training course (T-1)

11.50.7.3.2. Perform an annual ELMS reconciliation of all SA/LW in the DAF SA/LW Registry. (T-1) This bottoms-up records reconciliation verifies matching records from the activity possessing physical custody and/or accountability of the SA/LW to the DAF SA/LW Registry. (T-0)

11.50.7.3.3. Reconcile ELMS PA property records against the ELMS SA/LW Registry. (T-1) Utilize the ELMS SA/LW Registry Account Reconciliation feature within the Registry Management tab. (T-1)

11.50.7.3.4. Review and resolve all past due reconciliations identified against the assigned AUIC. (T-1) Update the reconciliation Status upon confirming the existence of an active property record for the unreconciled SA/LW serial number. (T-1)

11.50.7.3.5. Ensure manually entered SA/LW serial number registry records match a corresponding property record in the Property Accountability module. (T-1) SA/LW Registry records will not automatically update unless the AUIC, NSN, and serial number exactly match an existing active property record.

11.50.7.3.6. Coordinate research with Cargo Management to resolve SA/LW serial numbers reflecting an In-Transit status and last transaction date beyond 30 days (CONUS) and 90 days (OCONUS). (T-1)

11.50.7.3.7. Apply ELMS Suspected Loss Status Code – S to the appropriate property record when unreconciled SA/LW serial numbers are deemed potentially lost, damaged, destroyed, or stolen and initiate appropriate investigative actions. (T-1)

11.50.7.3.8. Participate in out-of-cycle reconciliations or validations when directed by the DAF ELMS SA/LW Registry Agency Manager or other appropriate authorities. (T-1)

11.50.8. The AFLCMC/EBWW Small Arms IPT, referred to as the Small Arms Program Office (SAPO), performs Life-Cycle Management/Acquisitions of common Small Arms/Light Weapons and select Sighting, Targeting, and Night Observation (STANO) equipment in accordance with established Acquisition and Materiel Management Instructions as published in the 23- and 63-series publications, under AFMC guidance. (T-1)

11.50.8.1. The Small Arms Program Office (SAPO) is responsible for managing the GO PDW program and will coordinate actions with Air Force General Matters Office (AF/A1-DPG), Air Force Reserve General Officer Management Office (AF-RE), National Guard Bureau General Officer Management Office (NGB-GOMO) and AF/A4LR. (T-1)

11.50.8.2. SA/LW Item Managers and Program Offices will validate SA/LW Controlled Item Inventory Code (CIIC) every 5 years IAW DoDM 4140.01, Volume 11 and coordinate corrective actions with DLA and applicable enterprise management activities. (T-1)

11.50.9. SA/LW Requirements Determination. DAF SA/LW are centrally managed and centrally procured items (PSC 5). (T-1) Using organizations and functional program offices will not procure SA/LW. (T-1) Organizations requesting the procurement of SA/LW or the increase of existing SA/LW postures will coordinate with AF/A4S, the Air Force Security Forces Center (AFIMSC/AFSFC), MAJCOM A4R, and AFMC SAPO, as appropriate. (T-1)

11.50.9.1. Units will only purchase SA/LW accessories (i.e., holsters, magazine, magazine pouches, slings, cleaning supplies, etc.) approved by AFLCMC Small Arms IPT for local or Commercial-Off-The-Shelf purchase. (T-1) The base Combat Arms Section is the focal point for all authorized weapon parts procurement and replacement IAW AFI 36-2654. (T-1)

11.50.9.2. Annually, the MAJCOM A4R will determine (via AFI 10-403 and AFI 10-2501) the minimum mobility SA/LW requirements in conjunction with mobility bag authorizations provided by LRS. (T-1)

11.50.9.2.1. MAJCOM A4R will direct requisition/redistribution/turn-in of weapons as appropriate to balance on hand assets at their associated LRS.

11.50.9.3. LRS will utilize the installation's maximum simultaneously deployable capability (total personnel subject to deploy within each AFFORGEN PHASE) provided by Plans and Integration Section to determine applicable mobility SA/LW requirements in accordance with AFI 10-403.

11.50.9.3.1. Exclude organizations with established SA/LW authorizations (e.g., UTC SA/LW requirements) from the LRS SA/LW mobility authorizations to eliminate the potential for duplicate SA/LW requirements. (T-1)

11.50.9.3.2. LRS SA/LW mobility authorizations to support the installation's maximum simultaneously deployable capability are base support resources and reflect Readiness Code A. (T-1) MAJCOM A4Rs will approve these installation SA/LW authorization requests. (T-2)

11.50.9.4. Organizational SA/LW UTC authorizations to support functional mission requirements will reflect Readiness Code A. (T-1) Utilize standard SA/LW authorization request and approval processes for these requirements. (T-1)

11.50.10. Logistics Readiness Squadron (LRS) APOs. LRS APOs will provide sustainment and materiel management functions. LRS APOs will adhere to requirements as outlined in AFI 36-2654, Combat Arms Program, for DAF SA/LW held on accountability property records within the responsible AUIC. (T-1) The LRS APO will:

11.50.10.1. Assign the IPE Section as the responsible activity for storage of SA/LW assigned to the LRS and IAW Host/Tenant Support Agreements. (T-2)

11.50.10.2. Designate, in writing, personnel authorized to perform Armorer and Clearing Barrel Attendant duties associated with firearms protection and control IAW AFMAN 31-129. (T-1)

11.50.10.3. Publish a Personnel Authorized Unescorted Access/Personnel Authorized to Issue and Receive SA/LW memorandum identifying personnel with unescorted access authorization into SA/LW storage facilities within the LRS APO's area of responsibility. The memorandum will include individual name, rank/grade, duty title, security clearance, and unit of assignment. (T-1)

11.50.10.4. Ensure IPE Vault areas post the most current signed authorization memorandum within the vault area and retain a copy of the memorandum in an official file. (T-1)

11.50.10.5. Engage and assist the Installation Combat Arms to accomplish the annual validation of SA/LW types, quantities, and accounts assigned to the installation. (T-1)

11.50.10.6. Disapprove the removal of SA/LW in extended storage for use during exercises unless necessary and authorized by the installation commander as directed by AFI 36-2654, Combat Arms Program. (T-2)

11.50.10.7. Ensure SA/LW inspections are aligned concurrently with the performance of a physical inventory count, especially when opening the packaging for extended storage SA/LW. (T-2)

11.50.11. Courtesy Storage. IPE may provide courtesy storage of SA/LW for other organizations when requested and if storage is available. (T-2) Accountability will remain on the owning organization's Custodian Asset Report (CAR) when courtesy storing SA/LW for other units. (T-1) Custodial organizations with courtesy storage approval will:

11.50.11.1. Retain responsibility for the physical inventory, accountability, maintenance, inspection, and upkeep for organizational SA/LW. (T-1)

11.50.11.2. Establish a formal MOA/MOU with the host commander to codify the management roles and responsibilities of both organizations. (T-1)

11.50.11.3. Provide the host LRS/CC or equivalent with an authorization memorandum identifying personnel responsible for performing the physical inventory, maintenance, inspection, and upkeep for organizational SA/LW in courtesy storage in accordance with DAFMAN 31-129, USAF Small Arms and Light Weapons Handling Procedures. (T-1) The memorandum will include individual name, rank/grade, duty title, security clearance, unit of assignment, and contact information. (T-1)

11.50.11.4. Retain responsibility for the security, management, and accountability of all SA/LW held in custody. (T-1) Equipment custodians will immediately notify the host APO

of any lost, missing, addition, or relevant information for corrections to the accountability record or APSR. (T-1)

11.50.12. SA/LW Storage Management. SA/LW will be stored and handled IAW DAFI 31-101, AFI 31-117, Arming and Use of Force by AF Personnel, DAFI 36-2654, Combat Arms Program, AFMAN C209 Volume 1, Grounds Munitions, AFMAN 31-129, USAF Small Arms and Light Weapons Handling Procedures, Defense Transportation Regulation (DTR) 4500.9-R, Part 1, Passenger Movement, DoDM 5100.76 Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E) and current Special Package Instructions (SPIs) or TOs. (T-0) Magazines will be accounted for in ILS-S Mobility. (T-0) IPE will:

11.50.12.1. Control access to the SA/LW vault to authorized personnel only. The LRS APO or Materiel Management Flight Chief is responsible for ensuring the employment of access control measures. (T-2)

11.50.12.2. Designate in writing personnel authorized to perform duties associated with firearms protection and control. (T-1) This designation will be via the Personnel Authorized Unescorted Access/Personnel Authorized to Issue and Receive SA/LW memorandum. (T-1)

11.50.12.3. Ensure the Personnel Authorized Unescorted Access/Personnel Authorized to Issue and Receive SA/LW memorandum identifies personnel authorized access to the LRS SA/LW vault and includes individual's name, rank/grade, duty title, security clearance level, and unit of assignment. (T-1) The letter must be signed by the LRS/CC or equivalent. (T-1)

11.50.12.4. Post and maintain a signed copy of the authorization letter on the inside of the SA/LW storage area and ensure a copy is on file and readily available upon request. (T-1)

11.50.12.5. Comply with and enforce SA/LW handling procedures as prescribed in DAFMAN 31-129. (T-1)

11.50.12.6. Ensure all organizations using the SA/LW storage vault for courtesy storage provides IPE a current listing of personnel authorized to remove SA/LW from the vault on behalf of the owning organization (T-1) The organization's list should state the conditions (e.g., maintenance, deployment, etc.) for removal of the SA/LW from the vault. (T-2)

11.50.12.7. Ensure members have a current AF Form 522, USAF Ground Weapons Training Data indicating personnel are qualified for each specific weapon being physically transferred to personal custody, unless the member is attending weapons qualification for the requested weapon. (T-1) EXCEPTION: Air Task Force (ATF) and Deployable Combat Wing (DCW) Commanders may authorize personnel to be issued a weapon without a current AF form 522 to participate in CONUS familiarization (non-qualification training) to train and exercise throughout the AFFORGEN cycle leading up to the certification event. Members will only be authorized to carry a weapon with marking cartridges/ blanks until the member has passed the appropriate qualification course outlined in DAFMAN 36-2655. The weapon must be returned to host LRS IPE immediately upon return from the exercise/training.

11.50.12.8. A current signed DD Form 2760 must be in place prior to performing duties requiring the use of a firearm, destructive device, or ammunition. (T-0)

11.50.12.9. Issue custody receipts of weapons readily available for issue to base defense forces and qualification training from Central Storage to the activity responsible for the operation of the base defense and training program. (T-1) The organization's designated equipment custodian is responsible for the storage and safe keeping of the weapons. (T-1)

11.50.12.10. Control all SA/LW physical transfers to individuals utilizing temporary custody receipt processes, typically DAF Form 1297, Temporary Issue Receipt as prescribed in DAFMAN 31-129. (T-1) Maintain a suspense copy of the temporary issue receipt, with expected return date, until the member physically transfers custody of the SA/LW back to IPE. (T-1)

11.50.12.11. Apply and enforce SA/LW turn-in procedures in accordance with DAFMAN 31-129 when accepting the physical return of SA/LW. (T-1)

11.50.12.12. Remove the temporary custody receipt for an individual upon successfully returning physical custody of the SA/LW documented on the DAF Form 1297. (T-1)

11.50.12.13. Review the temporary custody receipt file every 30 days to validate SA/LW do not exceed expected return dates. (T-1) Engage with the individual's host organization to resolve any discrepancies regarding overdue expected return dates. (T-1)

11.50.12.14. Provide secure storage for mobility and daily use SA/LW. (T-1) Base level SA/LW are assigned to and maintained by LRS/Materiel Management Activity within the approved APSR against the responsible AUIC. (T-1) LRS/Materiel Management Activity is responsible for storage, accountability, and management of SA/LW for base mobility requirements. (T-1)

11.50.12.15. Retain weapons for wing mobility (Readiness Code A) and daily use requirements (Readiness Code B) on the LRS UIC against Custodial Number. (T-1)

11.50.12.16. Mobility weapons in LRS facilities may be placed in shipping containers, which are banded and sealed in a way that shows visible signs of tampering when the containers are opened or tampered with as cited in DoDM 5100.76_DAFMAN 31-101, Volume 2. (T-1)

11.50.12.16.1. For inventory purposes, permanently affix numbered anti-pilferage seals to containers storing SA/LW for long term storage. (T-1)

11.50.12.16.2. Inventory the contents of each container by serial number and record on a locally developed spreadsheet. This spreadsheet will include the following minimum information: Custodian Number, Asset ID, NSN, nomenclature, serial number from the SA/LW, butt number (when applicable), number assigned to the container, and serial numbers from the anti-pilferage seals. (T-1)

11.50.12.16.3. Include a copy of the SA/LW serial number spreadsheet on the outside of the container in a packing list. (T-1)

11.50.12.16.4. Forward copies of the SA/LW serial number spreadsheet to Document Control and EAE to ensure anti-pilferage seal integrity. (T-1) The Document Control copy is the official record. (T-1)

11.50.12.16.5. IPE will arrange an immediate physical inventory count of any sealed SA/LW container suspected of being tampered or identified with questionable pilferable seals. (T-1)

11.50.12.17. Schedule and conduct the annual physical security inspection and audit of the SA/LW storage vault as mandated in DoDM 5100.76_DAFMAN 31-101, Volume 2 and host installation DFC guidance. (T-1) The physical security inspection and audit will include the minimum requirements as cited in DoDM 5100.76_DAFMAN 31-101, Volume 2. (T-0) Additional inspection and audit elements may be included as dictated by command and installation requirements. (T-2)

11.50.12.18. Prevent the removal of SA/LW in extended storage for use during exercises unless necessary and authorized by the installation commander as directed by AFI 36-2654. (T-1)

11.50.13. Equipment Custodian Responsibilities. Organizations possessing custody of SA/LW are responsible for the following actions in addition to requirements cited in this chapter. (T-1) Organizational equipment custodians will:

11.50.13.1. Coordinate with Security Forces to inspect SA/LW as directed in AFI 36-2654. (T-1)

11.50.13.2. Notify LRS EAE of all upcoming deployments and re-deployments to ensure SA/LW property records are correctly identified, deployed, and returned within the APSR to retain accountability and tracking requirements. (T-1)

11.50.13.3. Ensure the reconstitution of SA/LW from deploying units. (T-1)

11.50.13.4. Maintain SA/LW support kits.

11.50.13.5. Ensure SA/LW are stored and shipped in the proper containers.

11.50.13.6. Ensure that sufficient holsters, SA/LW magazines, ammunition pouches, and slings are available for each weapon.

11.50.13.7. Ensure that weapons have a unique item identifier (UII) label in accordance with MIL-STD-130 when IUID program is fully implemented.

11.50.13.8. Adjust out of cycle SA/LW authorizations to meet out of cycle mobility bag authorizations. Note: Annually, Logistics Plans will determine the mobility SA/LW requirements in conjunction with mobility bag authorizations (NLT 1 January). Specific references for the Arming of Aircrew, Mobility and Overseas Personnel are described in DAFI 31-117.

11.50.13.9. Equipment custodians and Unit Deployment managers will assist the Logistics Plans Flight with determining mobility SA/LW requirements. (T-1)

11.50.13.10. Perform the monthly unit-level 100 percent physical inventory count of SA/LW by serial number or UII for weapons in the custody of the organization in accordance with DoDM 5100.76. (T-1) Maintain results in the Equipment Custodian Jacket File. (T-1)

11.50.13.11. Assist the LRS APO in performing the physical inventory count during the Installation-level SA/LW semi-annual APSR inventory. (T-1) Participate in all SA/LW corrective actions to resolve accountability property record or discrepancies. (T-1)

11.50.14. Inspection of SA/LW. Inspect SA/LW as prescribed in AFI 36-2654. (T-0)

11.50.14.1. Individuals possessing physical custody of weapons will not modify the SA/LW from the "As Issued" configuration without approval from AF/A4S and AFLCMC/EBWWW through coordination with the AF Security Forces Center (AFSFC). (T-1) Contact the installation Combat Arms to request modifications for SA/LW. (T-1)

11.50.14.2. The custodial organization is responsible to coordinate with the installation Combat Arms to ensure the accomplishment of maintenance and inspection requirements. (T-1)

11.50.14.3. Custodial organizations will coordinate, arrange, and resource (e.g., manpower, funds) the cleaning and packing of SA/LW, regardless of the storing activity. (T-1) Custodians will utilize their unit-developed standardized method of documenting required cleaning and preventive maintenance practices in accordance with AFI 36-2654. (T-1)

11.50.14.4. IPE and custodians will contact the Installation Combat Arms within 10 days of receiving SA/LW from other installations (e.g., depot shipments, installation property transfers) to schedule a SA/LW inspection. (T-1)

11.50.14.5. IPE will ensure completion of the Installation Combat Arms physical inspection of the SA/LW prior to placing the received or transferred SA/LW into extended storage. (T-1)

11.50.14.6. IPE and custodians will ensure and arrange inspections on active in-use SA/LW every 6 months and inactive in-use SA/LW every 12 months in accordance with AFI 36-2654. (T-1) SA/LW in extended storage or preferred packaging do not require periodic inspection by the Installation Combat Arms when properly stored in accordance with applicable special packaging instructions as cited by AFI 36-2654. (T-1)

11.50.14.7. IPE and custodians will ensure and arrange a complete serviceability inspection and gauging by the Installation Combat Arms for SA/LW removed from extended storage. (T-1) The inspection must occur prior to deployment or placing into operational status. (T-1)

11.50.14.8. IPE and custodians will schedule and arrange SA/LW inspections concurrently with the performance of a physical inventory count, especially when opening the packaging for extended storage SA/LW. (T-1)

11.50.14.9. IPE and custodians will ensure the Installation Combat Arms performs a complete serviceability inspection and full gauging on all SA/LW being physically returned to LRS. (T-1)

11.50.14.10. Specific custodian responsibilities. Equipment Custodians will:

11.50.14.10.1. Take responsibility and action related to maintenance, inspection, cleaning & packing regardless of storing activity. (T-1)

11.50.14.10.2. Coordinate with Combat Arms to inspect SA/LW at prescribed intervals established in AFI 36-2654, and other applicable technical orders. (T-1)

11.50.14.10.3. After any inspection, remove all corroded SA/LW from storage and transport to a centralized cleaning facility or to the unit for cleaning of the SA/LW. (T-2)

11.50.14.10.4. The Installation Combat Arms technician will inspect the weapons after the owning organization cleans the SA/LW to ensure the weapons have been properly cleaned and reassembled according to the applicable Technical Order. (T-1) Units may use an Air Force general purpose form for documenting this cleaning as permitted by AFI 36-2654.

11.50.14.10.5. Transport unserviceable SA/LW to the Installation Combat Arms for repair. Provide the Combat Arms technician with an AFTO Form 105, Inspection Maintenance Firing Data for Ground Weapons for each weapon requiring maintenance.

11.50.14.10.6. Before packaging SA/LW, Combat Arms personnel must inspect the SA/LW and complete the DD 1574 or DD 1577-2 (when required). (T-1) A completed Automated Readiness Information System (ARIS) generated AFTO Form 105 must accompany the weapon in shipment through supply channels when the weapon is being returned to depot IAW AFI 36-2654. (T-1)

11.50.14.10.7. Coordinate with the local Packaging & Crating facility to pack and seal the cleaned and inspected SA/LW. Note: When packing and crating specialist are not available, owning unit personnel will pack their SA/LW following the appropriate technical order and Special Packing Instructions (SPI).

11.50.14.10.8. Check and verify SA/LW stock number and serial numbers on the weapon match the generated AFTO Form 105. (T-1)

11.50.15. Maintenance of SA/LW. All organizations attempting field-level SA/LW maintenance actions must comply with AFI 36-2654. (T-1)

11.50.15.1. Individual maintenance is limited to authorized disassembly, assembly, cleaning, lubricating, preserving, tightening screws, adjusting sights, and periodic inspections according to applicable technical orders. Only combat arms personnel are authorized to interchange or cannibalize weapon parts. (T-1)

11.50.15.2. Item identification changes for SA/LW must be coordinated with Combat Arms to ensure proper inspection and identification. (T-1)

11.50.15.3. Contact the Installation Combat Arms for all other SA/LW maintenance actions. (T-2)

11.50.16. Shipments and off installation transfers of SA/LW. The owning organization and Traffic Managers package SA/LW for shipment IAW current Special Packaging Instructions or Technical Orders, AFI 10-401, DAFI 24-602, V2, Defense Travel Regulation 4500.9-R, Part II and DoDM 5100.76, Safeguarding Sensitive Conventional Arms Ammunition and Explosives.

11.50.16.1. DAF SA/LW shipments and transfers will occur on approved movement documents (i.e., DD Form 1348-1A, DD Form 250, etc.). (T-1) DAF storage and shipping

activities will not use DD Form 1149 for the shipment and transfer of SA/LW. (T-1) Utilize general property transfer procedures contained within this chapter, as applicable. (T-1)

11.50.16.2. Shipping activities will retain accountability for SA/LW placed in-transit until the receiver formally acknowledges receipt of the weapon in the gaining APSR. (T-1) This includes resolving shipping discrepancies and overdue movements past the expected receive date. (T-1)

11.50.16.3. The shipping activity will perform a follow up action on all in-transit SA/LW shipments older than 30 calendar days (CONUS) and 90 calendar days (OCONUS) from the date of shipment as required by DLM 4000.25. (T-0) The shipping activity will contact the gaining activity when no confirmation of receipt is received after 10 days of the follow up action. (T-1) Utilize follow up process for overdue shipments cited in DLM 4000.25. (T-1)

11.50.16.4. Organizations requesting shipment or disposition of incomplete or partial SA/LW (with etched serial number) utilizing the original SA/LW NSN must include an accompanying missing parts list or signed statement certifying the weapon has missing parts as required in DLM 4000.25. (T-0) The signed statement must include the name and contact of the authorizing official. (T-0) A digital signature is required when the organization utilizes electronic communication. (T-0)

11.50.16.5. Weapon subcomponents (e.g., upper receiver, butt stock assembly, barrel assembly) returned without the matching serialized receiver will not be accepted under the original NSN and serial number without exception as cited in DLM 4000.25. (T-0) The organization requesting shipment will need to provide the NSN for the actual item prior to acceptance at LRS activities. (T-1)

11.50.16.6. Direct all disposition (e.g., unserviceable, excess, disposal, interservice/Department transfers) of SA/LW shipments to Anniston Army Depot, Alabama. (T-0) Utilize DODAAC FY1346 with Routing Identifier Code FLZ. (T-0) Use shipping address Distribution – Anniston Army Depot, ATTN: Small Arms Receiving Branch, 7 Frankford Avenue Building 360, Anniston AL 36201-4199. (T-0)

11.50.16.6.1. Provide the SA/LW Item Manager with the NSN, quantity, and condition code of excess SA/LW and coordinate disposition for subsequent processing of all shipment transactions in accordance with Item Manager disposition instructions. Note: AFMC or Base Level equivalent will provide this info to the Item Manager.

