

**BY ORDER OF THE COMMANDER
AIR FORCE SUSTAINMENT CENTER**

**AIR FORCE SUSTAINMENT CENTER
INSTRUCTION 23-101**



22 NOVEMBER 2022

Material Management

**INDUSTRIAL PRODUCT-
SUPPORT VENDOR (IPV) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AFSC/LZR

Certified by: AFSC/LG
(Mr. Jeffrey R. Sick)

Supersedes: AFSCI23-101, 23 September 2019

Pages: 14

This instruction implements Air Force Instruction (AFI) 23-101, *Air Force Material Management*. The purpose of this instruction is to establish specific areas of responsibility to support and manage the Industrial Product-Support Vendor (IPV) Program. This instruction applies to the Air Logistic Complexes (ALCs) and Defense Logistics Agency (DLA) personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847s from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This Publication has been revised and must be completely reviewed. The dollar threshold has been increased, Avionics type class and group identified. Existing kitting previously grandfathered is no longer exempt from dollar threshold. Roles and responsibilities have been updated in affected areas.

1. General Information.

1.1. The primary purpose of this instruction is: To develop, standardize, integrate and implement supply chain policies and procedures between the Air Force Sustainment Center (AFSC) Supply Chain Management Wings, Depot Maintenance Complexes, Air Base Wings Communication Squadron (ABW/SC), and Defense Logistics Agency (DLA).

2. IPV Business Rules.

2.1. IPV consists of high volume, low cost, consumable items, recurring National Stock Numbers (NSNs) with an SMS source of supply. IPV consists of Class IX type items such as nuts, bolts, screw, rivets, etc.; required for maintenance, repair, and/or overhaul of military weapons systems, or related equipment at the designated three Air Logistics Complexes. To ensure tool control measures are not compromised, consumable type items (e.g., FLUKE meter leads and wrist straps) will not be issued through the IPV program. These type items will be issued through the Master Tool Crib as a one for one swap.

2.2. NSN on Schedule of Items (SOI) must not exceed \$300 per each (\$800 Avionics).

2.2.1. The following Avionics Federal Supply Group (FSG) 58, 59, 61, and Federal Supply Class (FSC) 6625 must not exceed the \$800 threshold.

2.3. NSNs must be active and cannot be Acquisition Advice Code (AAC) of Y, X, J or V.

2.3.1. NSNs on the SOI later identified as AAC V will continue to be utilized until exhaustion and/or replacement NSN has been identified.

2.4. Precious metals type items will be managed under the Precious Metals Recovery Program (PMRP) and guidance in DoD, AF and local guidance.

2.5. NSN must have four (4) or more demands in 12 months unless exception granted by ALC/OB IPV Point of Contact (POC).

2.6. NSN demand and cost are based on Unit of Issue.

2.7. Existing kitting NSNs will no longer be exempt from cost and demand business rules.

2.8. All NSNs must be DLA Sourced (SMS); no locally assigned AF Stock numbers will be supported on the IPV Contract.

3. Roles and Responsibilities.

3.1. The organizational goals or objectives of the instruction are: To ensure an integrated supply chain strategy is applied to requirements processes involving DLA support. Develop and implement execution-level standardized process guidance addressing supply chain and depot maintenance specific support issues, defining handoffs of indirect material or transactions between AF and DLA, clarifying roles and responsibilities, and codifying gaps in AFSC processes/procedural guidance.

3.2. Stakeholder

3.2.1. AFSC/Logistics Directorate (LG).

3.2.1.1. Provide AFSC oversight and chair ALC IPV Program.

3.2.1.1.1. Coordinate and consolidate the contractual requirements and provide enterprise level guidance for IPV processes.