11.50.16.6.2. The Shipping Document Number will contain the SRAN/DODAAC of the losing base. When included in the disposition instructions, DODAAC “FY1346” will be used for the Supplementary Address and “FLZ” for the Routing Identifier Code (FROM) with Signal Code M to indicate no billing action required. Do not ship assets to FD2060/FB2065, Robins AFB GA.

11.50.16.7. The owning organization and traffic management package SA/LW for shipment in accordance with applicable SPIs and TOs. Procedures for the physical movement of SA/LW are contained in AFI 10-401; DAFI 24-601V2, Cargo Movement; DoD 4500.9-R; DoDM 5100.76. Note: For M9 and M18 SA/LW see SPI 00-317-2468. Instructions for M16 SA/LW can be located under SPI 00-856-6885. Instructions for M4 SA/LW can be located under SPI F00-973-5685.

11.50.16.8. Prepare pre-embarkation Inspections as required for SA/LW being deployed from CONUS to overseas or potential combat zone per AFI 36-2654. (T-1)

11.50.16.9. Restrictions.

11.50.16.9.1. SA/LW must NOT be transferred from one accountable activity to another within or outside the AF unless directed by the AFMC SA/LW SAPO. (T-1)

11.50.16.9.2. SA/LW must NOT be transferred from one activity to another using repair and return procedures. (T-1)

11.50.16.9.3. Match grade SA/LWs presented to the LRS APO for shipment to the Air Force Small Arms Depot for maintenance will be shipped and returned on accountable documentation to the Air Force Shooting Team master shooter when received from the school. (T-1) Match Grade Weapons are any handheld or shoulder-fired weapon designed, modified, or manufactured for use in competitive shooting in accordance with AFI 36-2654. (T-1)

11.50.16.9.4. Combat Arms will perform a complete inspection on all SA/LW, and accessories being turned into LRS per AFI 36-2654. (T-1)

11.50.17. SA/LW Demilitarization or Destruction. Coordinate all SA/LW demilitarization actions in accordance with DLM 4000.25 and DoDM 4160.28, as applicable. (T-0)

11.50.17.1. The SA/LW IM must authorize the demilitarization or destruction of all SA/LW. (T-1) Demilitarization activities will apply the demilitarization action as determined by 1) the assigned Demilitarization Code or disposition instructions and 2) the SA/LW IM's authorization. (T-1)

11.50.17.2. EAE will process an asset disposition disposal action to process a SA/LW transfer to DLA Disposition Services at Anniston Army Depot, Alabama. (T-1) Enforce custodial local demilitarization actions (e.g., mutualization, scrap) as directed by the SA/LW IM. (T-1)

11.50.18. Recovered SA/LWs. This section discusses actions associated with the recovery of abandoned, claimed, found-on-base, and confiscated SA/LW.

11.50.18.1. Secure physical accountability immediately for recovered SA/LW deemed abandoned, found on base, or confiscated. (T-1) Host APOs will retain accountability oversight until the appropriate disposition is executed. (T-1)

11.50.18.2. The host APO will review and forward a notification of SA/LW recovery to the installation Defense Force Commander (DFC) in accordance with DoDM 5100.76_DAFMAN 31-101, Volume 2, within 72 hours from recovery. (T-0) Host APOs will adhere to local policies and reporting procedures established by the DFC, as appropriate.

11.50.18.3. EAEs will inquire the DAF SA/LW Registry to determine when the identified SA/LW serial number and stock number are registered in the system. (T-1)

11.50.18.4. The host APO will take appropriate action, with concurrence from the DFC, to return the recovered SA/LW to the organization assigned physical custody or accountability of the weapon (e.g., receipt, transfer) and update the SA/LW accountability property record and DAF SA/LW Registry. (T-1)

11.50.18.5. The host APO will establish accountability property records against the host account when ownership of the SA/LW is not determined and physical custody comes under government control. (T-1)

11.50.18.6. EAEs will adhere to MCN procedures for SA/LW without a NSN or serial number. (T-0)

11.50.18.7. EAEs will create documentation to establish accountability of the recovered SA/LW as required by DoDM 5100.76_DAFMAN 31-101, Volume 2. (T-0) These records shall include:

11.50.18.7.1. A summary of the circumstances in each incident.

11.50.18.7.2. Dates, locations, and units involved (Active Duty, Reserve, Air National Guard, or Civilian Marksmanship).

11.50.18.7.3. Explanation for the loss or recovery (e.g., inventory adjustment, theft, in-transit, training, operational).

11.50.18.7.4. A notation indicating completion of DoD-wide registration and reutilization screening. (T-1)

11.50.18.8. EAEs will maintain all documentation for the recovered SA/LW in a Master Jacket File in accordance with Air Force Records Disposition Schedule requirements, but at a minimum of three years as required by DoDM 5100.76_DAFMAN 31-101, Volume 2. (T-0)

11.50.18.9. Non-appropriated-funded SA/LW turned into a DLADS and privately-owned SA/LWs classified as claims property will be registered immediately when they come under the control of DoD in compliance with DLM 4000.25. (T-0)

11.50.18.10. Small Arms claimed (private property whose title has passed to DoD as a result of a claim against the government due to its damage in connection with government activities, usually movement of household goods) or confiscated (private property whose title has passed to the DoD as a result of being confiscated by appropriate authority, usually as a result of being abandoned or unauthorized for personal possession) by DoD activities will be reported immediately to the DAF SA/LW Registry in accordance with DLM 4000.25. (T-0)

11.50.19. Enemy SA/LW. Register all captured, confiscated or abandoned enemy SA/LW in the possession of the DAF resulting from military actions as mandated by DLM 4000.25. (T-0) Enemy SA/LW may be of foreign or domestic manufacture and may include recaptured US military SA/LW.

11.50.19.1. Secure physical accountability immediately for captured enemy SA/LW. (T-1) Host APOs will retain accountability oversight until the appropriate disposition is executed. (T-1)

11.50.19.2. The host APO will establish accountability property records against the host account when physical custody of the SA/LW comes under government control. (T-1) EAEs will submit a MCN request to the AFMC/437 SCOS within 48 hours of identifying a captured enemy SA/LW. (T-1)

11.50.19.3. AFMC/437 SCOS will establish a "PAFMC" LSN for the captured enemy SA/LW MCN request within 48 hours of receiving the request. (T-1) AFMC/437 SCOS will submit a subsequent MCN request to USAMC/G3 LDAC/AMLD-DM to catalog the enemy SA/LW. (T-1)

11.50.19.4. The host APO will notify the parent MAJCOM, in writing, the type of SA/LW with a complete description, quantity, serial number, and intended purpose for utilization of the SA/LW. (T-1) MAJCOMs will provide disposition instructions. (T-1)

11.50.19.5. Disposition will consist of 1 of 3 different scenarios:

11.50.19.5.1. When the SA/LW is intended for display purposes, it must be approved per AFI 84-103, USAF Heritage Program. (T-1)

11.50.19.5.2. Retained to support mission requirements, with documented approval by MAJCOM. (T-1)

11.50.19.5.3. Demilitarization and disposal, with documented direction by MAJCOM. (T-1)

11.50.19.6. Custodial units and LRS/Materiel Management Activities must ensure the disposal of captured SA/LW is executed in accordance with DoDM 4160.21, Vol 4, Defense Materiel Disposition: Instructions for Hazardous Property and other Special Processing Material. (T-0)

11.50.19.6.1. SA/LW identified for non-reutilization during DLADS screening will be destroyed. When the local DLADS has expanded demilitarization authority and there are less than 10 SA/LW, DLADS will generally accomplish the demilitarization. Otherwise, DLADS will give instructions for shipping the SA/LW to a demilitarization facility.

11.50.19.6.2. When the MAJCOM authorizes shipment of the SA/LW to another location for demilitarization, the losing unit will process a transfer to the gaining UIC. (T-1) The gaining unit will process the disposition with the proper demilitarization instructions. (T-1) Note: When the shipment is to the Anniston Army Depot, funding will be required to have the SA/LWs demilitarized and disposed. (T-1)

11.50.20. Deployed SA/LW in Contingent Locations. Expeditionary LRS (ELRS)/Expeditionary Theater Distribution Centers will obtain physical accountability of SA/LW found, retained, or returned to the host expeditionary APO. (T-1)

11.50.20.1. Deployment Transition Center (DTC) attendees will return their weapons to the Distribution Section, Cargo Movement Element at the Expeditionary Theater Distribution Center. (T-1)

11.50.20.2. Deployed members returning to home station due to confirmed Red Cross Emergency Leave will return their SA/LW to ELRS, when available. (T-1) Deployed members must coordinate with the owning organization of location, status, and ELRS POC for the weapon. (T-1)

11.50.20.3. Extended Deployment Advance Assignments (365-Day). Deployed locations and gaining activities will secure custody and coordinate SA/LW transfer to the appropriate AUIC and UIC with the AFMC/440 SCOS. (T-1)

11.50.20.4. ELRS or Expeditionary Theater Distribution Centers personnel will:

11.50.20.4.1. Perform an asset inquiry within the ELMS SA/LW Registry or Property Accountability module to identify the owning AUIC and UIC for the SA/LW. (T-1)

11.50.20.4.2. AFMC/440 SCOS personnel will validate the received SA/LW information and arrange the transfer of the SA/LW from the ELRS or Expeditionary Theater Distribution Centers to the owning AUIC and UIC. (T-1) AFMC/440 SCOS personnel will provide all shipping information and documentation to the ELRS or Expeditionary Theater Distribution Centers for return shipment to the owning AUIC and UIC. (T-1)

11.50.20.5. The owning AUIC EAE will:

11.50.20.5.1. Complete the receipt actions and establish an accountability record for the SA/LW to complete the transfer action within ELMS. (T-1)

11.50.21. Small Arms and Light Weapons Physical Inventory Count. The physical inventory count will comply with guidance in this chapter and DoDM 4140.01, Vol. 11 and DoDM 5100.76_DAFMAN 31-101, Volume 2. (T-0)

11.50.21.1. SA/LW require serial number inventories at frequencies prescribed in DoDM 5100.76_DAFMAN 31-101, Volume 2. (T-0)

11.50.21.2. The following individuals are not permitted to perform the physical inventory count at the unit level as prohibited by DoDM 5100.76_DAFMAN 31-101, Volume 2. Units may augment personnel from outside organizations to assist if needed.

11.50.21.2.1. Unit Armorers. (T-0)

11.50.21.2.2. Persons authorized unaccompanied access. (T-0)

11.50.21.2.3. The same individual for two consecutive months in a row. (T-0)

11.50.21.3. Unit-Level Monthly SA/LW Physical Inventory Count. Custodial organizations will perform a monthly 100 percent physical count by serial number for all SA/LW in their possession (floor-to-book and book-to-floor) in accordance with DoDM 5100.76_DAFMAN 31-101, Volume 2. (T-0) Custodial organizations will utilize the Custodian Asset Report (CAR) to accomplish the physical count for weapons maintained within ELMS. (T-1)

11.50.21.3.1. EAE will provide custodians a current CAR on the first duty day of each month. The individual performing the physical inventory count will sign the CAR used to perform the physical inventory count and retain the document in the organization's Custodian Jacket File. (T-1) The Responsible Officer will also sign the annotated CAR used to document the physical inventory count to certify completion of the effort. (T-1)

11.50.21.3.2. APOs are not required to update the accountability property record DOLI based upon the monthly unit-level physical inventory count. (T-1) APOs do not retain a copy of the CAR used to perform the unit-level monthly physical inventory count. (T-0)

11.50.21.3.3. The Responsible Officer is responsible to initiate and submit incident reports to the installation DFC for all potential losses, gains, or inventory adjustments

as mandated in DoDM 5100.76_DAFMAN 31-101, Volume 2. (T-0) The Responsible Officer will also forward the incident report to the host APO to suspend the accountable property record in the APSR. (T-1)

11.50.21.4. Installation-Level Semiannual SA/LW Physical Inventory Count. Host APOs will schedule and conduct a 100 percent book-to-floor (existence) and floor-to-book (completeness) semiannual physical inventory count by serial number for all base-level SA/LW within the APSR AUIC in accordance with DoDM 5100.76_DAFMAN 31-101, Volume 2. (T-0) Note: This requirement applies to all SA/LW assigned to the APO.

11.50.21.4.1. Coordinate at least one inventory cycle with the installation Combat Arms to ensure the simultaneous execution of the physical inventory count and annual Combat Arms inspection as cited in AFI 36-2654. (T-1)

11.50.21.4.2. All custodial organizations will participate in the semiannual inventory and perform the physical inventory count for all possessed SA/LW (floor-to-book) and recorded SA/LW (book-to-floor) identified on the ELMS CIR. (T-1)

11.50.21.4.3. EAEs will provide the most current CIR to organizational custodians on first duty day of the month. (T-1) Custodial organizations will annotate all count results on the CIR and return to the host APO within 15 workdays. (T-1)

11.50.21.4.4. The individual(s) performing the physical inventory count and the organization's Responsible Officer and alternate custodian will sign the annotated CIR signifying completion of the physical count and validation of results documented on the CIR used to perform the count. (T-1)

11.50.21.4.5. EAEs will update the APSR accountability property records using the signed CIRs received from each UIC within 5 workdays from the date receiving the CIR. (T-1) EAE will file the signed custodial CIR in the organization's Master Jacket File. (T-1)

11.50.21.5. Depot-Level Physical Inventory Counts. Physical inventory counts for SA/LW stored at depot-level warehouses will occur annually as prescribed by DoDM 5100.76_DAFMAN 31-101, Volume 2. (T-0)

11.50.21.5.1. AFMC/A4 will appoint a DAF APO and establish a Component-level Memorandum of Agreement to manage and provide oversight for DAF-titled SA/LW stored in non-DAF warehouses. (T-1)

11.50.21.6. Physical Inventory Counts for Banded and Crated SA/LW. Use the following procedures for banded and crated SA/LW. (T-1)

11.50.21.6.1. Reconcile all serial numbers reflected on the most current CIR with 100 percent of the serial numbers as reflected by the number of items listed on the outside container packing list. (T-1)

11.50.21.6.2. Custodians will only open crates to perform a 100 percent physical inventory in the following situations: 1) When there is evidence of tampering or the anti-pilferage seal serial number is incorrect, 2) Serial numbers do not match those recorded on the SA/LW serial number spreadsheet, or 3) when directed by the APO or higher authority. (T-1) Custodians will coordinate with Combat Arms per AFI 36-2654. (T-1)

11.50.21.7. SA/LW Discrepancy Reporting Actions. Complete the following actions within 24 hours of discovering SA/LW discrepancies. Report all confirmed or suspected SA/LW theft, loss, recovery, or inventory adjustments to the installation DFC when the discrepancy is unresolved after 24 hours, follow installation procedures for lost/stolen SA/LW. (T-1) EAE will notify the host APO of all discrepancies and required reporting actions prior to notifying the appropriate authorities. (T-1)

11.50.21.7.1. EAE and inventory count personnel will assist equipment custodian to determine when the discrepancy is the result of supply transaction processing actions. (T-1)

11.50.21.7.2. EAE will correct the discrepancy when research reveals an APSR transaction error. (T-1)

11.50.21.7.3. EAE will adhere to recovery procedures cited in this chapter. (T-1)

11.50.21.7.4. EAE will immediately place the accountability property record in suspect status until the discrepancy has been resolved. (T-1)

11.50.21.7.5. Conduct an immediate 100 percent floor-to-book serial number inventory of the SA/LW storage facility for missing SA/LW and perform a 100 percent review and validation of hand receipts. (T-0)

11.50.21.7.6. EAEs will inquire the DAF SA/LW Registry to determine the status and location of the missing SA/LW when the floor-to-book inventory does not resolve the error. (T-1)

11.50.21.7.7. EAEs will notify the installation Defense Force Commander (DFC) immediately upon confirmation of a lost or stolen SA/LW in accordance with DoDM 5100.76_DAFMAN 31-101, Volume 2 and local installation procedures. (T-0)

11.50.21.7.8. When EAE cannot establish SA/LW ownership, contact installation DFC to determine when the SA/LW was reported stolen. (T-1) When ownership remains undetermined, contact the AFSFC for assistance.

11.50.21.8. SA/LW Inventory Adjustments. All SA/LW inventory adjustments will occur after completion of an investigation by law enforcement officials in accordance with DoDM 5100.76_DAFMAN 31-101, Volume 2 and DoD 7000.14R, Volume 12, Chapter 7. (T-0)

11.50.21.8.1. Immediately place the SA/LW accountability property record in suspect status until law enforcement has completed their investigation. (T-1)

11.50.21.8.2. EAE will document all adjustment-related information against the property record and attach all supporting documentation associated with the SA/LW inventory adjustment. (T-1) File all pertinent documentation in the organization's Master Jacket File.

11.50.22. Receipt of SA/LW. Host APOs will process receipt transactions for all SA/LW shipped or transferred to the gaining AUIC. (T-1) All received SA/LW will not be placed into operational service or extended storage until the Installation Combat Arms performs the pre-issue inspection as mandated by AFI 36-2654. (T-1) Receiving activities will:

11.50.22.1. Validate SA/LW serialization data during time of receipt in accordance with DLM 4000.25, Volume 2 (T-0) Initiate the Supply Discrepancy Report (SDR) process for missing serial numbers or mismatches between the shipment document serial number and the physical SA/LW. (T-0)

11.50.22.2. Consider the physical shipment of SA/LW without a matching due-in or requisition record in the APSR as a misdirected shipment in accordance with DLM 4000.25, Volume 2. (T-0) Process the shipment transaction in a suspended condition and initiate SDR actions. (T-0)

11.50.22.3. Notify the Installation Combat Arms within 10 days of receiving SA/LW from depot or another installation to schedule a SA/LW inspection in accordance with AFI 36-2654. (T-1)

11.50.22.4. Follow up with the Installation Combat Arms when the pre-issue inspection has not been accomplished within 30 days (60 days ANG/AFRC). (T-1)

11.50.22.5. Complete DD Form 361, Transportation Discrepancy Report against the Transportation Service Provider (TSP) for all unserviceable or damaged SA/LW received from the carrier. Submit SF 364 for unserviceable or damaged SA/LW not matching condition code on document or tags. (T-1)

11.50.22.6. Immediately initiate lost or stolen procedures when the receiving activity cannot account for the weapon. (T-1) Forward the completed Security Forces incident report to the owning account to begin the Financial Liability Investigation, adjust the accountable property system of record, and update the DoD Small Arms Registry. (T-1)

11.50.22.7. Initiate an investigation for potential lost or stolen assets after 15 days (30 days for OCONUS) without a positive confirmation of receipt for inbound SA/LW in accordance with DLM 4000.25, Volume 2. (T-0) Perform the necessary inventory adjustments to account for the loss or gain of SA/LW pending an investigation and report to the corresponding APSR as necessary as prescribed in DLM 4000.25, Volume 2. (T-0)

11.50.23. General Officer Personal Defensive Weapons (GOPDW). Logistics Readiness Squadrons (LRS) or Materiel Management Activities. The LRS or Materiel Management Activity Accountable Property Officer (APO) is responsible for General Officer Personal Defensive Weapon property records. Customer Support sections will perform the day-to-day activities for local actions and will:

11.50.23.1. Manage and account for all GOPDW within the host APO Accountable – Unit Identification Code (AUIC). (T-1)

11.50.23.1.1. The Custodian Number will reside within the LRS or Materiel Management Activity Unit Identification Code (UIC) as “GOPDW”. (T-1) Note: Do not use the number “0” for “GO”. EAE will serve as the custodian for this Custodian Number and will reflect in the Custodian Number Name (e.g., 86 LRS/LGRMCE). (T-1)

11.50.23.1.2. Utilize Sub-Custodian Numbers to identify individuals authorized to possess a GO PDW. The Sub-Custodian Number will constitute the last six (6) positions of the member’s Electronic Data Interchange – Personal Identifier (EDI-PI)

to directly associate the GO to the account and serial number. (T-1) Identify the owning GO as the Sub-Custodian for the account.

11.50.23.1.3. The member's EDI-PI will serve as an internal control and system identifier for authentication and accountability measures in support of DoDM 5100.76, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E), Enclosure 5.

11.50.23.1.4. Utilize Location "GOPDW" to identify in-service GOPDW property records. Note: Do not use the number "0" for "GO".

11.50.23.1.5. Annotate the GOs name in the sub-location field (e.g., Last Name, First Name).

11.50.23.1.6. General Officer Executive Officers may serve as the GO's Alternate Custodian. (T-1)

11.50.23.1.7. Utilize Location "VAULT" to identify in-warehouse GOPDW property records.

11.50.23.2. Requisition GO PDWs for individuals authorized by the AFMC Small Arms Program Office (SAPO). (T-1) Utilize the AFMC SAPO notification memorandum as the confirmation of approval.

11.50.23.3. Maintain all pertinent documentation for the weapon digitally against the GOPDW property record. Note: Master Jacket Files and organizational visits are not required for in-service GOPDWs.

11.50.23.4. Coordinate inventory counts with the General Officer or member's Executive Officer. Inventory counts will occur during the base-level semiannual (February and August) inventory. (T-1) Monthly inventories are not required for GOPDWs. (T-1)

11.50.23.5. Create and update GOPDW property records to include acceptance, transfer, and disposition.

11.50.23.6. General Officers are responsible for the safe storage, use/serviceability, and accountability of personal defensive weapons in their possession. (T-1) General Officers will:

11.50.23.6.1. Comply with the General Officer Handbook pertaining to all GOPDW requirements. (T-0)

11.50.23.6.2. Maintain an administrative file of all information and documentation regarding the GOPDW. (T-1)

11.50.23.6.3. Participate in the performance of scheduled and unscheduled inventory counts to reaffirm accountability and location of the GOPDW. (T-1)

11.50.23.6.4. Notify EAEs of upcoming relocation or separation from service occurring before the next scheduled inventory count. (T-1)

11.50.23.6.5. Process (in-/out-) with the host APO during all relocations to ensure the proper transitory actions of the property record. (T-1)

11.50.23.6.6. Possess only one (1) in-service PDW. GOs must return excess weapons to the host APO or purchase the weapon from the Air Force upon approval from AFMC/A4R. (T-1)

11.50.23.7. Initial Issue of the GOPDW in coordination with Small Arms Program Office (SAPO). The GO will submit a signed Initial Issue GOPDW Request (Attachment 1 of the General Officer Handbook) to their servicing General Officer Management Office (GOMO). Initial issue request will not be accepted or approved when the member is within 12 months of their ETS or approved retirement date. (T-1)

11.50.23.7.1. EAEs create a Sub-Custodian Number against the APO's GOPDW Custodian Number for the GO upon notification of approval from the SAPO. (T-1)

11.50.23.7.2. EAEs ensure the Sub-Custodian Number matches the last six (6) digits of the General's Electronic Data Interchange – Personal Identifier (EDI-PI) to authenticate the account and serial number to the member. (T-1)

11.50.23.8. EAEs requisition the initial issue of the GOPDW in ELMS ICP against the Sub-custodian Number. (T-1)

11.50.23.8.1. EAEs create the requisition using National Stock Number 1005-01-661-7309 (includes 1 x M18 MHS, 2 x additional grip modules, and 2 x 17-round magazines). For General Officers serving in the duty position as Commander, Office of Air Force Office of Special Investigations (AFOSI) use National Stock Number 1005-01-643-7072 (includes 1 x M11 SIG Sauer MHS, 2 x additional grip modules, and 2 x 17-round magazines) (T-1)

11.50.23.8.2. Air Force GOs will receive support and initial issue of additional GOPDW accessories through their assigned organization or host organizations for GOs in non-AF positions (e.g., GPC, organization funds). (T-1)

11.50.23.9. EAEs will receive the property into ELMS onto the GOs Sub-Custodian Number. (T-1) The GO must sign and return the initial ELMS Inventory Report to EAE within five (5) workdays of receiving the weapon to establish personal accountability for the weapon. (T-1) These documents may be formatted and presented in pdf file then digitally signed. (T-2)

11.50.23.9.1. EAEs establish local processes to manage the physical movement and arrival of the GOPDW to the installation. (T-1)

11.50.23.9.2. EAEs will use the GO's common access card to match the member to the EDI-PI associated with the Sub-Custodian Number and verify the PDW serial number prior to release. (T-1)

11.50.23.9.3. EAEs upload all documents to the appropriate property record after confirming information is correct. (T-1)

11.50.23.10. GO Relocations. GOs issued or in possession of Arms, Ammunition, & Equipment are responsible for protecting these items and must ensure items are always under government agency control. Weapons cannot be stored in non-government-controlled facilities. (e.g., weapons cannot be stored with friends, family, or non-government officials). (T-1) GOs must out-process and in-process with the host APO to ensure the proper transitory actions are taken within the GO PDW property record or

process disposition actions for retirement. (T-1) GOs must immediately in-process with the gaining EAE to establish the local Sub-Custodian Number. (T-1)

11.50.23.10.1. EAEs will coordinate transfer of accountability to nearest servicing LRS upon notification of a GO reassignment. (T-1) Note: Servicing location is located on the GOs orders.

11.50.23.10.2. The losing EAE will transfer the appropriate GOPDW property record to the gaining APO's AUIC. (T-1) Transfer the property record to the gaining AUIC's WHSE Custodian Number when no GOPDW Custodian Number exists.

11.50.23.10.3. The gaining EAE will accept the transfer onto the APO's GOPDW Custodian Number. (T-1) Create a GOPDW Custodian Number when one does not exist and transfer the property record from the WHSE Custodian Number to the GO's Sub-Custodian Number. (T-1)

11.50.23.10.4. The gaining EAE will upload all appropriate documentation to the GOPDW property record. (T-1)

11.50.23.11. GOPDW Disposition. GOs must pursue disposition actions upon retirement from active service. (T-1) General Officers will perform this action no later than 90 days prior to their retirement date. (T-1)

11.50.23.11.1. GOs have the option to purchase their issued GOPDW or return to inventory. GO will provide the documentation for purchase to the LRS.

11.50.23.11.2. EAEs will process a ELMS disposition transaction as a "sale" for the weapon upon confirmation and receipt of payment. (T-1) Upload the documentation of the bill of sale to the property record before inactivating the file. (T-1)

11.50.23.11.3. EAEs process a ELMS transfer for the GOPDW property record from the GO's Sub-Custodian Number to the IPE weapons account. (T-1) Maintain the weapon in the armory until redistribution by SAPO. (T-1)

11.50.23.12. GOPDW Property Record Validation. The SAPO and LRS or Materiel Management Activity will perform a monthly property record validation of all GOPDW Custodian Number accounts. (T-1)

11.50.23.12.1. SAPO will produce a GOPDW report during the first duty week of each month identifying all DAF GOs issued a GOPDW. (T-1) The report contains the GO's name, issued Serial Number, issue date, and current assigned location. (T-1)

11.50.23.12.2. SAPO will post the GOPDW Monthly Accountability Validation report on the Air Force Logistics Readiness Equipment Policy SharePoint Site in the GOPDW folder. (T-1)

11.50.23.12.3. EAEs can download the report from the SharePoint site and perform the validation to the appropriate GOPDW property records. (T-2)

11.50.23.12.4. SAPO utilizes the report to confirm the creation or disposition of property records for approved issues and purchases of GOPDWs. (T-1)

11.50.23.12.5. EAEs utilize the report to validate the organizational data elements are current against the Custodian and Sub-Custodian Numbers for in-warehouse and in-

service GOPDWs (i.e., assigned unit, location, member full name, PDW serial number, disposition date, all contact information, etc.). (T-1)

11.50.23.12.6. EAEs will complete GOPDW validation actions within two calendar weeks from the report production date. (T-1) Retain the working copy GOPDW report until superseded by the subsequent month report. (T-1)

11.50.23.12.7. SAPO and EAEs will collaborate on property record resolutions as necessary (e.g., documentation). (T-1)

11.51. File Maintenance for Equipment Management (Jacket File).

11.51.1. The EAE maintains a Master Jacket File on each equipment account that exists at base level. The Equipment Custodian also maintains a Custodian Jacket File. **Table 11.7** and **Table 11.8** lists mandatory items in which the EAE and Equipment Custodian will maintain in each organizations Jacket File. The Jacket Files will not contain anything other than items contained in the checklist unless identified by MAJCOM/A4R. (T-1)

Table 11.7. Master Jacket File Checklist.

UIC:	**CUSTODIAN NUMBER:**				**DATE:**
TAB A	**Memorandum & Certificates**	**YES**	**NO**	**Discrepancy Fixed (date/initials)**	**Date of Documents in File**
1	Current Alternate Custodian Designation Letter (SSgt and above)				
2	Block III Training Certificates				
3	Controlled Cryptographic Item (CCI) Briefing (DD Form 2625) (as required)				
4	Controlled Item Training Certificates (as required)				
5	NWRM Training Certificate (as required)				
TAB B	**Custodian Inventory Report**				
1	Current Custodian Inventory Report (CIR)				
TAB C	**Information File**				

1	Host wing agreement letter (if applicable)				
2	AETC Form 120 or 120A - *Field Training Equipment List* (as required)				
3	Serial Number Engraving documentation				
4	Other documents mandated by higher HQ's				
TAB D	**Deployed Custodian Information File**				
1	Deployed Custodian Appointment Letter				
2	Deployed Custodian Training Certificate				
[3]	All current marked equipment locations showing existing deployed location will be annotated on the CIR with: Printed Name of Deploying Custodian; Organization Name/Office Symbol; Work telephone Number; Deployment Duration; Deployed Location; Signature & Date Block.				
4	Deployment Accountability Documents (as required)				
TAB E	**Organizational Visits**				
1	Written Report of Annual Organizational Visit				
2	Replies to Written Report				
3	Increase/Decrease Report				
TAB F	**Miscellaneous Documentation**				

1	Standard Form (SF) 153, Special Inventory, Financial Improvement and Audit Readiness (FIAR) Documentation |				

EAE REPRESENTATIVE NAME:
_____

NEXT REVIEW DUE: _____

11.51.2. The following actions will be performed for the Master Jacket File:

11.51.2.1. Insert checklist at the beginning of each folder. The checklist is available in **Table 11.7**.

11.51.2.2. Tab A – Memorandums and Certificates.

11.51.2.2.1. Appointment letter.

11.51.2.2.2. All required annual training certificates, e.g., Block III Custodian training, Deployed Equipment, Controlled Cryptographic Item (CCI) Briefing, Controlled Item training, NWRM training, and any locally issued training.

11.51.2.3. Tab B – Custodian Inventory Report.

11.51.2.3.1. Current Responsible Officer and Alternate Custodian signed Inventory Report.

11.51.2.4. Tab C – Information File.

11.51.2.4.1. Any host wing agreement letters when applicable.

11.51.2.4.2. AETC Form 120, Training Equipment List or AETC Form 120A, Field Training Equipment List for all AETC sponsored training organizations.

11.51.2.4.3. Serial number engraving documentation from the Cognizant/Chief Engineer.

11.51.2.4.4. Other source documents mandated by higher HQ's.

11.51.2.5. Tab D – Deployed Custodian Information File.

11.51.2.5.1. Deployed Custodian Appointment letter.

11.51.2.5.2. Complete Deployed Equipment Custodian training prior to all deployments. (T-1)

11.51.2.5.3. All current marked equipment locations showing existing deployed location will be annotated on the CIR with: Printed Name of Deploying Custodian; Organization Name/Office Symbol; Work telephone Number; Deployment Duration; Deployed Location; Signature & Date Block.

11.51.2.5.4. Deployment Accountability Documents.

11.51.2.6. Tab E – Organizational Visits.

11.51.2.6.1. Written report of Annual Organization Visit (signed by the LRS APO or designated representative).

11.51.2.6.2. Replies to written report (within 30 days of written report).

11.51.2.7. Tab F – Miscellaneous Documentation.

11.51.2.7.1. Standard Form (SF) 153, Special Inventory, Financial Improvement and Audit Readiness (FIAR) Documentation.

Table 11.8. Custodian Jacket File Checklist.

UIC:	**CUSTODIAN NUMBER:**			**DATE:**	
TAB A	**Inventory Listings**	**YES**	**NO**	**Discrepancy Fixed (date/initials)**	**Date of Documents in File**
1	Custodian Inventory Report (CIR)				
2	Monthly and Semi-Annual Weapons Inventories				
TAB B	**Information File, Regulations and Certificates**				
1	Copy of Manual or location Memorandum				
2	DAF Form 1297*, Temporary Issue Receipt*				
3	AF Form 9, *Request for Purchase*				
4	Warranty and Guaranty Documents				
5	Current Alternate Custodian Designation Letter				
6	Annual Training Certificates: Block III, Controlled Cryptographic Item (CCI) Briefing (DD Form 2625), Controlled Item Training, NWRM Training (as required)				

7	Serial Number Engraving				
8	Capital Assets Documentation				
9	AETC Form 120 or 120A, and cover letter for all AETC sponsored training Organizations				
TAB C	**Suspense and Completed File**				
1	Suspense File				
2	Completed File				
TAB D	**Adjustment Document**				
1	Financial Liability for Government Property that is Lost, Damaged, Destroyed or Stolen				
TAB E	**Register of Control Numbers**				
1	Custodian Request Log				
2	ELMS Requisition Listing/D04 Daily Document Register				
3	Custodian Asset Report (Data Integrity)				
TAB F	**Deployment Custodian Information**				
1	Deployed Custodian Appointment Letter				
2	Deployed Custodian Training Certificate				

3	Current ELMS Deployed Equipment Printout (if applicable) Must have: Printed Name of Deployed Custodian, Organization Name/Office Symbol, Work Telephone, Deployment Location & Duration, Signature and Date Block				
4	Deployment Accountability Documents				
5	Misc Documents				

11.51.3. The following actions will be performed for the Custodian Jacket File:

11.51.3.1. Insert checklist at the beginning of each folder. The checklist is available in **Table 11.8**.

11.51.3.2. Tab A – Inventory Listings.

11.51.3.2.1. Copy of the current signed Custodian Inventory Report.

11.51.3.2.2. Monthly weapon inventory listings for individual units which encompass the last 24 inventories accomplished (total of 2 years). Semi-annual weapons inventory listings which encompass the last four inventories accomplished (total of 2 years) may be filed separately.

11.51.3.3. Tab B – Information File, Regulations and Certificates.

11.51.3.3.1. A copy of this manual and all applicable supplements. When a custodian is responsible for more than one equipment account, only one set of directives is required. A memorandum showing the location of the manual and all applicable supplements when it is not maintained by the custodian and can be used.

11.51.3.3.2. DAF Form 1297, Temporary Issue Receipt will be validated, and asset reissued during all inventory cycles. (T-1) Note: Deployed weapons longer than 12 months will require a new DAF 1297.

11.51.3.3.3. AF Form 9, Request for Purchase (contract maintenance forms).

11.51.3.3.4. Warranty and guaranty documents.

11.51.3.3.5. Current alternate custodians' designation letters.

11.51.3.3.6. All required annual training certificates, e.g., issued Block III Custodian training, Deployed Equipment, Controlled Cryptographic Item (CCI) Briefing, Controlled Item training, NWRM training, and any locally issued training.

11.51.3.3.7. Serial number engraving documentation from the Cognizant/Chief Engineer.

11.51.3.3.8. Capital Assets Documentation as regulated in DoD 7000.14-R, Volume 4, Accounting Policy.

11.51.3.3.9. AETC Form 120, or AETC Form 120A, and cover letter for all AETC sponsored training organizations.

11.51.3.4. Tab C – Suspense and Completed File.

11.51.3.4.1. Suspense File.

11.51.3.4.2. Completed File.

11.51.3.5. Tab D – Adjustment Documents. Documents on inventory action; that is, statement of charges, cash collection vouchers, Financial Liability for Government Property, etc.

11.51.3.6. Tab E – Register of Control Numbers.

11.51.3.6.1. Custodian Request Log. Each custodian must log in all requests submitted to LRS. The requests are maintained in the suspense and completed file. This request log should be set up to start with number 0001 on the first day of each calendar year. Custodians must enter the custodian request number on the AF Form 601 and keep an ongoing log.

11.51.3.6.2. ELMS Requisition Listing and M30 (when applicable) Increase/Decrease Report and the Daily Document Register (D04) for ILS-S transactions or a memorandum showing the location of the D04 file when not maintained by the custodian. D04 will be closely monitored for transactions affecting the equipment account as LRS/Materiel Management Activity does not return paperwork to customers after processing submitted customer requests.

11.51.3.6.3. Custodians will print a ELMS Custodian Asset Report and ensure the required data fields that has missing, or incorrect data is verified against the property, if so, add the data and return to EAE for update. File the signed document.

11.51.3.7. Tab F – Deployment Custodian Information File.

11.51.3.7.1. Deployment Custodian appointment letter.

11.51.3.7.2. Complete Deployed Equipment Custodian training prior to all deployments.

11.51.3.7.3. All current marked equipment locations showing existing deployed location will be annotated on the CIR with: Printed Name of Deploying Custodian; Organization Name/Office Symbol; Work telephone Number; Deployment Duration; Deployed Location; Signature & Date Block.

11.52. Equipment Management Reconciliation Programs.

11.52.1. EAEs will utilize ELMS-generated reports to capture pending inbound and outbound transactions against the Accountable UIC (e.g., Pending Transactions Due-In Inquiry, Pending Transaction Due-Out Inquiry).

11.52.1.1. Inbound pending transactions may be reviewed for receipt, transfer, loan within ELMS, and loan returns.

11.52.1.2. Outbound pending transaction reconciliations are performed for disposition, transfer, and pending processing actions.

11.52.1.2.1. EAEs will coordinate with transportation and traffic management activities to locate overdue transfers and take appropriate actions to resolve problems. (T-1)

11.52.2. ELMS Inbound Pending Transactions. LRS/Materiel Management Activities will receive all in-bound property shipments onto the ELMS WHSE Custodial Number when a valid authorization does not exist for the receiving organization. (T-1)

11.52.2.1. EAEs will monitor the ELMS Pending Transaction report daily to ensure transferring property records do not generate an overage condition and are timely acknowledged and processed in ELMS. (T-1)

11.52.2.2. EAE will receive ILS-S shipments against corresponding due-outs, when applicable, and immediately migrate the property to the ELMS WHSE Custodial Number. (T-1)

11.52.2.3. EAEs will notify receiving organizations an approved authorization must exist against the gaining UIC prior to releasing the property. (T-1) Do not release the property when the action will create an organizational overage condition.

11.52.3. ELMS Outbound Pending Transactions. Transaction awaiting acceptance at the gaining activity.

11.52.3.1. Shipping activities will perform pending transaction reconciliations every two weeks. (T-1) EAEs will take action for unprocessed pending transactions with approval dates beyond 30 calendar days. (T-1)

11.52.3.1.1. EAE at the shipping LRS will check the pending transaction report and ensure the signed DD Form 1348-1A from Outbound Cargo has been received and filed within the Master Jacket File. (T-1)

11.52.3.1.2. When the signed DD Form 1348-1A is not within the Master Jacket file, EAE will follow-up with custodian to determine if the property was delivered to Outbound Cargo. (T-1) EAE will direct the custodian to Outbound Cargo if the property has not been delivered. (T-1)

11.52.3.1.3. When the Custodian cannot find the signed DD Form 1348-1A but can confirm property was delivered to Outbound Cargo, they must contact Outbound Cargo to obtain a duplicate DD Form 1348-1A. (T-1) The custodian must provide EAE shipment status of the property, including date shipped, provided by Outbound Cargo and a copy of the signed DD Form 1348-1A to file in the Master Jacket File. (T-1)

11.52.3.1.3.1. When there is no evidence, the property was delivered to Outbound cargo and asset location is unknown, EAE will update the property record's Suspected Loss Status Code to "S" and inventory sub-location to "Outbound Pending". (T-1) The determined responsible party must initiate a FLIPL to resolve the suspected loss condition. (T-1)

11.52.3.1.4. When the Custodian produces a signed DD Form 1348-1A from Outbound Cargo that confirms the property was received at the shipping activity, EAE

will contact the receiving EAE to confirm that the property has been delivered. (T-1) The receiving EAE will approve the pending transaction after receipt of the signed receiving document from the custodian. (T-1)

11.52.3.1.5. When EAE discovers the transfer was processed in error, they must forward the image to Outbound Cargo to identify the item that was signed for.

11.52.3.1.5.1. EAE will verify the correct information for the transfer, reject the erroneous pending transaction and reprocess using the correct information, when applicable. (T-1)

11.52.3.2. Forward a copy of the pending transaction record to Cargo Movement as supplemental Transportation Tracer Listing (TTL) for transactions requiring additional research. A copy of the signed DD Form 1348-1A must be included when available as acceptance confirmation by Outbound Cargo personnel. (T-1)

11.52.3.3. Cargo Movement shall perform research and provide TTL statements in accordance with DAFI 24-602, V2. (T-1) Return documents to Cargo Movement when invalid statements are provided.

11.52.3.3.1. When Cargo Movement confirms "received or in file (date)," EAEs contact gaining activity to request completion of the pending transaction. Forward associate documentation as validation of Proof of Delivery (POD).

11.52.3.3.2. When Cargo Movement confirms "Updated shipment status," annotate the DD Form 1348-1A and place in suspense until next review.

11.52.3.3.3. When Cargo Movement confirms "TO tracing," annotate the DD Form 1348-1A and place in suspense file until next review.

11.52.3.3.4. When lost in transit, gaining activity rejects the transfer. The shipping activity processes an administrative adjustment. In remarks field, enter "lost in transportation, TDR initiated for TCN [enter appropriate lost TCN]."

11.52.3.4. A Financial Liability Investigation is not necessary as the Transportation Discrepancy Report accomplishes the financial management requirement for recoupment in accordance with DoD 7000.14-R, Volume 12, Chapter 7.

11.52.3.5. EAEs will transfer asset records to the WHSE UIC when the property was accepted by Outbound Cargo and no indication the property was shipped to the gaining activity. Outbound Cargo will initiate and perform a financial liability investigation for the lost property. (T-1)

11.52.3.6. Flight Service Center will monitor the ELMS Pending Transaction report daily to ensure turn-in and disposal property records are timely acknowledged and processed in ELMS. (T-1)

11.52.3.6.1. Flight Service Center will manage and review installation-level pending transactions daily within the accountable UIC to control the movement of property and completion of transaction processing within the Accountable Property System of Record. (T-1)

11.52.3.6.2. Flight Service Center will utilize ELMS-generated reports to capture pending outbound transactions against the Accountable UIC. (T-1)

11.52.3.6.3. Outbound pending transaction reconciliations are performed for disposal and turn-in pending processing actions.

11.52.3.6.4. Flight Service Center will coordinate with transportation and traffic management activities to locate overdue turn-in, disposal and take appropriate actions to resolve problems. (T-1)

11.53. Organizational Visits. Conduct annual assessment on all organizational equipment accounts and document results. Visit may be conducted via telecom for Geographically Separated Units (GSUs) and Special Access Programs. (T-1)

11.53.1. EAEs will develop and publish an organization visit schedule. (T-1) Out of cycle assessments may be conducted as required to resolve problem areas. (T-2)

11.53.2. MAJCOMs may modify assessments for wings with contracted or Most Efficient Organization (MEO) LRS's when performing organizational visits significantly increase the cost of current contracts or Most Efficient Organization manpower.

11.53.2.1. A MEO LRS will provide MAJCOM/A4Rs with a waiver request citing 1) reason(s) they cannot comply 2) proposed alternative methods to ensure equipment accountability and 3) a projected get-well date. (T-2)

11.53.2.2. MAJCOMs and/or wings will add associated EAE task requirements to MEO LRS contracts as they are competed or renewed. (T-2)

11.53.3. The organizational visit will focus on ensuring proper accountability of in-use equipment, custodians properly conduct their duties and provide feedback to organizational commanders (as Responsible Officers) concerning equipment accountability.

11.53.4. EAE will review the following areas of interest during annual visit:

11.53.4.1. Ensure accountable equipment items that are verified as directed below are marked with an IUID and Unique Item Identification (UII) label is serviceable, readable, and associated with the correct equipment data within ELMS if IUID program is fully implemented. (T-1)

11.53.4.2. Physically verify accountability and availability of all capital equipment assets, asset property records, and availability of documentation to support valuation. (T-1)

11.53.4.3. Visually verify all capital equipment assets with the custodian and validate CFO data fields within ELMS match the applicable asset's information (i.e., Cage Number, Serial Number, etc.). (T-1)

11.53.4.4. Visually verify Acquisition Date and Acquisition Cost in ELMS matches the FIAR Key Supporting Document (KSD) stored in Tab C of the Master Jacket File and correct any errors within ELMS. (T-1)

11.53.4.5. Identify and validate unserviceable maintenance and calibration quantities on the CIR/CAR. (T-1)

11.53.4.6. Identify and document organizational overages for equipment. Note: EAEs must inform custodial organizations to either submit a justifiable AF Form 601 or return the equipment overage within 30 days of notification.

11.53.4.7. Verify accountability of NWRM equipment per DAFMAN 20-110. (T-1)

11.53.4.8. Verify accountability of COMSEC/CCI equipment. (T-1)

11.53.4.9. Perform a 10% physical inventory book to floor on current CIR. Perform a floor to book inventory of property that is on site and is not reflecting an EAE provided label. However, 100 % inventory of all CFO, Classified/COMSEC/CCI and SA/LW must be inventoried. (T-1) Ensure all equipment is accountable in ELMS and all data is populated accurately. (T-1) Note: Extended Storage requirement policy is within **paragraph 11.50.12.15**.