- 3.2.1.2. Participate in development of Senior Executive Review briefings to the Complexes and AFSC partners.
 - 3.2.1.3. Coordinate with Complexes and DLA on Program Management Reviews (PMRs).
 - 3.2.1.4. Works as the Air Force representative liaison with DLA.
 - 3.2.1.5. Provide an enterprise level IPV Point of Use (POU) functional lead.
 - 3.2.1.6. Consolidate an enterprise Master Schedule for IPV POU machine/equipment implementation and coordinate with ALC/OB (Business Offices) POC and Complex MXSG POCs.
 - 3.2.1.7. Collaborate, develop, and deploy with ALC/OB IPV POC, MXSG, and maintenance group Subject Matter Experts (SMEs) in the development of familiarization, handouts, and videos for IPV program. POU Program office will provide an initial POU automation system overview familiarization brief to be used by the ALC/OBs for the initial employee overview of POU automation systems.
 - 3.2.1.8. Prepare IPV POU briefings to the IPV stakeholders, as needed.
 - 3.2.1.9. Work with POU automation software provider to ensure Electronic Data Interchange (EDI) capabilities are established and sustained between DLA and contracted vendor.
 - 3.2.1.10. Establish and sustain a functional review board for POU vendor software, software updates, and functional applications.
- 3.2.2. ALC/OB (Business Office).
- 3.2.2.1. Act as OPR for IPV Program.
 - 3.2.2.2. Identify individual to act as the POC for the ALC.
 - 3.2.2.3. Provide update, coordination, changes in policy and requirements of the IPV program to the designated POC to disseminate information within their respective maintenance groups.
 - 3.2.2.4. Review and approve/disapprove IPV changes using the IPV Change Request (ICR) Process.
 - 3.2.2.5. Act as the POC to provide ALC input for IPV Program update and IPV related data request from AFSC/LG, DLA, and contract representative as needed.
 - 3.2.2.6. Review List of Material (LOM) annually in coordination with ALC groups and provide revisions to DLA in accordance with contract.
 - 3.2.2.7. Develop IPV data requirements needed to support maintenance groups. POU machines, IPV kitting, and distribution of material.
 - 3.2.2.8. Coordinate all customer report requests from maintenance groups to POU office.
 - 3.2.2.9. Enforce Business Rules for IPV program.

- 3.2.2.10. Actively participate on IPV related telecoms/briefings and provide recommendations, comments, suggestions, and coordinate information to ALC leadership, ALC/FM, OB leadership, maintenance groups POCS, AFSC/LG, and DLA, as needed.
- 3.2.2.11. Track and monitor the POU automation system Roll-Out Master Schedule, NSN data usage, and removal of material.
- 3.2.2.12. Provide guidance for IPV program in coordination of maintenance groups for BSL and kitting material.
- 3.2.2.13. Collaborate with MXSG and the Production groups to schedule the initial overview meeting for conversation from open bin to automation, and initial POU automation system familiarization.
- 3.2.2.14. Collaborate, develop, and deploy with AFSC/LG, MXSG, and maintenance group SMEs in the development of familiarization, handouts, and videos for IPV program.
- 3.2.3. ALC Maintenance Groups (AMXG, CMXG, PMXG, EMXG, MXSG, SWEG, MMXG).
- 3.2.3.1. Provide Group POC to attend and participate in IPV telecom, briefings, and tabletop meetings to discuss ALC IPV related issues, recommendations, policies, and familiarization.
- 3.2.3.2. Coordinate with MXSG and ALC/OP IPV POC for all employees to receive the initial POU automation system overview course for the machines being deployed in their respective shops.
- 3.2.3.3. Communicate IPV issues, changes, recommendations, policies, familiarization, and is responsible for the disseminating the groups communication plan to the lowest level employee.
- 3.2.3.4. Coordinate with ALC/OB IPV POC for IPV data collection requests, (e.g., BSL, kitting, NSN review, add/deletion/change request of IPV material on LOM and/or SOI, clean up non-usage kitting material, and complete IPV Task Management Tool (TMT) requests).
- 3.2.3.5. Follow the IPV ICR process.
- 3.2.3.6. Review LOMs annually in coordination with ALC/OB.
- 3.2.3.7. Group planners will monitor material usage through IPV Bin Analysis Report (IBAR) and POU automation system reports to modify max level (as needed) to ensure IPV material meets the SOI business rules.
- 3.2.3.8. Coordinate with ALC/OB IPV POC when notified of any special or scheduled audits, material inspections, and participate during scheduled out-briefing of the audit.
- 3.2.3.9. Groups only return new A condition and serviceable IPV material in accordance to the IPV Performance Work Statement (PWS) and/or AFSCMAN 21-102 Depot Maintenance Management.