11.53.4.10. EAEs will perform a review of the Custodian Jacket File. (T-1)

11.53.5. Ensure custodian's information appears on current Authorization-to-Receipt-for-Classified-Property-Listing for accounts with classified items. (T-1)

11.53.5.1. For Classified equipment, the initiating activity will submit all requests to appoint or change a custodian directly to the EAE. EAE maintains the custodian authorization receipt file. EAE will provide a copy of this request (letter) to Document Control or Customer Support so they can update the Authorization Receipt Listing and notify internal LRS/Materiel Management Activity agencies of the change/update. (T-1)

11.53.6. EAEs will provide organizational commanders with a written status report of the organizational visit signed by the LRS APO or designated representative. (T-1) Include on this report, strengths, findings, and observations. Review previous reports and classify write ups as "repeat findings", as applicable. (T-1)

11.53.7. EAEs will review and validate the Responsible Officer custodial replies to reported findings and determine when the actions taken are sufficient to correct the deficiencies. When the discrepancies are not resolved within 30 calendar days, notify, in writing, the LRS APO, after 45 calendar days notify the non-compliant Group commander/Wing Level A-Staff (or equivalent) (after 45 calendar days), and the installation commander (after 60 days). (T-1) Note: LRS may take action to freeze ELMS custodial accounts when not resolved after 60 calendar days. Turn-ins, outgoing transfers/RDOs, and critical mission requirements will not be impacted by the freeze.

11.53.8. GSU telecom visits will require EAEs to, at a minimum, perform CFO data review actions, identify overages and inform custodian to return the overage or submit an AF Form 601 within 30 days, review the Custodian Jacket File, and verify the custodian's name appears on the Authorization-to-Receipt-for-Classified-Property-Listing (when applicable). (T-1)

11.53.9. EAEs will measure schedule effectiveness to ensure organizational visits are completed annually and report results and SE metrics to the LRS APO monthly during "How-Goes-It" or equivalent briefings. (T-1)

11.54. ELMS Warehouse Management.

11.54.1. Central Storage will manage in-warehouse equipment in the ELMS LRS WHSE UIC/Custodian Number on behalf of the LRS APO. (T-1)

11.54.1.1. Ensure proper storage and handling practices are followed for controlled equipment.

11.54.1.2. Update property records by assigning and maintaining a warehouse location under the sub-location field in ELMS.

11.54.1.3. Ensure property is properly and uniquely identified with designated markings.

11.54.1.4. Ensure documentation received with the property is loaded to the asset's ELMS property record.

11.54.1.5. Monitor ELMS Pending Transactions report daily.

11.54.1.6. Monitor ELMS Suspected Loss Status Code report weekly.

11.54.1.7. Perform a floor-to-book/book-to floor inventory IAW with **Table 5.9**. Inventory Frequency and approved inventory schedules. (T-1)

11.54.1.7.1. Utilize the LRS WHSE Custodian Inventory Report to perform inventory actions.

11.54.1.7.2. Conduct accountability of assets, validate serial numbers, and annotate identified discrepancies on the report.

11.54.1.7.3. Ensure property records suspected of lost property are clearly annotated on the report.

11.54.1.7.4. Return signed LRS WHSE Custodian Inventory report with annotations to EAE within 15 days of receiving the report.

11.54.2. EAE will perform ELMS property record updates, review inventory results and file in Master Jacket File. (T-1)

11.54.3. EAE will update LRS WHSE DOLI and close the inventory in ELMS. (T-1)

11.54.4. For property records with suspect code "S" assignments, EAE will coordinate with Central Storage to resolve property record discrepancies within 30 days. (T-1)

11.54.5. ELMS Warehouse and Organizational Refusals. Central Storage is responsible for accepting and accounting for any asset that results from a transfer or receipt under to the LRS WHSE UIC. (T-1)

11.54.5.1. When an organization refuses an equipment item and requires turn-in action, Flight Service Center will execute the transfer in ELMS and load supporting documentation to the property record. (T-1)

11.54.5.2. Central Storage will coordinate with EAE to accept and complete equipment transfers for the LRS WHSE custodian account. (T-1)

11.54.5.3. When a warehouse location does not contain the equipment necessary to satisfy the Redistribution Order or transfer, Central Storage will:

11.54.5.3.1. Check adjacent locations, check local listings and research Pending Transaction reports.

11.54.5.3.2. Coordinate with EAE to initiate inventory adjustment procedures if the asset is not located within 24 hours.

11.55. Base Closure.

11.55.1. Equipment Disposition for Base Deactivation and Closure.

11.55.2. Procedures under HQ USAF and AFMC/440 SCOS. When the Operations Support Flight personnel receive special guidance and direction from the AFMC/440 SCOS /HQ

USAF, they must make sure to: 1) report and ship all equipment items and 2) reduce all in-use property records and balance fields to zero by the established closure date. These actions prevent the establishment of numerous due-outs and related due-ins without decreasing mission support.

11.55.3. LRS or Materiel Management Activities will contact AFMC/440 SCOS and MAJCOM Centralized Equipment Management to coordinate the disposition of equipment in conjunction with base deactivation and closures. (T-1)

11.55.4. Transferring Equipment as a Package. When equipment on in-use property records is to be transferred to another base as a package (that is, all items supporting a particular weapons system.

11.55.5. Assets will be transferred directly from the active in-use custodian account to the APO holding account to preclude stock fund capitalization action.

11.55.6. Closing custodial accounts. When movement of personnel and organizations requires custodial accounts to be closed before disposing of all items, the custodian will turn-in all in-use equipment without credit.

11.55.7. Describe procedures for equipment disposition for base deactivation and closure see **Attachment 4** for checklist.

11.55.8. LRS/Materiel Management Activities will consult AFMC/440 SCOS and MAJCOM Centralized Equipment Management for guidance regarding any further required actions. (T-1)

ELIZABETH E. ARLEDGE, Maj Gen, USAF
DCS/Logistics, Engineering & Force Protection

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

EO 13834, Efficient Federal Operations, 17 May 2018

Public Law 81-152, The Federal Property and Administration Services Act of 1949, current edition

Title 10, United States Code Section 2572

Title 15, Code of Federal Regulations (CFR) Part 774, The Commerce Control List

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Prescribed Forms

AF Form 12, Supply Inventory Research Worksheet

AF Form 13, Record Reversal & Correction Worksheet

DAF Form 14, 356 Reject Due-In Detail Not Loaded Checklist

AF Form 1032, WRM Spares List

Adopted Forms

AETC Form 120, Training Equipment List

AETC Form 120A, Field Training Equipment List

AF Form 9, Request for Purchase

AF Form 52, Evidence Tag

AF Form 86, Request for Cataloging Data/Action

AF Form 332, Base Civil Engineer Work Request

AF Form 451, Request for Packaging Service

AF Form 465, Bench Stock Inventory (Not LRA)

AF Form 522, USAF Ground Weapons Training Data

AF Form 601, Authorization Change Request

AF Form 614, Charge Out Record

AF Form 1230, Standard Reporting Designator (SRD) Candidate Information

DAF Form 1297, Temporary Issue Receipt

AF Form 1445, Materials and Equipment List

AF Form 1991, General Purpose Creation

AF Form 2001, Notification of TCTO Kit Requirements

AF Form 2005, Issue/Turn-In Request

AF Form 2032, Inspection Extension (rescinded)

AF Form 2691, Aircraft/Missile Equipment Property Record

AFMC Form 37, Inventory Research Worksheet

AFMC Form 206, Temporary Work Request

AFTO Form 95, Significant Historical Data

AFTO Form 105, Inspection Maintenance Firing Data for Ground Weapons

AFTO Form 152, Chemical Defense Ensemble Inspection Record

AFTO Form 350, Reparable Item Processing Tag

AFTO Form 781B, Communications Security (COMSEC) Equipment Record

AFTO Form 873, Time Compliance Technical Order Requirements

AFTO Form 874, Time Compliance Technical Order Supply Data Requirements

DAF Form 847, Recommendation for Change of Publication

DD Form 200, Financial Liability Investigation of Property Loss

DD Form 250, Material Inspection and Receiving Report

DD Form 361, Transportation Discrepancy

DD Form 1149, Requisition and Invoice/Shipping Document

DD Form 1150, Request for Issue/Transfer/Turn-In

DD Form 1155, Order for Supplies or Services

DD Form 1348, DoD Single Line Item Requisition System Document (Manual)

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

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

DD Form 1348-6, DoD Single Line Item Requisition System Document (Manual-Long Form)

DD Form 1574, Serviceable Tag – Materiel

DD Form 1574-1, Serviceable Label – Materiel

DD Form 1575, Suspended Tag – Materiel

DD Form 1575-1, Suspended Label – Materiel

DD Form 1576, Test / Modification Tag – Materiel

DD Form 1576-1, Test / Modification Label – Materiel

DD Form 1577, Unserviceable (Condemned) Tag – Materiel

DD Form 1907, Signature and Tally Record

DD Form 2332, Product Quality Deficiency Report Exhibit

DD Form 2477, Shelf-Life Extension Notice

DD Form 2625, Controlled Cryptographic Item (CCI) Briefing

DD Form 2875, System Authorization Access Request (SAAR)

Federal Aviation Administration (FAA) Form 8130-3, Authorized Release Certificate, Airworthiness Approval Tag

Standard Order Form 1-3a, Acquisition and Cross-Servicing Agreement (ACSA)/Mutual Logistics

Standard Form (SF) 118C, Related Personal Property Schedule C - Supplement to Report of Excess Real Property

Standard Form (SF) 153, COMSEC Material Report

Standard Form (SF) 364, Report of Discrepancy

Form 1-3a, Acquisition and Cross-Servicing Agreement (ACSA)/ Mutual Logistics Support (MLS) Order Form

Abbreviations and Acronyms

1LM—Intermediate Level Maintenance

AAC—Acquisition Advice Code

AA&E—Arms, Ammunition, and Explosives

AAFES—Army and Air Force Exchange Service

AAO—Approved acquisition objective

ABA—Annual Budget Authorization

ACC—Air Combat Command

ACH—Advanced Combat Helmet

ACO—Administrative Contracting Officer

ACSA—Acquisition and Cross Servicing Agreements

AEDA—Ammunition Explosive and Dangerous Articles

AETC—Air Education and Training Command

AF—Air Force

AFBS—Air Force Broadcasting Service

AFCEC—Air Force Civil Engineer Center

AFCFM—Air Force Career Field Manager

AFCIIF—Air Force Clothing Initial Issue Function

AFDMRP—Air Force Discrepant Materiel Reporting Program

A&F—Accounting and Finance

AF/A4—Air Force Logistics, Engineering & Force Protection

AF/A4L—Air Force Directorate of Logistics

AF/A4LR—Air Force Logistics Readiness Division

AFFORGEN—Air Force Force Generation

AFGSC—Air Force Global Strike Command

AFI—Air Force Instruction

AFIAA—Air Force Intelligence Analysis Agency

AFIT—Air Force Institute of Technology

AFLCMC—Air Force Life Cycle Management Center

AFLCMC-HNC—Cryptologic and Cyber Systems Division

AFLIS—Air Force Library and Information System

AFLRB—Air Force Logistics Readiness Board

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFMCSS—Armed Forces Military Clothing Sales Store

AFMMCAB—Air Force Supply Chiefs Advisory Board

AFMMWG—Air Force Materiel Management Working Group

AFNIC—Air Force Network Integration Center

AFNWC—Air Force Nuclear Weapons Center

AFOSI—Air Force Office of Special Investigations

AFPD—Air Force Policy Directive

AFPET—Air Force Petroleum Office

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFRDP—AF Readiness Drivers Program

AFREP—Air Force Repair Enhancement Program

AFRIMS—Air Force Records Information Management System

AFRL—Air Force Research Laboratory

AFSC—Air Force Sustainment Center

AFSCDB—Air Force Centralized Database

AFSCPWG—Air Force Supply Chain Policy Working Group

AFSOC—Air Force Special Operations Command

AFSPBP—Air Force Spare Parts Breakout Program

AFWCF—Air Force Working Capital Fund

AGATRS—ACSA Global Automated Tracking and Reporting System

AGM—Air to Ground Missile

AIAO—Alternate Information Assurance Officer

AIT—Automatic Identification Technology

ALC—Air Logistics Complex

AMARG—Aerospace Maintenance and Regeneration Group

AMC—Air Mobility Command

AME—Alternate Mission Equipment

AMSC—Acquisition Method Suffix Code

AMT—Asset Marking and Tracking

ANG—Air National Guard

AO—Accountable Officer

AOR—Area of Responsibility; Accumulated Operating Result

APL—Acceptable Performance Level

APO—Accountable Property Officer

APS—Aircraft Parts Store

APSR—Accountable Property System of Record

AR—Attrition Reserve

ARC—Action Required

AS—Allowance Standard

ASC—Allowance Source Code

ASL—Adjusted Stock Level

ASM—Aircraft Sustainability Model

AS/RS—Automated Storage/Retrieval System

ATC—Audit Trail Component

ATCALS—Air Traffic Control, Approach, and Landing System

AU—Air University

AWDPR—Award Purchase Request

AWP—Awaiting Parts

BA—Budget Authority

BAI—Backup Aircraft Inventory

BC—Budget Code

BCE—Base Civil Engineer

BCO—Base Contracting Office

BEAR—Basic Expeditionary Airfield Resources

BES—Budget Estimate Submission

BNR—Billed Not Received

BOCR—Business Overhead Cost Recovery

BOI—Basis of Issue

BP—Budget Program

BSU—Bench Stock Issue

CA—Cost Authority (AKA Obligation Authority)

CA/CRL—Custodian Authorization/Custody Receipt Listings

CAMS-FM—Core Automated Maintenance System For Mobility

CAGE—Commercial and Government Entity

CAP—Contractor Acquired Property

CAP—Cryptographic Access Program

CAR—Custodian Asset Report

CAV-AF—Commercial Asset Visibility-Air Force

CBRN—Chemical, Biological, Radiological, Nuclear

CBT—Computer Based Training

CC—Squadron Commander

CCI—Controlled Cryptologic Item

CCIP—Customer Call

CCMD—Combatant Command

CCS—Communications Computer Systems

CDM—Contract Depot Maintenance

CDMPC—Contract Depot Maintenance Production Cost

C-E—Communications Electronics

CEM—Communications Electronic Maintenance

CEMF—Centralize Equipment Management Flight

CES—Civil Engineering Squadron

CFM—Career Field Manager

CFO—Chief Financial Officer

CFS—Contractor Field Service

CHPMSK—Contingency High Priority Mission Support Kit

CIC—Complete Inventory Count

C-ICP—Contractor Inventory Control Point

CIIC—Controlled Item Inventory Code

CIR—Custodian Inventory Report

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

CJCS—Chairmen Joint Chiefs of Staff

CLO—Combat Logistics Office

CLS—Contractor Logistics Support

CLSSA—Cooperative Logistics Supply Support Agreement

CMD—Catalog Management Data

CME—Command Mission Equipment

CMER—Condemnation Material Expense

CMOS—Cargo Movement Operations System

CNSSI—Committee on National Security Systems Instruction

CO—Contracting Officer

COB—Contingency Operating Base

COLT—Customer Oriented Leveling Technique

COMSEC—Communications Security

CONOPS—Concept of Operations

CONPLAN—Contingency Plan

CONUS—Continental United States

COOP—Continuity of Operations

COPARS—Contractor Operated Parts Store

COSIS—Care of Supplies in Storage

COTS—Commercial off the shelf

CP—Centrally Procured

CPL—Component Property Lead

CPFH—Cost Per Flying Hour

CRD—Cumulative Recurring Demand

CRF—Centralized Repair Facility

CRR—Calibration Repair and Return

CRS—Contingency Retention Stock

CRSP—Consumable Readiness Spares Package

CSAF—Chief of Staff of the Air Force

C-SAG—Consolidated-Sustainment Activity Group

CSAF—Chief of Staff of the Air Force

CSAG—Consolidated Sustainment Activity Group

CSAG-S—Supply division of CSAG (CSAG also has a Maintenance division)

CSAG-M—Maintenance Depot division of CSAG

CSB—Computer Support Base

CSD—Computer Systems Discrepancy

CSI—Critical Safety Items

CST—Combat Skills Training

CSWSWG—Contractor Supported Weapon Systems Working Group

CT—Control Team

CTC—Control Team Chief

CTH—Consolidated Transaction History

CTIC—Contractor Technical Information Codes

CUI—Controlled Unclassified Information

CWDE—Chemical Warfare Defense Equipment

CWRMO—Command War Reserve Materiel Officer

CWRMNCO—Command War Reserve Materiel NCO

CWT—Customer Wait Time

DAAS—Defense Automatic Addressing System

DAFI—Department of Air Force Instruction

DAFMAN—Department of Air Force Manual

DBM—Database Manager

DCAPES—Deliberate and Crisis Action Planning and Execution Segments

DCC—Document Control Card

DCMA—Defense Contract Management Agency

DCR—Document Control Record

DDR—Daily Demand Rate

DEMIL—Demilitarization

DFARS/PGI—Defense Federal Acquisition Regulations Supplement and Procedures, Guidance and Information

DFAS-DE—Defense Finance and Accounting System-Denver

DFAS—Defense Finance and Accounting System

DIC—Document Identifier Code

DIFM—Due-In from Maintenance

DIIP—Defense Inactive Item Program

DIOH—Due-In for Overhaul

DIREP—Difficulty Report

DISA—Defense Information Systems Agency

DITD—Disposal Return Document

DMAG—Depot Maintenance Activity Group

DMAS—Dyna-METRIC Microcomputer Analysis System

DLA—Defense Logistics Agency

DLACIC—Defense Logistics Agency Customer Interaction Center

DLADS—Defense Logistics Agency Disposition Services

DLATS—Defense Logistics Agency Transaction Services

DLIS—Defense Logistics Agency Logistics Information Service

DLM—Depot Level Maintenance

DLMS—Defense Logistics Management System

DLMSO—Defense Logistics Agency Management Standards Office

DLR—Depot Level Reparable

DMS—Diminishing Manufacturing Sources; Decentralized Materiel Support

DMSMS—Diminishing Manufacturing Sources and Material Shortages

DoD—Department of Defense

DODAAC—Department of Defense Activity Address Code

DoDD—Department of Defense Directive

DoDFMR—Department of Defense Financial Management Regulation

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DOLD—Date of Last Demand

DOLI—Date of Last Inventory

DOLT—Date of Last Transaction

DOR—Due Out Release

DPEM—Depot Procured Equipment Maintenance

DR—Deficiency Report

DRA—Materiel Receipt Acknowledgement Notice

DRU—Direct Reporting Unit

DSO—Direct Support Objective

DSR—Weapons Serialized Control Input

DSS—Distribution Standard System

DTID—Disposal Return Document

DWCF—Defense Working Capital Fund

EAE—Equipment Accountable Element

EAID—Equipment Authorized In-Use Detail

EAIM—End Article Item Manager

EBOs—Expected Backorders

ECC—Exception Control

EDD—Estimated Delivery Date

EDI—Electronic Data Interchange

EEIC—Element of Expense Investment Code

EEX—Excess Exception

EIC—Equipment Inventory Count

EISP—End Item Sales Price

ELMS—Enterprise Logistics Management System

ELRS—Expeditionary Logistics Readiness Squadron

ELS—Enterprise Logistics Strategy

EM—Enterprise Manager

EMC—Equipment Management Code

ENC—Exception Notice Code

EOQ—Economic Order Quantity

EPWG—Air Force Equipment Policy Working Group

ERAA—Equipment Review Authorization Activity

ERRC—Expendability, Recoverability, Reparability Code

ERRCD—Expendability, Recoverability, Reparability Category Designator

ERS—Economic Retention Stock; Equipment Requirement System

ES—Equipment Specialist

ESAPI—Enhanced Small Arms Protective Inserts

ESBI—Enhanced Side Ballistic Insert

ESC—Electronic System Center

ESD—Electrostatic Discharge

ETID—Electronic Turn-In/Return Document

ETIMS—Enhanced Technical Information Management System

EVE—Equal value Exchange

FAA—Federal Aviation Administration

FAD—Force Activity Designator

FAM—Functional Area Manager

FAR—Federal Acquisition Regulation

FC—Fund Code

FCC—Condition Code Change

FCI—Load, Change or Delete Equipment In-Use Detail

FCU—Unit Price Change

FE—Force Element

FED—Equipment Transfer

FFC—Freeze Code Update

FIAR—Financial Improvement and Audit Readiness

FIFO—First-In First-Out

FIRM—Funded and requisitioned due-out

FIX—Forced Record Change

FLIPL—Financial Liability Investigation of Property Loss

FLIPS—Flight information publication

FLIS—Federal Logistics Information System

FM—Field Manufacture

FMB—Financial Management Board

FMS—Foreign Military Sales

FOA—Field Operating Agency

FOB—Found on Base/Foundation Base

FORCE—Fuels Operational Readiness Capability Equipment

FRC—Fund Requirement Card

FSC—Federal Supply or Stock Class

FSL—Forward Supply Location

FSO—Financial Services Office

FSS—Forward Supply System; Force Support Squadron

FUP—Forecast Unit Price

GEIA—Government Electronics and Information Technology Association

GEOLOC PBC—Geographical Location- Pseudo Base Codes

G-ICP—Government Inventory Control Point

GIDEP—Government Industry Data Exchange Program

GI&S—Geospatial Information and Services

GFE—Government Furnished Equipment

GFM—Global Force Management

GFM—Government Furnished Materiel

GFP—Government Furnished Property

GBL—Government Bill of Lading

GM—Global Manager

GMO—Global Management Office

GPC—Government Purchase Card

GSA—General Services Administration

GSD—General Support Division

GSL—Geographically Separated Location

GSU—Geographically Separated Unit

HAF—Headquarters Air Force

HAZMAT—Hazardous Material

HHAL—Health Hazardous Approval List

HHT—Handheld terminal

HPMSK—High Priority Mission Support Kit

HQ—Headquarters

HTA—High Threat Area

HTSA—Host Tenant Support Agreement

IAD—Inventory Adjustment Document

IAO—Information Assurance Officer

IAPS—Integrated Accounts Payable System

IAV—Inventory Adjustment Voucher

IAW—In Accordance With

IBA—Individual Body Armor

ICBM—Intercontinental Ballistic Missile

ICI—Interactive Communications Interface

ICOD—Inventory cut-off date

ICOP—Inventory Cut

ICP—Inventory Control Point

ICS—Interim Contractor Support

IEE—Individual Equipment Element

IEU—Individual Equipment

IEX—Issue Exception

IIRP—Improved Item Replacement Program

ILS-S—Integrated Logistics System-Supply

IM—Item Manager

IMC—Item Management Coding

IMDS—Intergraded Maintenance Data System

IMM—Integrated Materiel Management

IMS—Inventory Management Specialist

IMWRP—Item Manager Wholesale Requisition Process

INS—Insurance

IO—Inventory Officer

IPA—In-transit Property Area

IPE—Individual Protective Equipment; Industrial Plant Equipment

IRC—Inventory Recount

IRSP—In-Place Readiness Spares Package

I&S—Interchangeable and Substitute Groups

ISO—International Organization for Standardization

I&SG—Interchangeability and Substitutability Group

ISSP—Interservice Supply Support Procedures

ISU—Issue

IT—Information Technology

ITAM—Information Technology Asset Management

IUID—Item Unique Identification

JACKS-RW—Joint Acquisition CBRN Knowledge System-Reporting Warehouse

JALC—Joint Aeronautical Logistics Commanders

JBER—Joint Base Elmendorf

JCS—Joint Chief of Staff

JCN—Job Control Number

JDRS—Joint Discrepancy Reporting System

JMPAB—Joint Materiel Priorities and Allocation Board

JPIWG—Joint Physical Inventory Working Group

JR—Job-Routed

JSM—Joint Service Manual

JSMLT—Joint Service Mask Leakage Tester

JSGPM—Joint Service General Protective Mask

JU—Joint Use

JTA—Joint Transfer Agreement

JTR—Joint Transfer Agreement

KMI—Key Management Infrastructure

KOA—Key Management Infrastructure Operating Account

KOAM—Key Operating Account Manager

KSN—Kit Serial Number

LAC—Latest Acquisition Cost

LCC—Local Purchase Cancellation

LDL—Low Density Level

LGLOS—Functional Systems Management Section

LGRM—Materiel Management Flight

LIN—Liquid Nitrogen

LP—Local Purchase

LPA—Local Purchase Adjustment

LPS—Local Purchase Status

LPX—Local Purchase Extra

LIMFAC—Limiting Factor

LMCA—Logistics Materiel Control Activity

LOC—Logistics Operation Cell

LOGFAC—Logistics Feasibility Analysis Capability

LOGMOD—Logistics Module

LOX—Liquid Oxygen

LR—Local Repair

LRC—Latest Repair Cost

LRRS—Long Range Radar Sites

LRS—Logistics Readiness Squadron

LRU—Line Replaceable Unit

LSC—Logistics Support Center

LSS—Life Systems Stock

LSV—Low Speed Vehicle

LTA—Low Threat Area

LWG—Logistics Working Group

MAC—Moving Average Cost

MAJCOM—Major Command

MAPO—Maximum Automatic Obligation

MAQ—Maximum Authorization Quantity

MARS—Military Affiliate Radio System

MASO—Munitions Accountable Systems Officer

MCD—Mission Change Data

MCN—Management Control Number

MCR—Materiel Cost Recovery

MDC—Manager Designator Code

MDD—Maintenance Data Documentation

MDS—Mission Design Series

ME—Mobility Equipment

MECD—Maintenance Equipment Classification Designator

MEFPAK—Manpower & Equipment Force Packaging

MEO—Most Efficient Organization

MGM—Materiel Group Manager

MIC—Mission Impact Code

MICAP—Mission Impaired Capability Awaiting Parts

MILCON—Military Construction

MIICS—Master Item Identification Control System

MILSTRIP—Military Standard Requisition and Issue Procedures

MIS—Maintenance Information System

MISTR—Management of Items Subject to Repair

MLS—Mutual Logistics Support

MMAC—Materiel Management Aggregation Code

MMHS—Mechanized Materiel Handling System

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MRA—Minimum Reserve Authorization

MRO—Maintenance Repair Organization

MRP—Munitions Requirements Process

MRSP—Mobility Readiness Spares Package

MRU—Minimum Replacement Unit

M&S—Media and Status

MSG—Mission Support Group

MSI—Issue from Kit

MSK—Mission Support Kit

MTA—Medium Threat Area

MTBF—Mean Time Between Failure

MUP—Mark-Up Price

MWR—Morale, Welfare and Recreation

MX—Maintenance

MXW—Maintenance Wing

NAF—--Numbered Air Force

NAF—Non-appropriated Funds

NARSP—Non-Airborne Readiness Spares Packages

NASA—National Aeronautics and Space Administration

NASIC—National Air and Space Intelligence Center

NATO—North Atlantic Treaty Organization

NCAA—Non-Nuclear Consumables Analysis

NC3—Nuclear Command, Control, Communication

NCO—Non-Commissioned Officer

NEMVAC—Noncombatant Emergency & Evacuation Plan

NEO—Noncombatant Evacuation Operations

NEXRAD—Next Generation Radar

NGA—National Geospatial-Intelligence Agency

NGRER—National Guard and Reserve Equipment Report

NGS—Non-Government Standards

NHA—Next Higher Assembly

NIIN—National Item Identification Number

NLT—No later than

NMC—Not Mission Capable

NOAA—National Oceanic and Atmospheric Administration

NOP—Non-optimize

NPP—Non-Prepositioned

NPPC—Numeric Parts Preference Code

NRTS—Not Reparable This Station

NSF—Nuclear Weapons-Related Materiel Storage Facility

NSL—Non-Stock Listed

NSN—National Stock Number

NSO—Numeric Stockage Objective

NTCC—Nuclear Weapons-Related Materiel Transaction and Control Center

NWRM—Nuclear Weapons-Related Materiel

NWRMAO—NWRM Accountable Officer

NWS—National Weather Service

O&M—Operation and Maintenance

O&ST—Order & Shipping Time

OC—Operations Compliance

OCCR—Organization Cost Center Record

OCIE—Organizational Clothing and Individual Equipment

OCONUS—Outside Continental United States

OCR—Office of Coordinating Responsibility

OGMVC—Other Government Motor Vehicle Conveyance

OIC—Officer in Charge

OIM—Organizational Intermediate Maintenance

OM&S—Operating Materials and Supplies

OOB—Operations Operating Budget

OPLAN—Operational Plan

OPR—Office of Primary Responsibility

ORP—Operational Readiness Part

OSD—Office of Secretary of Defense

OUSD(C)—Office of the Under Secretary of Defense (Comptroller)

PA—Program Authority

PAA—Primary Aircraft Authorization

PACAF—Pacific Air Forces

PE—Project Engineer

PBR—Percent of Base Repair

PBL—Performance Based Logistics

PCCN—Provisioning Contract Control Number

PCO—Procuring Contracting Officer

PA—Program Authority

PAS—Personal Accounting System

PB—President's Budget

PBR—Program Budget Review

PD—Program Document

PDM—Programmed Depot Maintenance

PDL—Proactive Demand Leveling

PEO—Program Executive Office

PFMR—Project Funds Management Record

PGM—Product Group Manager

PIC—Positive Inventory Control

PICA—Primary Inventory Control Activity

PICP—Physical Inventory Control Program

PIIN—Procurement Instrument Identification Number

PIO—Program Integration Office

PKI—Public Key Infrastructure

PM—Program Manager

PMAI—Primary Mission Aircraft Inventory

PMIC—Precious Metals Indicator Code

PMEL—Precision Measurement Equipment Laboratory

PMO—Program Management Office

PMRP—Precious Metals Recovery Program

PMS—Production Management Specialist

POB—Planner Operating Base

POC—Point of Contact

POL—Petroleum, Oils, and Lubricants

POM—Program Objective Memorandum

POS—Peacetime Operating Stock

POW—Prisoner of War

PPBS—Planning, Programming, & Budgeting System

PPL—Provisioning Parts List

PQDR—Product Quality Deficiency Report

PRS—Potential reutilization Stock

PS&D—Plans, Scheduling and Documentation

PSN—Package Serial Number

PSP—Primary Supply Point

PSSD—Production Section Scheduling Designator

QA—Quality Assurance

QAE—Quality Assurance Evaluator

QDR—Quality Deficiency Report

QLP—Query Language Processor

QMF—Query Management Facility

QPA—Quantity per Aircraft

QSL—Quality Status Listing

QUP—Quantity Unit Pack

RAMPS—Recoverable Assembly Management Process System

RBL—Readiness Based Level

RCC—Resource Control Center

RCDL—Repair Cycle Demand Level

RCN—Report Control Number

RDD—Required Delivery Date

RDO—Redistribution Order

RDS—Records Disposition Schedule

RDT&E—Research, Development, Testing & Evaluation

REALM—Requirements/Execution Availability Logistics Module

REC—Receipt

REM—Registered Equipment Management

REMIS—Reliability and Maintainability Information System

REX—Requisition Exception

RFID—Radio Frequency Identification

RIC—Routing Identifier Code

RID—Routing Identifier

RIK—Replacement-In-Kind

RIMCS—Reparable Item Movement Control System

RIW—Reliability Improvement Warranty

RNB—Received Not Billed

RNDI—Receipt Not Due

R&M—Reliability and Maintainability

RO—Requisitioning Objective

ROD—Report of Discrepancy

ROP—Reorder Point

RRK—Remote Rekey

RSP—Readiness Spares Package

RWC—Reason Why Code

SA—Security Assistance

SAF—Office of the Secretary of the Air Force

SA/LW—Small Arms/Light Weapons

SAM—Sustainability Assessment Module

SAP—Special Access Program

SAPI—Small Arms Protective Inserts

SAS—Special Access Program

SAS—Storage Aid System

SBLC—Standard Base Level Computer

SCM—Supply Chain Management

SCOW—Supply Chain Operations Wing

SDDC—Surface Deployment and Distribution Command

SDR—Supply Discrepancy Report

SE—Support Equipment

SECAF—Secretary of the Air Force

SECDEF—Secretary of Defense

SEX—Shipment Exception

SF—Security Forces

SHP—Shipment

SIASCN—Standard Inter-service Agency Serial Control Number

SICA—Secondary Inventory Control Activity

SIFS—Supply Interface System

SIPR—Secret Internet Protocol Router Network

SIR—Semiannual Inventory Report

SKT—Specialty Knowledge Test

SLC—Shelf-Life Code; Stock List Change

SLES—Shelf-Life Extension System

SM—Single Manager

SME—Subject Matter Expert

SMAG—Supply Management Activity Group

SMAG-R—Supply Management Activity Group-Retail

S/N—Serial Number

SNC—Shipped Not Credited Detail

SNUD—Stock Number User Directory

SOO—Satellite Operations Officer

SOS—Source of Supply

SOW—Statement of Work

SP—Standard Price

SPC—Stockage Priority Code

SPD—System Program Director

SPF—Single Point Failure

SPI—Special Packaging Instruction

SPM—System Program Manager

SPO—Systems Program Officer

SPS—Standard Procurement System

SPR—Special Requisition

SPRAM—Special Purpose Recoverables Authorized Maintenance

SPRS—Spares Priority Release Sequence

SRA—Specialized Repair Activities

SRAN—Stock Record Account Number

SRC—Serialized Report Code

SRD—Standard Reporting Designator

SRI—Special Requirements Indicator

SRU—Shop Replaceable Unit

SSC—Shipment Suspense Detail

SSC—Space Systems Command

SSCO—Shipper Service Control Office

SSIR—Supply System Inventory Report

SSM—System Support Manager

STEP—Special Training Equipment Program

STR—System Transaction Recovery

TACR—Allowance Change Request (equipment transaction)

TAR—Tracer Action Required

T-ASA—Television-Audiovisual Support Activity

TCC—Type Cargo Code

TCM—Technical Content Manager

TCN—Transportation Control Number

TCTO—Time Compliance Technical Order

TDSI—Transaction Sessions Allowance Document Status Query Screen

TDY—Temporary Duty

TEX—Transaction Exception Code

TFA—Total Financial Authority

TICMS—Theater Integrated Combat Munitions System

TIN—Turn-In

TLF—Type Level Flag

TMC—Type Maintenance Code

TMDE—Test, Measurement, & Diagnostic Equipment

TMO—Traffic Management Operations

TMS—Type Model Series

TMSM—Type Model Series Modification

TNB—Tail Number Bin

TO—Technical Order

TOC—Technical Order Compliance

TPFDD—Type Phase Force Deployment Data

TPIC—Type Physical Inventory Codes

TPO—Training Purposes Only

TRAP—Tanks, Racks, Adapters & Pylons

TRIC—Transaction Identification Code

TRN—Turnaround

TRM—Transfer Materiel

TSP—Transition Support Plan

TTF—Transportation Tracer Flag

TTF-A—Receipt Acknowledged Error Listing

TTF-F—Exception Action Listing

TTF-L—Consolidated Shipment Error Listing

TTF-P—Parcel Post Tracer Listing

TWG—Theater Working Group

TWR—Total Wartime Requirement

UCC—Unit Control Center

UDM—Unit Deployment Manager

UEWG—Uniform Enterprise Working Group

UMMIPS—Uniform Material Movement and Issue Priority System

UND—Urgency of Need

UI—Unit of Issue

UIC—Unit Identification Code

UII—Unique Item Identifier

UJC—Urgency Justification Code

UND—Urgency Need Designator

UNFF—Need Funding Flag

UTA—UTC Tasking Availability

UTC—Unit Type Code

USAF—United States Air Force

USD—Under Secretary of Defense

USPFO—United States Property and Fiscal Officer

USSF—United States Space Force

WAA—Wartime Aircraft Activity

WCD—Work Control Document

WCDO—Wartime Consumable Distribution Objective

WCF—Working Capital Fund

WDC—When Discovered Code

WRM—War Reserve Materiel

WRMPM—War Reserve Materiel Program Manager

WS—Weapon System

WSAS—Weapon System Allowance Standard

WSDC—Weapon System Designator Code

WSGC—Weapon System Group Code

WSMIS-SAM—Weapon System Management Information System Sustainability Assessment Module

WSSP—Weapon System Support Program

WUC—Work Unit Code

WWI—Worldwide Inventory

XHB—COMSEC Control Input

ZOP—Zero Overpricing Program (now called the Price Challenge & Verification Program)

Terms

Accountability—The obligation imposed by law, lawful order, or regulation, accepted by an organization or person for keeping accurate records and to ensure control of property, documents or funds, with or without physical possession. The obligation, in this context, refers to the fiduciary duties, responsibilities, and obligations necessary for protecting the public interest; however, it does not necessarily impose personal liability upon an organization or person.

Accountability Record—A record maintained for managerial rather than financial reporting purposes. Accountability records should be used when the property does not meet the accountable property record requirements (**Paragraph 4.2**) but does require active management based on other than financial criteria.

Accountable Property—Property that meets accountability requirements. This property is recorded in the APSR.

Accountable Property Officer—An individual who, based on their training, knowledge, and experience in property management, accountability, and control procedures, is appointed in writing through the DoD Component procedures to establish and maintain an organization's accountable property records, systems, or financial records, in connection with government property, irrespective of whether the property is in the individual's possession.

Accountable Property Record—The record contained within the APSR.

Accountable Property System of Record—The government system used to control and manage accountable property records. A subset of existing organizational processes related to the lifecycle management of property; the system that is integrated with the core financial system.

Active Inventory—Materiel that is expected to be consumed within the budget year (2 years) and materiel that has been purchased to meet specific war reserve requirements.

Additive Requirement—Requirements that are supported by projected requirements (e.g., modifications) rather than past demand experience. Requirements computed outside the recoverable computation.

Aircraft Parts Store—LRS function located near flight line maintenance and functions as a demand processing unit, customer support, and aircraft parts warehouse for maintenance activities.

Aircraft Sustainability Model—The mathematical model used to determine the requirements for recoverable RSP items (in the D087G system) It uses a unit's wartime flying hour program, the range of items determined at the annual review, and the demand rate/indicative data for each item to determine the optimum mix of spares to achieve the target direct support objective.

Allowance Standard—Previous Legacy authorized document that identifies the amount and type of equipment for an organization.

Approved Acquisition Objective—The quantity of an item authorized for peacetime and wartime requirements to equip and sustain U.S. and Allied Forces, according to current DoD policies and plans. That quantity shall be sufficient to support other U.S. Government Agencies, as applicable.

Authorization—Identifies the amount and type of equipment approved for an organization to procure and possess for the performance of the missions and duties of DAF organizations and individual specialists.

Authorization Detail—Previous Legacy that identifies the specific stock numbers assigned to the Authorization IDs that establish the total quantities to support the authorization.

Authorization IDs—Mission Description and Authorization Description which list Specific Stock Numbers to support the Mission Description with approved authorizations.

Awaiting Parts—During the repair process for systems/equipment, parts are ordered for the system/equipment undergoing repair, or an end item is being scheduled for a repair process and parts are ordered for a scheduled repair of the system/equipment to start the repair process. The end item system/equipment undergoing repair/being scheduled for repair is AWP when the parts. to continue the repair process are backordered or the scheduled repair process will exceed mission requirements.

Bare Item Inspection—a thorough examination or assessment of an asset in its most basic or unadorned state, without any additional coverings or embellishments.

Base Condemnation Rate—The number of base condemnations divided by the sum base RTS and base condemnations.

Base Consumption Rates—Base consumption rates will be determined by taking the number of failures at base level, over a specific period of time, divided by the operating program for that same time period.

Base Not Repairable this Station Rate—The number of Base NRTS divided by the sum of the base RTS, base NRTS, and base condemnations.

Base Operating Stock (BOS) Management—The process of aggregating and managing all retail enterprise stock control discrepancies associated with an NSN. The process relies on a dashboard that presents the assigned manager a single picture of an NSN across all retail locations, with NSNs sequenced greatest to least impactful to the assets' readiness position.

Base Operating Stock Specialist (BOSS)—Code (5-position A/N). Identifies a person or organization responsible for various activities related to the management of an item. This code is reserved for the exclusive use of AFMC Stock Control Personnel.

Base Operating Support (BOS)—The total support infrastructure for a given unit that supports the mission of an operational infrastructure. This includes the base operations and maintenance (O&M)-type costs that provide common infrastructure support required by all offices, regardless of mission. Additionally, it involves directly assisting, maintaining, supplying, and distributing support of forces at the operating location.

Base Repair Cycle—The number of days that elapse between the time an unserviceable reparable item is removed from use and the time it is made serviceable and ready for issue.

Base Stock Level—This level is computed in support of the base requisitioning objective.

Bench Stocks—Stores of expendability, recoverability, reparability coded (ERRC) XB3 items kept on-hand in a work center to enhance maintenance productivity.

Business Overhead Cost Recovery—**BOCR@LAC**/LRC is the portion of the cost recovery element that represents indirect and direct overhead costs. Examples are various Supply Operations Costs, DLADS, DISA, DFAS, Materiel Inflation, AORs, DLA distribution issue/receipts costs, and transportation costs. BOCR is applied as a flat percentage, to the LAC and the LRC, across all NSNs.

Capital Asset—An asset that meets or exceeds the capitalization threshold found in DoD 7000.14-R for the DoD Component.

Capital Lease—Leases that transfer substantially all the benefits and risks of ownership to the lessee. If at its inception, a lease meets one or more of the following criteria, the lease is considered a capital lease:

The lease transfers ownership of the property to the lessee by the end of the lease term. The lease contains an option to purchase the leased property at a bargain price.
The lease term (non-cancelable portion, plus all periods, if any, representing renewals or extensions that can reasonably be expected to be taken) is equal to or greater than 75 percent of the estimated economic life of the leased property.
The present value of rental and other minimum lease payments, excluding that portion of the payments representing executory cost, equals or exceeds 90 percent of the fair value of the leased property. See DoD 7000.14-R, Volume 4, Chapter 6 for procedures and additional information.

Component Property Lead (CPL)—Serves as the proponent for property accountability on behalf of the DoD Component head. May consist of multiple persons in different capacities, including primary APOs, senior logisticians, senior property managers, or other appropriate senior personnel.

Contractor-Acquired Property—Any property acquired, fabricated, or otherwise provided by the contractor for performing a contract, and to which the government has title. Property that is subsequently delivered and accepted by the government for use on the same or another contract is considered GFP.

C-Factor—Multiplier of the standard deviation (square root of the variance) of demand during replenishment. The ILS-S uses the C-factor to selectively increase item special level quantities for stocked items. The C-factor assignment policy is based on item mission impact, historical demand, and unit price criteria.

Calendar Time Change Items—Items requiring replacement at regular intervals as specified in appropriate technical orders.

Carcass Cost—The value of an asset when the LRC plus BOCR have been removed from the standard price of the item. Carcass cost is also equal to the LAC minus the LRC.

Care of Supplies in Storage—Program composed of a set of processes and procedures whose purpose is to ensure that materiel in storage is maintained in ready-for-issue condition or to prevent uneconomic deterioration of unserviceable materiel.

Cataloging—Act of naming, classifying, describing, and numbering each item repetitively used, purchased, stocked, or distributed to distinguish each item from every other item. Also included is the maintenance of information related to the item and the dissemination of that information to item users.

Cataloging Tools—The process of initiating and enhancing documents and procedures required to research, record, and organize logistics information.

Central Procurement—The purchase of materiel, supplies or services by an officially designated command or agency with funds specifically provided for such procurement for the benefit and use of the entire component or the military departments as a whole.

Central Secondary Item Stratification—An automated capability that applies to wholesale and retail asset and requirements data. The CSIS shall uniformly display the materiel requirements and associated asset status of individual secondary items and generate summaries of essential information. When a methodology other than stratification is used as a foundation, an audit trail to the applicable stratification table shall be submitted to the USD (L&MR). Secondary item assets shall be stratified at least semiannually. One stratification shall be as of September 30 (for inventory reporting and funding reviews), and the other shall be as of March 31 (for budget preparation).

Classes of Supply—Not to be confused with Federal Supply Class, terminology used to divide supplies and equipment into 10 easily identifiable categories of materiel that are depicted by Roman Numerals.

Classified Item—Controlled inventory item/materiel that require protection in the interest of national security.

Command Authority—DAFI 51-509, Appointment to and Assumption of Command, identifies command authority. Unless otherwise stated, all references to commander in this publication apply to the mission commander at the appropriate level, i.e., squadron, group, wing, etc. Joint Base locations/activities will refer to Joint Basing Implementation Guidance and the pertinent Joint Base MOAs for specific guidance on command relationships at that location.

Commodity—A homogeneous aggregation of like items.

Communications-Electronics—Specialized field items concerned with the use of electronic devices and systems for the acquisition, acceptance, processing, storage, display, analysis, protection, disposition, and transfer of information.

COMSEC Incident—Any occurrence that potentially jeopardized the security of COMSEC material or the secure electrical transmission of national security information. COMSEC Incident includes Cryptographic Incident, Personnel Incident, Physical Incident, and Protective Technology/Package Incident (CNSSI 4005).

Condemnation Requirement—Stock replacements for base and depot condemnations.

Consumable Item—Item of supply (except explosive ordnance and major end items of equipment) that is normally expended or used up beyond recovery in the use for which it is designed or intended. Minor parts, tools, and hardware identified by ERRC designator XB3. NF1 items (with IEX E, K) are managed like consumable items. A consumable item cannot be economically repaired by a field or depot maintenance activity. Accountability for consumable items are terminated upon issue.

Contingency Retention Stock—stock held above the approved acquisition objective to support anticipated contingencies or operations. The contingency retention stock will mainly consist of critical and difficult to obtain assets.

Contract Termination—The cessation or cancellation, in whole or in part, of work under a prime contractor a subcontract for the convenience of, or at the option of, the government, or due to failure of the contractor to perform in accordance with the terms of the contract.

Controlled Inventory Item Code—Those items designated as having characteristics that require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity.

Control Level—A computed stock level the inventory management specialist or materiel management IT system uses when filling requisitions. Non-programmed requisitions may be filled from depot stocks if the asset position is above the control level.

Coordination—The necessary action to ensure adequate exchange of information to integrate, synchronize, and deconflict operations between separate organizations. Coordination is not necessarily a process of gaining approval but is most often used for mutual exchange of information.

Cooperative Logistics Supply Support Arrangement—provides for pre-stockage and storage of DoD-stocked non-significant military equipment items that are needed and used by the Foreign Military Sales purchaser on a recurring basis.

Component Primary Lead—Serves as the proponent for property accountability on behalf of the DoD Component head. May consist of multiple persons in different capacities, including primary APOs, senior logisticians, senior property managers, or other appropriate senior personnel.

COMSEC Material—Item(s) designed to secure or authenticate telecommunications. COMSEC material includes, but is not limited to key, equipment, modules, devices, documents, hardware, firmware, or software that embodies or describes cryptographic logic and other items that perform COMSEC functions. This includes CCI [Controlled Cryptographic Item] equipment, CHVP [Cryptographic High Value Products] and other Suite B equipment, etc.

Contingency Spares Robusting—Issuing serviceable spares from redeploying MRSP to contingency operating stock, to include CHPMSK, RSP, and POS, where an In-place Readiness Spares Package (IRSP) and Total Wartime Requirement (TWR) exists.

Contract—Contract means a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications. Contracts do not include grants and cooperative agreements covered by 31 U.S.C.6301, et seq. For discussion of various types of contracts, see FAR, part 16.

Controlled Cryptographic Item (CCI)—Secure telecommunications or information system, or associated cryptographic component, that is unclassified and handled through the COMSEC Material Control System (CMCS), an equivalent material control system, or a combination of the two that provides accountability and visibility. Mark such items “Controlled Cryptographic Item”, or, where space is limited, “CCI”. (CNSSI 4009)

Counterfeit Materiel—An item that is an unauthorized copy or substitute that has been identified, marked, or altered by a source other than the item’s legally authorized source and has been misrepresented to be an authorized item of the legally authorized source.

Critical Safety Item—Means a part, an assembly, installation equipment, launch equipment, recovery equipment, or support equipment for an aircraft or aviation weapon system if the part, assembly or equipment contains a characteristic any failure, malfunction, or absence of which could cause a catastrophic or critical failure resulting in the loss of or serious damage to the aircraft

or weapon system, an unacceptable risk of personal injury or loss of life, or an uncommanded engine shutdown that jeopardizes safety.

Customer Oriented Leveling Technique—Used to centrally compute levels for DLA-managed items that have an established demand pattern.

Daily Demand Frequency Rate—The DDFR reflects the average daily number of customer requests for an item. The DDFR differs from DDR in that DDFR is based on the number of customer orders (requests), while DDR is based the number of units of stock requested. DDFR is calculated by dividing the sum of customer requests by the number of calendar days since the item's Date of First Demand (DOFD).

Daily Demand Rate—Average quantity of an item that is used daily. The ILS-S computes the DDR using one of the following methods: (1) Bachelor or Substitute Item. Divide the item cumulative recurring demand by the difference of the current Julian date minus the DOFD. If the demand experience available is less than 180 calendar days, a difference of 180 mitigates the effect of limited demand experience. (2) Master or Interchangeable Item. Divide the cumulative recurring demand for the master and all interchangeable items within the group (for one system designator at a time) by the difference of the current Julian date minus the oldest date of first demand in the master/interchangeable group. When the demand experience available is less than 180 days, a difference of 180 days mitigates the effect of limited demand experience.

Data Dissemination—Various products and events provide logistics information to customers at every level of the supply system.

Data Entry and Maintenance Transactions—Those actions necessary to ensure complete, accurate and current logistics data records (excluding item characteristics data) for an item of supply.

Decelerated—A demand forecasting technique to lower flying hours. It is based on the premise that a two-hour sortie will not break twice as many parts as a one-hour sortie. Normally peacetime sorties are much shorter than wartime sorties.

Defense Inactive Item Program—The systematic elimination of inactive items of supply from DoD materiel management systems and the Federal Catalog System.

Defense Logistics Agency Disposition Services—Field activity of the DLA charged with the responsibility of managing all aspects of the process of receiving, storing, marketing, redistributing, and disposing of all materiel determined by elements of the DoD materiel management structure to be excess to the needs of a DoD activity.

Demand—An indication of a requirement (requisition, request, issue, and reparable generation, etc.) for issue of serviceable materiel. Demands are categorized as either "recurring" or "nonrecurring."

Demand Level—Stock level for a specific item that is based upon past user demands.

Demand-Support Items—Items that are stocked based on forecasted usage. Demand-supported items are stocked with demand-based requirements based on economics or with limited demand requirements on basis of military mission essentiality.

Demilitarization—Act of destroying the functional or military capabilities of certain types of equipment or material that has been screened through inventory control points and declared surplus

or foreign excess. Items that are subject to demilitarization include defense articles on the United States Munitions List, as provided by Section 38 of the "Arms Export Control Act" (22 CFR 121 (reference (aj)). Also included are items on the Commerce Control List of the Department of Commerce (15 CFR 774 (reference (ak)), and items on the United States Munitions Import List of the Bureau of Alcohol, Tobacco, and Firearms of the Department of Treasury. That term includes mutilating, cutting, crushing, scrapping, melting, burning, or otherwise altering to prevent the further use of that equipment or material for its originally intended purpose, and applies equally to equipment or material in serviceable or unserviceable condition.

Department of Defense Activity Address Code (DoDAAC)—A six-digit alphanumeric code used for providing a uniform method for controlling US Government assets and for recording transactions that reflect receipts and disposition of property transferred to an activity.

Depot Consumption Rates—The number of failures at depot level divided by the appropriate depot program.

Depot Level Maintenance—Maintenance performed on materiel requiring major overhaul or a complete rebuild of parts, assemblies, subassemblies, and end items, including the manufacture of parts, modifications, testing and reclamation as required.

Depot-Level Reparable Item—A reparable item of supply that is designated for repair at depot level or that is designated for repair below the depot level, but if repair cannot be accomplished at that level, shall have its unserviceable carcass is either forwarded to the depot for repair or condemnation, or reported to the ICP for disposition.

Depot Stock Levels—Depot stock levels represent those levels that are required in support of depot overhaul requirements. These are subdivided into two categories, job-routed and non-job-routed stock levels. JR items are those items that are repaired as part of a higher assembly repair. The stock level in support of JR overhaul requirements represents the amount of stock required to prevent delay of programmed overhauls during the subassembly O&ST. NJR items are those items that are removed during an overhaul and turned into supply. The NJR stock level requirement represents the quantity of stock required to support the overhaul line during subassembly O&ST.

Donations—Donatable property under the control of a Military Service or a Defense Agency authorized for donation by statute to an authorized recipient.

Direction—Guidance to or management of support staff functions. Inherent within command but not a command authority. In some cases, can be considered an explicit instruction or order. Used by commanders and their designated subordinates to facilitate, channel, or motivate support staff to achieve appropriate action, tempo, or intensity. Used by directors of staff agencies on behalf of the commander to provide guidance to their staffs on how best to accomplish stated objectives in accordance with the commander’s intent.

Disposal Freeze Notice—A disposal freeze notice is a formal written directive issued by AFMC to withhold certain specified materiel from disposal action for a definite period of time.

Economic Order Quantity—Quantity derived from a mathematical technique used to determine the optimum (lowest) total variable costs to order and hold inventory.

Economic Retention Stock—ERS is stock above the AAO that is more economical to retain than to dispose of. To warrant economic retention, an item should have a reasonably predictable demand rate. When the expected demand for an item is not predictable, yet the expectation for

future demand is probable, the item may still have ERS provided the managing DoD Component has a documented rationale that economically justifies retention and is available for audit purposes.

End Item—A final combination of end products, component parts, and materiel ready for its intended use, e.g., a ship, tank, mobile machine shop, or aircraft.

Equipment Custodian—An individual appointed by a Responsible Officer, who accepts custodial responsibility for property, typically by signing a hand-receipt. The equipment custodian is directly responsible for the physical custody of accountable property under their control.

Excess—Materiel that has completed reutilization screening within the Department of Defense and is not required for the needs and the discharge of responsibilities of any DoD activity.

Exchange Price—The price charged to customer's exchanging a reparable item for a serviceable one. This price is the LRC plus **BOCR@LRC** plus MCR.

Execution and Prioritization of Repair Support System (EXPRESS)—The tool that provides the capability to implement critical initiatives for the requirements, distribution, workload management, and supply reengineering efforts. Key processes in EXPRESS include repair requirements identification; prioritization method employing aircraft availability and deepest hole methodologies; supportability analysis or repair resources; and output interfaces.

Expendability, Recoverability, Reparability Category Designator (ERRCD)—Cataloging element that indicates whether an item can be economically repaired and what level (base or depot) has the authority to condemn an item.

Extended storage—Only weapons stored and packaged according to applicable special packaging instructions as outlined on **https://spires.wpafb.af.mil/** fall into this category. All others are considered In-Use. Weapons removed from special packaging become in-use until they are properly returned to storage following the applicable special packaging instructions.

Federal Supply or Stock Class—Series of 4 numerals at the beginning of the NSN that designates the general commodity grouping of the item of supply.

Financial Liability Investigation—The statutory obligation to account for loss, damage, destruction, or theft of government property; determine the responsibility and amount of financial liability of those found to be culpable for such financial losses; provide relief from accountability; and establish debts resulting from the assessment of financial liability. Formerly referred as Report of Survey.

Force Activity Designator—Roman numeral (I to V) that the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, or a DoD Component assigns to a unit, organization, installation, project, or program to indicate its relative mission essentiality. The FAD is an integral part of the UMMIPS.

Force Requirement (F. Req)—The quantity required per UTC.

Forward Supply Location—Part of the AMC's Forward Supply System and serves as an intermediate stockage location in the AMC Strategic Airlift route structure. Candidate NSNs for stockage at the FSLs are applicable to the C-5 and C-17 strategic airlift.

Found on Base—Assets that are in the possession of base customers that are not correctly accounted for on supply system due-in from maintenance or in-use equipment detail records are commonly referred to as found on base.

Functional Checks—Function Checks consist of supply assets requiring maintenance check and may fall into either of two categories: 1) Assets (other than buildup items) requiring functional check, operational programming, or calibration before installation. Maintenance units will submit a list of functional check items as stated in AFI 21—101. 2) LRS accountable assets for which serviceability is in question (e.g., assets that appear to have been mishandled while in stock, dropped, etc. or assets received in a suspect condition).

Geographically Separated Unit—a military unit that is located away from it's parent base or headquarters.

Government-Furnished Equipment—Personal property that is functionally complete for its intended purpose, durable, and nonexpendable. Equipment generally has an expected service life of 2 years or more; is not intended for sale; does not ordinarily lose its identity or become a component part of another article when put into use; has been acquired or constructed with the intention of being used. Government Furnished Equipment consists of property, special tooling, or special test property provided to the contractor for activities such as research and development, acquisition, repair, maintenance, overhaul, or modification.

Government-Furnished Property—Property in the possession of, or directly acquired by, the government and subsequently furnished to the contractor, including sub-contractors and alternate locations, for performance of a contract. GFP in the context of this issuance includes equipment and materiel, special tools, and special test equipment.

Government-Furnished Materiel—Another form of U.S. government property which may be incorporated into, or attached to an end item to be delivered under a contract or which may be consumed in the performance of a contract. It includes, but is not limited to, raw and processed material, parts, components, assemblies, small tools, and supplies. GFM does not include property, special tooling, or test property and is consumed or expended by the contractor during the performance of the contract.

Hazardous Material—A substance or material that the Secretary of Transportation has determined is capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and has designated as hazardous under section 5103 of Federal hazardous materials transportation law (49 U.S.C. §5103). The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous in the Hazardous Materials Table (see 49 CFR Section 172.101), and materials that meet the defining criteria for hazard classes and divisions in 49 CFR Part 173. May also be referred to as hazardous cargo.

Heritage Assets—Property, plant, and equipment of historical, natural, cultural, educational or artistic significance (e.g., aesthetic) or with significant architectural characteristics. Heritage assets are expected to be preserved. Heritage assets consist of items whose physical properties resemble those of general property, plant, and equipment and are traditionally capitalized in commercial-type financial statements. The nature of these items, however, differ from general property, plant, and equipment in that their values may be indeterminable or may have little financial meaning (e.g., museum collections, monuments, assets acquired in the formation of the nation), or that allocating the cost of such assets (e.g., weapons systems) to accounting periods that benefit from the ownership of such assets is not meaningful.

Holding Costs—Those costs associated with the cost of capital, inventory losses, obsolescence, storage, and other variable costs of maintaining an inventory.

Inbound Cargo—All actions taken by a receiving activity from the physical turnover of materiel by a carrier until the on-hand balance of the accountable stock record file or in-process receipt file is updated to reflect the received materiel as an asset in storage, or the materiel is issued directly from receiving to the customer.

Initial Spares—Spares stocked to support a newly fielded weapon system or a modification of a weapon system.

Insurance Item—A non-demand-based, stocked, essential item for which no failure is predicted through normal usage. However, if a failure were to be experienced, or a loss should occur through accident, abnormal equipment or system failure, or other unexpected occurrence, lack of replacement item will seriously hamper the operational capability of a weapon system.

Integrated Materiel Manager—Any DoD activity or Agency that has been assigned integrated wholesale materiel management responsibility for the DoD and participating Federal Agencies. Integrated wholesale materiel management responsibilities include requirements determination, procurement, distribution, overhaul and repair of reparable materiel, and disposal of materiel. Interchangeable and Substitution Group—Set of items that have similar physical and functional characteristics to the extent that the items can provide comparable functional performance against a given requirement.

Interchangeable Items—An item that possesses such functional and physical characteristics as to be equivalent in performance, reliability, and maintainability, to another item of similar or identical purposes, and is capable of being exchanged for the other item without selection for fit or performance, and without alteration of the item itself or of adjoining items, except for adjustment.

Internal Controls—The plan of an organization and all its methods and measures adopted within an organization to safeguard its assets, check the accuracy and reliability of its data, promote operational efficiency, and encourage adherence to prescribed managerial policies.

In-transit Assets—Materiel that is between storage locations, either wholesale or retail, or materiel shipped from vendors after acceptance by the U.S. Government, but not yet received by the inventory manager. In-transit assets are not included in the records of wholesale inventory used in the stratification process.

Inventory—Materiel, titled to the U.S. Government, held for sale or issue, held for repair, or held pending transfer to disposal.

Inventory Adjustments—Changes made to the accountable property record when the record and a physical count do not agree. All such changes require specific approval and documentation to support the adjustment, normally to include the results of reconciliation efforts to determine and resolve the cause of such disagreement, or a completed evaluation and investigation for lost, damaged, destroyed, or stolen property.

Inventory Control Point—An organizational unit or activity within the DoD materiel management system that is assigned the primary responsibility for the materiel management of a group of items either for a particular Military Service or for the Department of Defense as a whole. In addition to IMM functions, an ICP may perform other logistics functions in support of a

particular Military Service or for a particular end item (e.g., centralized computation of retail requirements levels and engineering tasks associated with weapon system components). ICPs can be Government ICP (G-ICP) and Contractor ICP (C-ICP).

Inventory Position—Sum of the on-hand asset quantity and the quantity already on order, minus any existing customer backorder quantity.

Item Entry Control—Item entry control is a process where the cataloging agent examines potential items for inclusion in the FCP. A determination is made by screening the part number of the candidate item with existing items to see if a previously existing item can used in its place. The previously existing item will be coordinated with the AF Equipment Specialist for acceptance.

Item Management Coding—The process of determining whether items of supply qualify for management by the military Services, rather than by DLA or GSA, according to DoDM 4140.26 at DoD Directive Division website.

Item Unique Identification—A system of marking items delivered to DoD with unique item identifiers that have machine-readable data elements to distinguish an item from all other like and unlike items.

Key Management Infrastructure (KMI)—KMI includes all components–Computer hardware, firmware, software, and other equipment and its documentation; facilities that house the equipment and related functions; and companion standards, policies, procedures, and doctrine that form the system that manages and supports the ordering and delivery of cryptographic material and related information products and services to users. (CNSSI 4009)

KMI Operational Account Manager—Person designated by proper authority to be responsible for the receipt, transfer, accounting, safeguarding, and destruction of COMSEC material assigned to a COMSEC account. Individual who manages the COMSEC resources of an organization (CNSSI 4009).

Latest Acquisition Cost—The price paid for an item the last time it was procured from a supplier. The LAC is generally the latest representative contract price obtained. However, it can be based on an earlier buy if that latest procurement is considered non-representative. The LAC does not include any cost recovery or inflation.

Latest Repair Cost—The current year depot repair EISP. The LRC is either obtained from the depot maintenance pricing systems or is a value adjusted by the Inventory Manager or Production Manager based on updated information. When a new item with no reparable history is established, the LRC is systemically calculated at 25 percent of the LAC.

Launch Kits—Launch kits are a type of mobile supply point. Launch kits contain a limited range of spare parts kept in a maintenance vehicle where they will be immediately available if malfunctions occur during the final phases of an aircraft prelaunch sequence. When a launch kit is required, establish supply point details for the quantities needed.

Logistic Reassignment—Transfer of integrated materiel management responsibilities from one manager to another.

Local Secondary Item Stratification—Is prepared when asset or requirements data is not prepared by an automated process. LSIS shall uniformly display the materiel requirements and associated asset status of individual secondary items and generate summaries of essential information.

Low Density Level—Term used to describe adjusted stock levels for non-airborne communications-electronic Nuclear Command, Control, Communication systems space, weather, and ground-based launched missile system items. LDLs may be utilized to preposition critical assets on forward supply points near the supported system whenever possible. These levels are also established for items having very low usage (low daily demand), erratic demand patterns, or long Mean Time Between Failure rates.

Low Speed Vehicle (LSV)—Vehicles that meet federal safety guidelines and whose maximum speed is greater than 19 MPH but less than 25 MPH. These are registered vehicles and must be tracked via the accountable system of record (ELMS) and cannot be purchased by units (centrally procured like all other registered vehicles through AFLCMC).

LRS/Materiel Management Activities—Organizations who perform both retail and wholesale materiel management functions.

Moving Average Cost (MAC)—Is a method of inventory valuation that calculates the cost of inventory on hand by adding the cost of new inventory to the cost of existing inventory and dividing by the total number of items in stock.

Mark-Up Price—The difference between the standard price and the exchange price that is added to the exchange price customer account if an unserviceable asset is not returned to the materiel management inventory. This price is a penalty paid by a customer if a DIFM asset is not returned within 60 calendar days. The MUP will be reimbursed upon receipt of a reparable asset to clear the DIFM detail record after 60 days.

Materiel—All items (including ships, tanks, self-propelled weapons, and aircraft; etc. and related spares, repair parts, and support equipment, but excluding real property, installations, and utilities) necessary to equip, operate, maintain, and support military activities without distinction as to its application for administrative or combat purposes. Materiel is either serviceable (i.e., in an issuable condition) or unserviceable (i.e., in need of repair to make it serviceable).

Materiel Cost Recovery—The portion of each exchange price sale that will pay for items needed to be purchased for customer support. The MCR represents the constrained extended year buy portion; the constraint being that it cannot be more than the customer is funded.

Materiel Management—The phase of military logistics that includes managing, cataloging, demand and supply planning, requirements determinations, procurement, distribution, overhaul, and disposal of materiel.

Materiel Manager—See integrated materiel manager.

Measures and Indicators—Encompassing term for the various criteria used to evaluate progress within the assessment process.

Measure of Performance—A quantitative empirical measure of achieved actions against associated planned/required actions and against which a task or other action's accomplishment, is assessed.

Mission Capability—Failure of the system/equipment prevents performance of the required mission. The end item system/equipment mission capability is identified by the system reporting designator (SRD) as MICAP. The designation MICAP is provided by maintenance activity. Mission Impaired Capability Awaiting Parts—Failure of the system/equipment prevents performance of the required mission. The end item system/equipment mission capability is

identified by the system reporting designator as MICAP. The designation MICAP is provided by maintenance activity.

Minimum Replacement Unit—The minimum quantity of an item normally replaced during a maintenance action, often the quantity of a component used for each end item.

Mission Impact Code—Values of 1 through 4 are assigned programmatically to all consumable and recoverable item records during the issue process based upon the UJC of customer issue requests, not customer backorders (this is an important distinction that ensures all demanded items are assigned appropriate MICs even when customer requests are issued from shelf stock upon demand). MICs are never programmatically downgraded, but are upgraded to reflect the priority of subsequent higher priority customer demands.

National Stock Number—The term used for the 13-digit stock number consisting of the four-digit Federal Supply Class and the nine-digit National Item Identification Number. Each national stock number is assigned to identify an item of supply and equipment within the material management functions. Only one national stock number is assigned to an item. See Volume 11 of DoDM 4140.01 for additional information.

Negotiated Level—When the quantities computed at base level do not provide adequate support, the MAJCOM may negotiate a special level with the prime inventory management specialist.

Non-Demand-Based—Requirements determination process that is not based on forecasted demand but qualifies stockage based on other criteria. Types of non-demand-based stockage are insurance stockage, life-of-type buys, and program-based buys.

Non-optimize—Term used to refer to items whose requirements are not computed by the mathematical model in the D087G (Requirements Execution Availability Logistics Module - classified system. Such items are typically those that do not break by flying hours or sorties. The model uses marginal analysis to determine the "optimal" quantity for an item. Therefore, an item whose requirements are not computed using ASM is referred to as non-optimize.

Not Reparable This Station—Term used to characterize the process of returning items that cannot be successfully repaired by a base maintenance repair shop to a repair activity designated by the wholesale item manager.

Numeric Stockage Objective—Term associated with stockage objective of low or sporadic demand essential items.

Other Government Motor Vehicle Conveyances (OGMVC)—Vehicles that do not meet federal motor vehicle safety standards and are thus not classified as registered vehicles. They are equipment and managed on the unit equipment account.

Order and Shipping Time—Average number of days between the initiation and receipt of stock replenishment requisitions assuming sufficient stock is available on the depot shelf to satisfy the requisition at the time the requisition is received.

Ordering Cost—Variable costs involved in determining requirements, administrative costs of processing purchase request and cost associated with taking contract actions e.g., all cost from receipt of the order through fulfillment.

Organizational Clothing and Individual Equipment—Clothing and equipment expressly developed for military personnel use in the field during combat or training. Within prescribed

limits these items may also be used in garrison. These items are normally worn or carried by an individual to support mission performance, and do not include items that are part of a larger or separate system. These items are issued to personnel on a loan basis and remain the property of the organization.

Organizational Intermediate Maintenance—That maintenance which is the responsibility of and performed by a using organization on its assigned equipment. These responsibilities normally include the inspection, service, lubrication, adjustment and replacement of parts, minor assemblies, and subassemblies.

Operating Level of Supply—The quantity of materiel required to sustain operations in the interval between requisitions or the arrival of successive shipments.

Operating Requirement—Ensures that all assets removed due to failure will be replaced at the time of removal. It is computed by multiplying the organizational/intermediate demand rate by the operating program.

Partially Redistributable Materiel—The quantity of the on-hand serviceable balance that exceeds the base stockage requirements.

Peculiar Item—An item that cannot be proven to have similar form, fit, and function; or similar components with minor differences not confirmed through a comparison of part number, technical order, and figure and index. Commercial and Government Entity code, cataloging data, and agreement/disagreement by the SOS are not determination factors.

Percent of Base Repair—Percentage is the average base repair rate for the item over the current and past four quarters. The ILS-S calculates the PBR using RTS (repaired this station), NRTS, and condemnation data from the repair cycle record.

Personal Property—All property (systems and equipment, materials, and supplies) except real property (land and improvements to facilities), and records of the Federal Government.

Physical Count—The process of physically counting the item(s) to verify the accountable property record's posted balance. Physical counts may be performed using AIT.

Physical Inventory—The verification of property existence, accountable property record completion, location, and quantity. The process may also involve verifying additional information, performing reconciliations, and modifying the accountable property records. Also see ASTM International E-2135-10ae1 for voluntary consensus standards on conducting a physical inventory.

Pilferable Items—Property that has a ready resale value or application to personal possession, and that are therefore especially subject to theft.

Pilot Unit—A pilot unit is responsible for developing and maintaining standard manpower and or logistics detail for each UTC for which it has been assigned responsibility by the Manpower Equipment Forces Packages Responsibility Agency.

Platform—The three numerical characters that identify a functional community of specialist or weapon systems to include end items. The platform is the beginning stage of establishing an authorization.

Post-post—Legacy term that identified where transactions were posted/input to automated systems after the actions were performed. Additionally, it was informally used to refer to conditions of degraded operations where automated systems are inoperative or when other

circumstances impose significant limitations on normal processing capabilities. In this publication, the terms manual processing or Degraded Operations are used to refer to those conditions respectively.

Potential Reutilization/Disposal Materiel—DoD Component materiel identified by an item manager for possible disposal, but with potential for reutilization; or materiel that has the potential for being sent by an item manager to the DLADS for possible reutilization by another DoD Component or by a Federal, State, or local governmental agency, or for disposal through sale to the public.

Precious Metals—FSC 9660 items that are gold, silver, platinum, or palladium granulation and sponges, rhodium, ruthenium, iridium, and osmium recovered from items, such as photographic and x-ray film, spent photographic fixing solution, military accouterments, such as insignia, crucibles, special wires, silver cell batteries, missile and electronic scrap, turnings, desalter kits, brazing alloys, solder, and dental scrap.

Precious Metals Indicator—Identifies defense materiel items that contain precious metals and indicates the content value of the metal.

Primary APO—The principal APO for a DoD Component. Other APOs, regardless of position title, should support the primary APO in accomplishing the requirements of this issuance. The primary APO supports or acts as the CPL as described by the DoD Component policies.

Primary Supply Points—PSPs are established at selected locations to provide primarily built-up wheel and tires support to each AMC Forward Supply Locations.

Proactive Demand Leveling—Tool that uses global demand data to centrally compute and maintain levels for DLA-managed items that have no demand level and little or no established demand pattern. It proactively lays-in Adjusted Stock Levels at one base using demand data from other bases that operate the same weapon system.

Procurement Lead Time—The interval between the initiation of a procurement action and receipt of the products or services purchased as the result of such action.

Production Lead Time—The time interval between the letting of a contract or the placing of an order and receiving the purchased materiel into the supply system.

Program Manager (PM)—The designated individual with responsibility for and authority to accomplish program objectives for development, production, and sustainment to meet the user's operational needs. The PM shall be accountable for credible cost, schedule, and performance reporting to the Milestone Decision Authority (MDA).

Project Code—A three-character alpha/numeric code used to distinguish requisitions and related documentation and shipments, as well as for the accumulation of intra-Service performance and cost data related to exercises, maneuvers, and other distinct programs, projects, and operations. Other than OSD and CJCS assigned codes, project codes do not provide or imply any priority or precedence for requisition processing or supply decisions. Reference CJCSI 4110.01F, and DLM 4000.25-1, Appendix 2.13.

Property—Equipment, weapon systems, and other accountable property (e.g., administrative property, special tools, special test equipment). Other types of personal property, such as supplies, material, and records, are not included in this definition unless expressly stated as being included.

Property Loss—Unintended, unforeseen, or accidental loss, damage, or destruction to government property that reduces the government's expected economic benefits of the property. Loss does not include purposeful destructive testing, obsolescence, normal wear and tear, or manufacturing defects. Loss includes, but is not limited to, items that cannot be found after a reasonable search, theft, damage resulting in unexpected harm to property requiring repair to restore the item to usable condition, or destruction resulting from incidents that render the items useless for its intended purpose or beyond economical repair.

Property Management—A monitoring and control function, charged with assuring that organization processes related to the lifecycle of property support organization objectives, represent sound business practice, and are compliant with applicable standards, policies, regulations, and contractual requirements. The system of acquiring, maintaining, using, and disposing of the personal property of an organization or entity.

Provisioning—Management process of determining and acquiring the range and quantity of support items necessary to operate and maintain an end item of materiel for an initial period of service.

Provisioning Screening Review and Support—Those actions taken to facilitate the best selection, procurement, and cataloging of items of supply required to sustain weapons systems and other government requirements (e.g., technical data validation, data calls, provisioning, guidance conferences, Logistics Support Analysis conferences, etc.).

Readiness—A measure or measures of the ability of a system to undertake and sustain a specified set of missions at planned peacetime and wartime utilization rates. Measures take account of the effects of system design (reliability and maintainability), the characteristics of the support system, and the quantity and location of support resources. Examples of system readiness measures are combat sortie rate, fully mission capable rate, and operational availability.

Receipt—A transmission or other acknowledgment made by a receiving entity to indicate that a message, good, or service has been satisfactorily received. Receipt is often denoted by signing a situation specific form, such as DD Forms 250, 1149, "Requisition and Invoice/Shipping Document," or 1348-1A, "Issue Release/Receipt Document."

Receiving—All actions taken by a receiving activity from the physical turnover of materiel by a carrier until the on-hand balance of the accountable stock record file or in-process receipt file is updated to reflect the received materiel as an asset in storage, or the materiel is issued directly from receiving to the customer.

Reclamation—Process of reclaiming required serviceable and economically repairable components and material from excess or surplus property for return to the proper Materiel Management Activity, whereas the residue is processed as "disposable property."

Reconciliation—The process of aligning the physical count with the quantity posted to the accountable property records, researching discrepancies, and determining inventory accuracy, i.e., calculation of loss or overage rates.

Reference Number—A part, drawing, model, type or source controlling number that when used in combination with a Commercial and Government Entity code is used to identify an item of production. Additionally, a R/N can be a manufacturer's trade name, specification, or standard number, specification or standard part, drawing or type number.

Relocatable Buildings—A habitable prefabricated structure that is designed and constructed to be readily moved (transportable over public roads), erected, disassembled, stored, and reused.

Reorder Point—Point that, when an item's inventory position (e.g., on-hand stock plus stock due-in minus stock due-out) reaches or breaches, triggers an order to replenish stock.

Repair Cycle Assets—Any recoverable item with an ERRCD code of XD or XF.

Repair Cycle Demand Level—Pipeline stockage model that seeks to fill the Order and Shipping Time, the base repair cycle time, and the base NRTS condemned time pipelines. Because each of those pipeline segments and customer demand are variable, the RCDL also includes a safety level quantity. The RCDL also includes an EOQ component for selected XF3 items.

Repair Cycle Process—Process to establish firm control of all unserviceable repair cycle assets from the time they are generated until the time they are returned to the LRS/Materiel Management Activity as serviceable or unserviceable. Repair cycle time start when the DIFM item is issued to the customer, and ends when the item (serviceable or unserviceable) is returned to the LRS/Materiel Management Activity.

Reparable Item—An item that can be repaired at either depot or field level.

Replenishment—Actions to resupply an inventory when the inventory position reaches the reorder point.

Requirements Computation—Any mathematical calculation performed to support requirements determination functions.

Required Delivery Date (RDD)—A date specifying when materiel is required to be delivered to the requisitioner and is always earlier or later than the computed standard delivery date. A required delivery date cannot exactly equal a computed standard delivery date. Reference DLM 4000.25, Volume 1.

Requisition—An order for materiel initiated by an established, authorized organization that is transmitted either electronically, by mail, or telephoned to a materiel management source within or external (e.g., sister services, DLA, etc.) to the DAF.

Requisitioning Objective—Maximum quantity of materiel to be maintained on hand and on order to sustain current operations and core war reserves. It shall consist of the sum of stocks represented by the operating level, safety level, repair cycle, if applicable, the OST level, and authorized additive levels.

Responsible Officer—An individual appointed by the accountable property officer, who accepts custodial responsibility for property, typically by signing a hand receipt. The equipment custodian is directly responsible for the physical custody of accountable property under their control. Also known as equipment custodian.

Retail—Level of inventory below the wholesale level, either at the consumer level (directly supporting customers) or at the intermediate level (supporting a geographical area).

Retail Inventory—Level of inventory below the wholesale level, either at the consumer level (directly supporting customers) or at the intermediate level (supporting a geographical area).

Retail-Level Supply—Those secondary items stored within DoD intermediate and consumer levels of supply down to and including the LRS. Retail-level supply does not include end use secondary item materiel.

Retail Stock—Stock held in the custody or on the records of a supply organization below the wholesale level.

Safety Level Quantity—Designed to increase item stock levels in a way that protects ILS-S customers of stocked items from variations in O&ST and demand during replenishment lead time.

Scrap—Property that has no value except for its basic metallic, mineral, or organic content.

Security Assistance—A group of programs authorized by Title 22, United States Code, or other related statutes by which the US provides defense articles, military training, and other defense related services by grant, loan, credit, cash sales, or lease, in furtherance of national policies and objectives. The DoD does not administer all security assistance programs. Those security assistance programs that are administered by the Department are a subset of security cooperation. Reference AFMAN 16-101.

Sensitive Item—Controlled inventory item/materiel that requires a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items, precious metals, items of high value, highly technical, or hazardous nature; and small arms and ammunition.

Shelf-Life Item—Item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period shall be assigned to ensure that it shall perform satisfactorily in service.

Special Access Program—An activity which has enhanced security measures and imposes safeguarding and access requirements that exceed those normally required for information at the same level. Information to be protected within a SAP is identified by an SCG.

Special Purpose Recoverable Authorized Maintenance—ERRCD code "XD"/"XF" items used by maintenance to perform functions such as detecting or isolating a fault, calibrating or aligning equipment, and duplicating an active system installed in an aircraft or on-line equipment. SPRAM includes items listed in the -21 TO's and are used to conduct approved AETC training courses.

Standard Price—The price customers are charged which, for DoD ICP managed items (excluding subsistence), remains constant throughout a fiscal year except for the correction of significant errors. This price includes the LAC plus the **BOCR@LAC**.

Standard Reporting Designator—An SRD code is a three-character code used in a variety of MISs. It is used to facilitate the reporting, accounting, and analytical processes of designated end items of equipment by maintenance and supply agencies and facilities data interchange from one MIS to another. The SRD also identifies whether an item is MICAP, MDD, TCTO reportable, inventory tracked, what Type Maintenance and when Discovered Codes are permissible for the end item.

Standardization—AF standardization operations are conducted primarily within the framework of the Defense Standardization Program and IAW DoDM 4120.24, Defense Standardization Program Procedures. The main objectives are to achieve and maintain the highest practicable degree of standardization for items, materiel, practices, procedures, and terminology by preparing standardization documents. In addition to participating in the Defense Standardization Program, the AF standardization mission entails the conduct of, and participation in, various other related

programs and projects, including International Standardization Programs, Non-Government Standards (NGS) Bodies, Parts Control Programs, and Overpricing Programs.

Stewardship Responsibility—The requirement placed on an organization or individual who acts as the custodian of another individual's property by controlling, supervising, and managing the property in their care.

Stock Fund—Revolving fund established to finance the costs of inventories of supplies. It is authorized by specific provision of law to finance a continuing cycle of operations. Reimbursements and collections derived from such operations are available for use by the fund without further action by the Congress.

Stockage—Term used to describe an amount of items maintained at a warehouse.

Substitutable Item—An item possessing functional and physical characteristics that make it capable of being exchanged for another only under specified conditions or for particular applications and without alteration of the items themselves or of adjoining items. That term is synonymous with the phrase "one-way interchangeability," such as item B shall be interchanged in all applications for item A, but item A shall not be used in all applications requiring item B.

Stock Level—Demand level or an adjusted level.

Stockage Priority Code—ILS-S programmatically assigns SPCs to consumable items. The requirements program uses SPCs to help determine when the items should be stocked for future use. SPCs are also used to prevent item stockage.

Stratification Process—A uniform portrayal of requirements and assets application that is a computer generated, time-phased simulation of actions causing changes in the supply position; e.g., procurement, repair, receipt, issue, termination, and disposal of materiel.

Substitutable Item—An item possessing functional and physical characteristics that make it capable of being exchanged for another only under specified conditions or for particular applications and without alteration of the items themselves or of adjoining items. That term is synonymous with the phrase "one-way interchangeability," such as item B shall be interchanged in all applications for item A, but item A shall not be used in all applications requiring item B.

Supply Chain—The linked activities associated with providing materiel to end users for consumption. Those activities include supply activities (such as organic and commercial inventory control points or retail supply activities), maintenance activities (such as organic and commercial depot level maintenance facilities or intermediate repair activities), and distribution activities (such as distribution depots and other storage locations, container consolidation points, ports of embarkation and debarkation, and ground, air, and ocean transporters).

Supply Support Request Processing—A request by a Materiel Management Activity making them a user of a consumable/field reparable item managed by another Materiel Management Activity.

Supply Chain Operations Reference Model—Commercially based supply chain integration model used to describe business activities associated with all phases of satisfying a customer demand. The model is organized around the five primary management processes of Plan, Source, Make/Maintain, Deliver, and Return. By describing supply chains using these building blocks, the model may be used to describe supply chains that are very simple or very complex using a common set of definitions.

Supply Point—Additional warehouses located within or next to the activities they support. Assets maintained on supply points are accounted for and controlled on a supply point detail record in the ILS-S.

Supply Support Request Processing—A request by a Materiel Management Activity making them a user of a consumable/field repairable item managed by another Materiel Management Activity.

Suspect Counterfeit Materiel—Items, or products in which there is an indication by visual inspection, testing, or other information that it may meet the definition of counterfeit materiel provided herein.

Total Asset Visibility—Also called TAV. The capability to provide users with timely and accurate information on the location, movement, status, and identity of units, personnel, equipment, materiel, and supplies. It also includes the capability to act upon that information to improve overall performance of the Department of Defense's logistic practices. An integrated structure using a command and control process to ensure the quantity, condition, and location of critical assets are visible.

Total OIM Demand Rate—The rate at which an item has failed. It is developed by dividing the sum of the base repaired this station, base not reparable this station, and the base condemnations by the item past program for the period.

Totally Redistributable Materiel—Exists when a base has serviceable shelf stock for items with no historical demand data or base peacetime need (no demand driven or ASL), or when a base has unserviceable assets located in the warehouse.

Turnaround—The means to record demand data in the ILS-S for either repair in place or removal, repair, reinstallation of a recoverable item without ordering a replacement item.

Uniform Materiel Movement and Issue Priority System (UMMIPS)—UMMIPS sets priorities for the issuance and movement of materiel. The system enables supply customers to use one of 15 priority designators when requisitioning supply items. These 15 priority designators are based on two components: the UND defines the relative importance of the item ordered to the unit's mission and the FAD defines the relative importance of the unit placing the order. Reference CJCSI 4100.01F.

Unique Item Identifier—A set of data elements marked on an item that is globally unique and unambiguous.

Unserviceable Asset Price—The price charged to a customer to purchase an unserviceable asset from the ICP. It includes the carcass cost of the unserviceable asset plus the BOCR. UAP is also equal to the Standard Price minus the LRC.

Unit Identification Code—It is a six-character code created by DoD Components to uniquely identify each Active, Reserve, and National Guard unit of the Armed Forces. AF/A1 assigns a UIC to each unit when it is activated allowing the unit to have its own unique identifier and is commonly used across staff functions.

Valuation—The act of determining or estimating the monetary worth and assigning that number to the item.

Variable Safety Level—A quantity of materiel stored in addition to the operating level of supply. It is required to be on hand to permit continuous operations in the event of minor interruption of normal replenishment or unpredictable fluctuations in demand.

War and Mobilization Plan—The AF War and Mobilization Plan is the supporting plan to the Joint Strategic Campaign Plan. It extends through the six-year defense program to provide for continuity in short and mid-range war and mobilization planning. Provides current policies and planning factors for the conduct and support of wartime operations. Establishes requirements for the development of mobilization and production planning programs to support sustained contingency operations of the programmed forces. Encompasses all functions as necessary to match facilities, manpower and materiel resources with planned wartime activity. Consists of five (5) volumes:

War and Mobilization Plan, Volume 1—Outlines basic war and mobilization policies.

War and Mobilization Plan, Volume 2—Provides plans listings and summaries.

War and Mobilization Plan, Volume 3—Gives force disposition and availability based on AF programs and the Joint Strategic Campaign Plan.

War and Mobilization Plan, Volume 4—Portrays (by operating location) planned aircraft activity that implements each approved aircraft deployment, employment, and support operation plan. The War and Mobilization Plan, Volume 4 arrays the War and Mobilization Plan, Volume 5 funded theater sorties down to individual units.

War and Mobilization Plan, Volume 5—Outlines basic planning factors and reflects sortie and flying-hour data for use in planning war and mobilization requirements. It represents the approved and funded AF position on sortie rates, duration, and flying-hour requirements by mission design series to support the AF programmed and mobilization force levels.

War Reserve Materiel—Consists of enterprise managed, dynamically positioned equipment and consumables that contribute to initial operations and provide initial support cross the full range of military operations. It enhances Agile Combat Support capability to reduce the time required to achieve an operational capability and produce an operational effect.

Wholesale Stock—Stock, regardless of funding sources, over which the IMM has asset knowledge and exercises unrestricted asset control to meet worldwide inventory management responsibilities.

Wholesale—The highest level of organized DoD supply, and as such, procures, repairs, and maintains stocks to resupply the retail levels of supply.

Attachment 2

READINESS SPARES PACKAGES

Table A2.1. NON-OPTIMIZE (NOP) Reason Codes.

APPROVED NOP CODES	
Codes	**Meaning**
R	NSN is a gun-related item, and its requirements are computed based on rounds fired rather than flying hours.
S	NSN's failures are more closely related to sorties than to flying hours (typically that means wheels, brakes, landing gear, or tires).
T	NSN applies to spares for support equipment and its requirements are determined based on equipment months or on-time.
E	Items applicable to non-airborne communications electronics systems.
U	Identifies electronic warfare items. Items will be restricted to those specifically identified to EW/ECM subsystems in the TO-06.
M	Means miscellaneous. The package quantity for these items cannot be determined using the decision rules of any other reason code. These items will receive the highest degree of scrutiny during the review, and the method used to determine their quantity retained by both the using MAJCOMs and the SPD RSP manager. Justification for the use of this NOP reason code will be sent to the SPD RSP manager and AFSC/635 SCOW/LG prior to the review.

Figure A2.1. NOP Formula.

MEAN TIME BETWEEN DEMAND (MTBD)

$$MTBD = \frac{\text{Flying Hours X QPA}}{\text{Total Reparable Generations}}$$

TOTAL ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE DEMAND RATE (TOIMDR)

$$TOIMDR = \frac{100}{MTBD}$$

DEPOT DEMAND RATE (DDR)

$$DDR = TOIMDR - BRR$$

PERCENT NOT REPARABLE THIS STATION (%NRTS)

$$\%NRTS = 1 - BRR/TOIMDR$$

NOP Formulas

1. General

$$\text{Mean Sorties Between Demands (MSBD)} = \frac{\text{Peacetime Sorties x QPA}}{\text{Total Reparable Generations}}$$

Then, determine the wartime requirement to be NOP-ed by,

$$\text{NOP Quantity} = \frac{\text{Wartime Sorties}}{\text{MSBD}}$$

Then, for feasible cannibalization items, subtract fifty percent of the surge period NMCS goal. For example, for an RSP supporting an 18 PMAI unit whose MDS has a surge DSO percent of 83%, if the quantity determined using the MSBD technique shown above is 10, do the following.

8 X 83% = 14.94 (number of DSO aircraft)

PMAI minus the number of DSO aircraft = NMCS goal, so 18 minus 14.94 = 3.06

That means that three aircraft are expected to be available cannibalization (CANN) aircraft, so subtract half of that, or 1.53, from the wartime requirement to get the NOP quantity that goes into D087H.

Since the wartime requirement in this example is 10, the NOP quantity is 10 - 1.53 = 8.47 and round up to a whole number, therefore, 9 is the NOP quantity.

2. NOP Quantities for Wheels

$$\text{NOP Quantity} = \frac{\text{\# of Wartime Sorties for 5 Days of Surge Period}}{\text{\# of Wartime Landings per Wheel X QPA}}$$

Note: Wartime sortie rates that can be identified to a weapon system are classified as SECRET. Be careful to display and label this information.
Note: For aircraft that do not deploy tire change capability, wheel requirements are set equal to tire requirements

3. NOP Quantities for Tires

$$\text{NOP Quantity} = \frac{\text{\# of Wartime Landings (for Support Period) X QPA}}{\text{Mean Landings Between Demand}}$$

Combat Air Forces (CAF)

$$\text{NOP Quantity} = \frac{\text{\# of Wartime Sorties X QPA}}{\text{\# of Landing per Tire}}$$

4. NOP Quantities for Gun System Spares
Air Force Special Operations Command (AFSOC)
Mean Rounds Between Failure = Peacetime Rounds Fired X QPA
Total # of Failures
Wartime Rounds Fired = Combat Load X Expenditure Per Sortie Factor (EPSF) X # of Wartime Sorties
Then, NOP Quantity = Wartime Rounds Fired.
Mean Rounds Between Failure
Note: Expenditure Per Sortie Factor (EPSF) is classified.
Combat Air Forces (CAF)
Mean Round Between Failure (MRBF) for Gun Systems Spares

MRBF (Per Thousand Rounds Fires) = Total # of Rounds Fired ³ 1000
Total # of Failures
NOP Quantity for Gun System Spares

NOP Q Days Support MRBF (Per thousand Rounds Fired)

Figure A2.2. Cannibalization Indicator.

Identifying an item as feasible for cannibalization will reduce the RSP size and should reduce the deployment footprint. On the other hand, it increases maintenance workload, since, in addition to the repair of the broken jet, there is the cannibalization action and the repair of the "CANN aircraft," as well as a probable increase in the overall failure rate since some cannibalization actions will almost certainly fail. REALM uses this flag to identify a feasible CANN ("Y" flag) or difficult CANN ("N" flag). All owning commands must agree on the flag that is used. Time and the chance of breakage define a "feasible cannibalization." A stock number will have one CANN code per MDS.

For aircraft utilizing low observable (LO) technology, an item is a feasible cannibalization if the item can be removed without compromising the aircraft LO configuration. An item is a feasible CANN if there is less than a 25 percent chance of breaking it during removal and if the removal time is less than four hours, with the following exceptions:

3.5 hours for KC-135.

2.5 hours for the C-130H/J.

4.25 hours for the C-5.

Turn time (from RSP Authorization Document) for reconnaissance/surveillance MDSs.

Table A2.2. Spares Assessment.

R C T E	A	B	C	D

	If the method used is	and the calculated percentage range is	then the reported spares assessment percentage is	then the reported category lent is
1	MRSP/IRSP fill rate (Weapon System Management Information System (WSMIS) info not available) Method X, RSP	90-100	90-100	1
2		80-89	80-89	2
3		65 -79	65-79	3
4		0-64	0-64	4
5	sortie generation capability Method Y, SORTIE (strategic airlift only)	95-100	100	1
6		87-94	89	2
7		80-86	79	3
8		0-79	64	4
9	aircraft availability Method Z, ACFTA (Option # 1, Direct Support Objective (DSO) = 83%, PAA > 6) (**Notes 1, 2, 5**)	80-100	100	1
10		65 -79	89	2
11		49-64	79	3
12		0-48	64	4
13	aircraft availability Method Z, ACFTA (Option #2, DSO = 83%, PAA< 6) (**Notes 1, 3, 5**)	70-100	100	1
14		50-69	89	2
15		30-49	79	3
16		0-29	64	4
17	aircraft availability Method Z, ACFTA (Option #3, DSO = 75%) (**Notes 1, 4, 5**)	72-100	100	1
18		63-71	89	2
19		54-62	79	3
20		0-53	64	4
21	aircraft availability Method Z, ACFTA (Option #4, Fighters= 63%) (**Note 1 and 5**)	60-100	100	1
22		51-59	89	2
23		42-50	79	3
24		0-41	64	4

Notes:

1: DSO refers to the 'sustained' DSO.

2: Applies to all aircraft types, except strategic airlift and fighters. General categories are bombers, special operations, tactical airlift, tankers, helicopters, and special mission aircraft.

3: Generally, applies to Low Density, High Demand (LD/HD) aircraft of the same aircraft types listed
for Method Z, Option #1.
4: Applies to F16C LANTIRN/suppression of enemy air defense (SEAD) only, F15C, A10 and F15E in FY03;
applies to all fighters in FY04.
5. Use DSO 88% (days 1-10) and DSO 75% (days 11-30) for the USAF Air Demonstration Squadron (F- 16/Thunderbirds) seasonal HPMSKs.

Figure A2.3. MRSP Deployment Notification.

SUBJECT: MRSP (DEPLOYMENT OR FORWARD DEPLOYMENT NOTIFICATION

1. IN ACCORDANCE WITH AFI 23-122, 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 PURPOSE, CLASSIFY MESSAGE ACCORDINGLY)

(H) REMARKS: AS REQUIRED.

2. SQUADRON/OFF SYM IS RANK LAST NAME, DSN: ###-###.

Figure A2.4. Deployment Computation Request Format.

PROPER CLASSIFICATION

XX Month 20XX

MEMORANDUM FOR 635 SCOW/XXX
FROM: 111 Logistics Readiness Squadron
SUBJECT: Deployment Computation Request

1. The 111th LRS requests a Mobility Readiness Spares (MRSP) deployment computation on Kit Serial Number(s) (KSN) 0F015C0D111A to determine if additional assets are required to support the projected deployment flying scenario.

PC-ASM Scenario Data:
Unit:
KSN(s):
Home Station SRAN:
Deployment SRAN:
Time Frame:
Projected Deployment Date:
Primary Aircraft Authorization (PAA)
Planned Sorties:

Sortie Duration: (Note)
Max Sortie Rate:
Decel Rate if applicable:

2. The 111 LRS POC for this deployment computation request is MSgt Ima Sergeant, DSN 123-4567.

IMA T. SERGEANT, MSgt, USAF
NCOIC, MRSP

Note: Determination of additional assets to support the projected scenario is dependent on the sortie duration time frame. This is contingent on the number of planned sorties, the maximum sortie rate and other factors. These factors will vary depending on the given circumstances.

Figure A2.5. RSP Destruction and Reconstitution.

PROPER CLASSIFICATION

XX Month 20XX

MEMORANDUM FOR 635 SCOW/LG

FROM: 111 LRS

SUBJECT: RSP Destruction and Reconstitution Assessment

1. The 111 LRS requests a Mobility Readiness Spares Package (MRSP) reconstitution assessment for Kit Serial Number(s) (KSN) 0F015C0D111A, Segment CA. A fire in the warehouse destroyed this segment. Please perform an assessment to determine current mission readiness and initiate replenishment on the below stock numbers.

PC-ASM Reconstitution Assessment:

Unit:	111 LRS
KSN(s):	0F015C0D111A
Segment Destroyed:	CA
Deployment SRAN:	FB1112
Items destroyed:	
NSN	QTY
2835-01-456-1234	2
1560-01-456-1234	1
4240-01-456-1234	1
5865-01-456-1234	7

2. The 111 LRS POC for this deployment computation request is MSgt Ima Sergeant, DSN 123-4567.

IMA T. SERGEANT, MSgt, USAF
NCOIC, MRSP

Attachment 3

STANDARD REPORTING DESIGNATOR (SRD)

Figure A3.1. Email Distribution List Sample Email Message Format.

SUBJECT: ANNOUNCEMENT FOR ADDITION/CHANGE/DEACTIVATION OF STANDARD REPORTING DESIGNATOR (SRD)

1. THE FOLLOWING OR DEACTIVATION IS SCHEDULED TO TAKE EFFECT 30 DAYS FROM THE DATE OF THIS EMAIL MESSAGE (INCOMPLETE SENTENCE)

A. SRD XYZ - REMIS EQUIPMENT DESIGNATOR "PT0015027R" WILL BE DEACTIVATED BECAUSE ALL EQUIPMENT HAS BEEN REMOVED FROM THE INVENTORY.

B. SRD ABC - REMIS EQUIPMENT DESIGNATOR "NKC141B" WILL BE DEACTIVATED BECAUSE ALL EQUIPMENT HAS BEEN REMOVED FROM THE INVENTORY.

2. SEND A MESSAGE TO THIS OFFICE WITHIN 30 DAYS OF THE DATE OF THIS EMAIL, SHOULD ANY ACTIVITY NONCONCUR WITH THESE CHANGES TO EXPLAIN CONCERNS. NO RESPONSE WILL BE CONSIDERED AS CONCURRENCE.

Attachment 4

BASE CLOSURE CHECKLIST

Table A4.1. Base Closure Checklist.

ITEM	TASK	OPR
1	When notified about a base closure, the major command must determine the status of satellite accounts and local agreement for Federal aid and prepare a phasedown plan for the applicable account.	MAJCOM
2	As items are identified for base closure, the base closure flag field (101-BASE-CLOSURE) of the item record will be equal to a numeric 1. Requisitioning programs will recognize this flag and requisition only for due-out and special level quantities (via R32/NGV822.).	MAJCOM/LRS
3	Special processing for excess reporting should not be required once items have been identified for base closure (the base closure field of the item record will be equal to a numeric 1). To ensure that excesses are promptly reported to the source of supply, AFMC must ensure that file status is processed after the base closure flag is set on the item record.	AFMC (Stock Control)
4	The demand level for all items selected will be forced to zero under computer control. Also see #23. Failure to do this will result in requisitioning and RVPs.	AFMC (Stock Control)
5	Items that exceed requirements (special level and due-out detail quantities) are considered excess and must be reported or disposed of.	AFMC (Stock Control)
6	Use the lateral requisitioning procedures to facilitate disposing of excess items. Accomplish extensive lateral redistribution before accelerated excess reporting, when possible.	AFMC (Stock Control)
7	When accelerated excess reporting and disposition actions have not deleted all serviceable and unserviceable balances, and the applicable PAD or directive authorizes automatic return, take the following actions to process the automatic return items: Use an applicable AF approved/designated IT metrics/report system to 1) scan the ILS-S computer for automatic return items, and 2) format FEX according to the ILS-S User's Manual. Process the FEX inputs inline to record the transactions and produce the required shipping documents.	AFMC (Stock Control)
8	Be sure to clear delinquent DIFM items and dispose of reparables	LRS

9	All weapon systems and associated support equipment will be transferred in complete and serviceable configuration.	LRS and 440 SCOS
10	Repair items still on backorder at time of transfer will be purchased by the losing organization. Missing components will be paid for by the losing organization as well.	LRS
11	The way to ensure that complete/serviceable systems are transferred is to conduct a thorough Site Activation Task Force (SATAF) with all key players and disciplines present.	MAJCOM
12	MAJCOMs must deliver programming plans (p-plans) to both the gaining and losing activities well in advance of the scheduled transfer of assets.	MAJCOM
13	In the event the gaining organization agrees to accept an incomplete weapon system, it is their responsibility to ensure the funds and records (supply and accounting) are transferred.	MAJCOM/LRS
14	If the gaining organization accepts an incomplete system without the necessary funding, the gaining organization will pay for the missing components.	MAJCOM/LRS
15	When the 440 SCOS personnel receive special guidance and direction from the HQ USAF, they must make sure to: 1) report and ship all equipment items, and 2) reduce all authorizations and balance fields to zero by the established closure date.	AFMC (440 SC OS)
16	Determine if equipment on authorized/assets detail records will to be transferred to another base as a package (that is, all items supporting a particular weapons system).	AFMC (440 SCOS)
17	When movement of personnel and organizations requires custodial accounts to be closed before disposing of all items, the Logistics Readiness Squadron/supply activity will transfer all in-use property to the BCE or residual contractor using transfer procedures.	MAJCOM/ LRS
18	When these in-use details are transferred to the Logistics Readiness Squadron Commander/Accountable Officer holding account, mark the property record location field as "Base Closure"	AFMC (440 SCOS)
19	Because the base closure date usually is known well in advance, single line-item cancellations can be submitted. However, when insufficient advance notice does not permit continued cancellation on a single line-item basis, a mass or universal cancellation request may be submitted.	AFMC (Stock Control)
20	Once all property has been transferred/shipped coordinate with ILS-S/ELMS FMO to pull a real time list to verify no remaining details are left on the account (**Note:** Do not delete NSNs for NWRM assets identified with freeze code S or NWRM in nomenclature.)	AFMC (Internal Controls/Computer Ops)

21	Run BLADE script to identify what details are on account e.g., DIFM, RNB, Status, due-in/due-out, etc. and ensure details are cleared working with weapon system teams, MAJCOM, LRS. Process ELMS PA asset and pending inquiry, FSM authorization inquiry, and ICP inquiry to identify property records, authorizations, pending transactions, and open requisitions. (ELMS inquiries)	AFMC (Internal controls)
22	Review M01/NGV972 Stock Fund On-Order, In-Transit, And Payable List for outstanding details that require reconciliation.	LRS
23	Process FCD to load REX 4 to all NSNs or zero demand levels whichever is most feasible and coordinate with Computer OPS to stop releveling on Stock Record Account Number (SRAN).	AFMC (Stock Control)
24	Run GCSS script to identify retro policy levels Max Level one and delete.	AFMC (Stock Control)
25	Identify Max Level zero and delete (**Note:** Ensure REX 4s are loaded to all NSNs prior to deleting MAX Level 0.)	AFMC (Stock Control)
26	Process FID to delete NSNs.	AFMC (Records Maintenance)
27	Run final ILS-S products for account closure: Normal end-of-day reports, Normal end-of-month reports, Conversion Audit List (R22/NGV803) and Accounting and Finance end-of-year report (NGV946).	AFMC
28	Run Conversion Audit List (R22/NGV803) file on S-drive.	AFMC
29	Process/Review last M32/NGV808 and M01/NGV972 reports to review status of item records with zero serviceable balance equal the total number of item records and miscellaneous/detail record data equal zero	AFMC
30	Coordinate with DFAS on SRAN deletion.	AFMC GSD
31	Contact Gunter to delete SRAN from ILS-S. Contact ELMS FMO to deactivate AUIC.	AFMC
32	Go to DoDAAC webpage and delete DoDAAC. Follow-up with DoDAAC monitor and MAJCOM to track deletion process.	AFMC/MAJCOM/
33	Delete SRAN from GCSS and DAAS.	AFMC

Attachment 5

FORCE/ACTIVITY DESIGNATORS AND CHAIRMAN OF THE JOINT CHIEF STAFF PROJECT CODES

Figure A5.1. FAD Management Process Map.

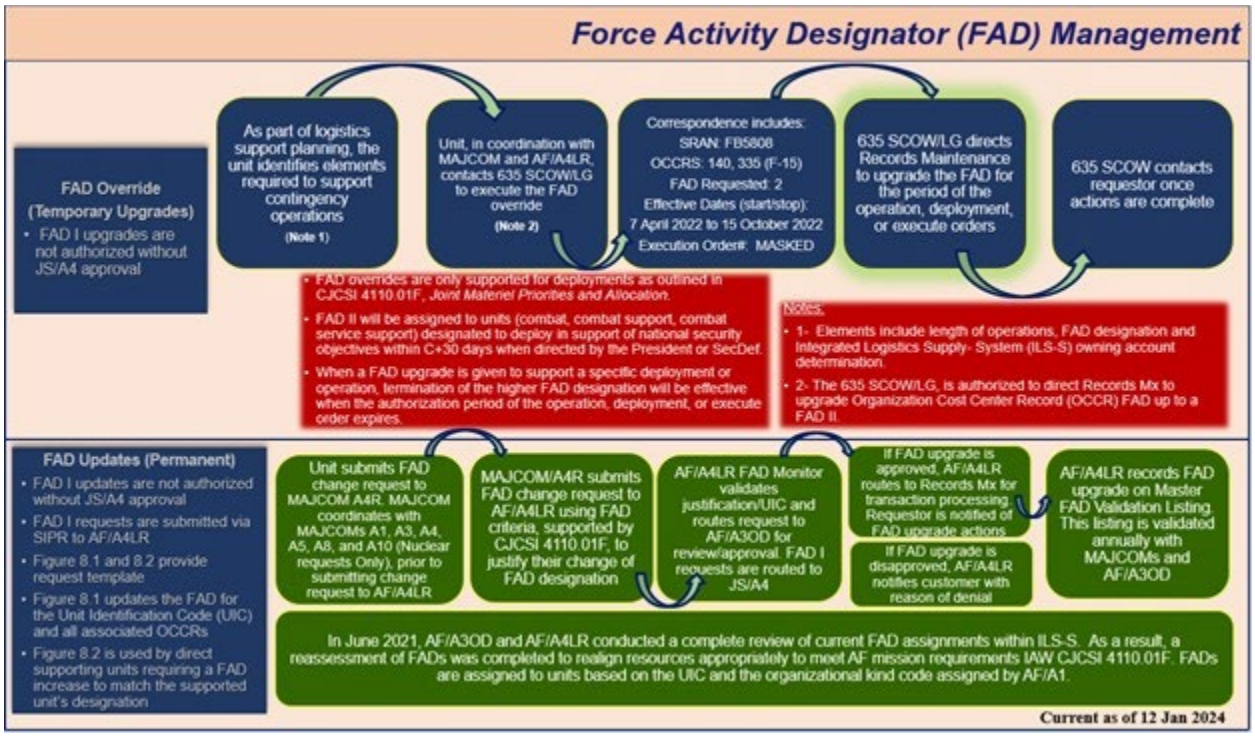

Figure A5.2. FAD Change Request.

SUBJECT: FAD Change Request
1. In accordance with CJCSI 4110.01F the following information is provided:
A. Force, unit, activity, project, or program nomenclature:
B. DoDAAC:
C. Unit identification code:
D. FAD requested:
E. Request Duration:
F. Submission Classification (as applicable):
G. Mission, project, or program description:
H. Justification **(See Note 6):**
I. Estimate of operational impact if the FAD is not awarded.
J. Known competing forces, units, activities, projects, or programs.
K. Office of primary responsibility:
L. Other supporting data or remarks (e.g., actions taken to obtain the necessary supplies and/or equipment or to solve the problem that the requested FAD is intended to alleviate).

M. Supply Data for FAD Change Request: Applicable PFMR(s) and Org Code(s)
2. The Squadron/Office Symbol/POC/email/Commercial/DSN.
3. MAJCOM Coordination (See **Note 2**). Include MAJCOM directorates, coordination, name, and date**.**
Note 1: Requesting AF organizations will use FAD criteria, supported by CJCSI 4110.01F, to determine the appropriate level FAD necessary to support mission requirements. Requests to change FAD designation will be accomplished per CJCSI 4110.01F.
Note 2: MAJCOM A4s must ensure all requested information is included and will coordinate with MAJCOMs A1, A3, A4, A5, A8, and A10 (Nuclear requests Only), prior to submitting change request to AF/A4LR. Note: MAJCOM coordination must be documented utilizing an electronic Staff Summary Sheet (eSSS) and accompany FAD request form.
Note 3: Submit FAD I change requests via SIPR. Contact AF/A4LR to determine whom to send it to on SIPR. Notify the individual immediately via NIPR once email sent to SIPR.
Note 4: Submit FAD II-IV change requests directly to the AF/A4LR. If any information on a FAD II-IV change request is at risk of disclosure, submit on SIPR as outlined for FAD I.
Note 5: Initial FAD Assignment Requests must include G-Series Orders and Activation Memo.

Figure A5.3. Direct Support FAD OCCR Change Request.

SUBJECT: Direct Support FAD OCCR Change Request
1. In accordance with CJCSI 4110.01F the following information is provided:
Part I – Approved Higher Force, Unit, Activity, Project, or Program Information:
A. Approved higher force, unit, activity, project, or program nomenclature
B. Approved Department of Defense Activity Address Code (DoDAAC)
C. Approved unit identification code
D. Approved FAD
Part II – Direct Support FAD OCCR Change Request Information
A. Direct support force(s), unit(s), activity(s), project, or program nomenclature
B. Department of Defense Activity Address Code (DoDAAC)
C. Unit identification code.
D. FAD OCCR requested.
E. Duration of request
F. Classification of submission information, as applicable.
G. Mission, project, or program description
H. Justification (See **Note 6**).
I. Estimate of operational impact if the FAD is not awarded
J. Known competing forces, units, activities, projects, or programs.
K. Office of primary responsibility
L. Other supporting data or remarks (e.g., actions taken to obtain the necessary supplies and/or equipment or to solve the problem that the requested FAD is intended to alleviate
M. Supply data FAD OCCR change request: Applicable PFMR(s) and Org Code(s)
2. The Squadron/Office Symbol/POC/email/Commercial/DSN.

3. MAJCOM Coordination (See **Note 2**). Include MAJCOM directorates, coordination, name, and date.
Note 1: Requesting AF organizations will use FAD criteria, supported by CJCSI 4110.01F, to determine the appropriate level FAD necessary to support mission requirements. Requests to change FAD designation will be accomplished per CJCSI 4110.01F.
Note 2: MAJCOM A4s must ensure all requested information is included and will coordinate with MAJCOMs A1, A3, A4, A5, A8, and A10 (Nuclear requests Only), prior to submitting change request to AF/A4LR. Note: MAJCOM coordination must be documented utilizing an electronic Staff Summary Sheet (eSSS) and accompany FAD request form.
Note 3: Submit FAD I change requests via SIPR. Contact AF/A4LR to determine whom it send to on SIPR. Notify the individual immediately via NIPR once email sent to SIPR.
Note 4: Submit FAD II-IV change requests directly to the AF/A4LR. If any information on a FAD II-IV change request is at risk of disclosure, submit on SIPR as outlined for FAD I.

Figure A5.4. CJCS Project Code Request.

SUBJECT: CJCS Project Code Request
1. Requests for CJCS project codes will include the following information:
A. The type of CJCS project code required, as defined in CJCSI 4110.01F paragraph 2 of Enclosure D.
B. Project Name.
C. Service or CCMD.
D. Office of primary responsibility.
E. Proposed effective date.
F. Proposed termination date.
G. Force/activity designator.
H. Classes of materiel involved.
I. Brief narrative background on the nature of the requirement.
J. Justification of the need for a CJCS project code, to include:
(1) Resource conflicts and shortfalls.
(2) Types of materiel involved.
(3) Probable impact and/or schedule slippages if a project code is not assigned.
(4) Production delays or backlogs, if appropriate.
2. Emergency requests to assign CJCS project codes for use in crisis situations or unscheduled critical operations may be submitted with only the specific information designated above in subparagraphs 1.a. through 1.i. When available, units, forces, and activities that will use the project code should also be included with the information provided in subparagraph 1.j.
3. Message requests for assignment of CJCS project codes should be addressed to: JOINT STAFF
WASHINGTON DC//J4//J44//.
4. The Squadron/Office Symbol/POC/email/Commercial/DSN.
5. MAJCOM and 635 SCOW/LG Coordination (See **Note 2**). Include MAJCOM directorates, coordination, name, and date.
Note 1: Requesting AF organizations will use CJCS project code criteria, supported by CJCSI 4110.01F, to determine the appropriate project code series to support mission requirements.

Note 2: MAJCOM A4s must ensure all requested information is included and will coordinate with MAJCOMs A1, A3, A4, A5, A8, and A10 (Nuclear Only), as well as the 635 SCOW/LG, prior to submitting change request to AF/A4LR.
Note 3: Submit CJCS project code requests via SIPR. Contact AF/A4LR to determine whom to send it to on SIPR. Notify the individual immediately via NIPR once email sent to SIPR.
Note 4: Email or memo format are both suitable for requests.
Note 5: Detailed justification of the critical nature of the requirement and its relationship to mission readiness to ensure JMPAB members can determine impact on DoD forces and programs.