- 3.2.3.10. Maintenance supervisors will ensure POU users do not remove POU bins/cups from POU machines or open bin.
 - 3.2.3.11. Groups are responsible for purchasing and providing kit containers.
 - 3.2.3.12. Groups will notify DLA Contracting Officer Representative (COR) and ALC/OB IPV POC three business days prior to physical movement of any BSL or kit staging locations.
- 3.2.4. ALC POU Offices (MXSG).
- 3.2.4.1. Identify a POC to work directly with ALC/OB IPV POC on POU machine and equipment rollout, installation, and implementation.
 - 3.2.4.2. Attend Temporary Duty Locations (TDY), IPV telecons, and provide familiarization support.
 - 3.2.4.3. Provide briefings or data, as needed/requested, update ALC leadership and ALC/Maintenance Groups on assigned tasks regarding POU machines, and equipment implementation.
 - 3.2.4.4. Collaborate with ALC/OB IPV POC on the automation system rollout schedule and familiarization support.
 - 3.2.4.5. Master Deployment Schedule.
 - 3.2.4.5.1. Work with ALC/OB IPV POC to meet requirements and coordinate plans to transition from open bins to POU machines and BSL implementation schedule.
 - 3.2.4.5.2. Determine Type/Quantity of POU machines needed for each BSL.
 - 3.2.4.5.3. Provide guidance for the IPV automation implementation in coordination with maintenance groups for BSL vending machine placement. Coordinate the BSL rollout from ALC/OB IPV POC and/or Group POCs to determine the best estimate machine placement for current workload.
 - 3.2.4.6. Configure machines to support BSLs/Kits.
 - 3.2.4.6.1. Initial configuration for new installations.
 - 3.2.4.6.2. Re-Configure installed machines as required and coordinate through ALA/OB.
 - 3.2.4.7. Identify to ALC/OB IPV POC implementation constraints and resolution options.
 - 3.2.4.8. Work with ALC/OB IPV POC to ensure IPV requirements are addressed in the planning, budgeting, purchasing of POU machine/equipment, POU machine/equipment placement and stand up.
 - 3.2.4.9. Provide funding requirements for POU machines/equipment during the annual budget cycle.
 - 3.2.4.10. Work with ALC/OB IPV POC and local ABW/SC to ensure communication regarding the needs of the POU machine/equipment software requirements, access, and networking issues are addressed.

- 3.2.4.11. Equipment Install.
 - 3.2.4.11.1. Work with local ABW/SC to ensure the site has been prepared with the appropriate system connectivity.
 - 3.2.4.11.2. Ensure the POU machines/equipment will have the appropriate utility connections.
 - 3.2.4.11.3. Install POU machines/equipment.
- 3.2.4.12. Responsible for sustainment and maintenance on the POU machines/equipment.
 - 3.2.4.12.1. Coordinate with AFB/SC for POU software updates.
 - 3.2.4.12.2. Add/delete users as required into the POU system.
 - 3.2.4.12.3. Provide cups to vendor for POU bins.
 - 3.2.4.12.4. Report any vendor related discrepancies to the DLA COR.
- 3.2.5. AFSC/FM (Financial Management).
 - 3.2.5.1. AFSC/FZB will communicate information, if needed, between the DLA liaison and ALC/FMs regarding annual funding amount for the Military Interdepartmental Purchase Request (MIPR) at each location.
 - 3.2.5.2. AFSC/FZB will ensure IPV funding is included in the annual President's Budget (PB) submissions for AFSC.
 - 3.2.5.3. AFSC/FZ will assist in communication between DLA liaison, AFSC/FZRD, AFSC/FZR-OLS, and ALC/FMs if issues occur during Billing Reconciliation.
 - 3.2.5.4. AFSC/FZRD and AFSC/FZR-OLs will process monthly Billings and Billing Reconciliation for ALC/FMs.
- 3.2.6. ALC/FM (Financial Management).
 - 3.2.6.1. Provide group POCs to attend and participate on IPV briefings and meeting to discuss and provide financial input on ALC IPV planning and execution of IPV contract.
 - 3.2.6.2. Provide guidance and input on contracts, policies, reimbursement, TMTs and regulations that financially impact ALC IPV program.
 - 3.2.6.3. Will coordinate with AFSC/FZB on financial matters related to OPV contract that impact the enterprise.
 - 3.2.6.4. Ensure POU machine/equipment requirements are received from POU offices.
 - 3.2.6.5. Will not finalize IPV group budgets for material until Requirements Review and Depot Determination (R2D2) finalization and will keep groups apprised of final budgets.
 - 3.2.6.6. Will ensure MIPR funding documents are in place to process billings for IPV.
 - 3.2.6.7. Will respond to requests from AFSC/FZB for additional funding required to pay outstanding bills.

3.2.6.8. In accordance with the Billing Support Agreement between the Air Force and DLA, ALC/FM will prepare (one) MIPR for each Fiscal Year (FY) to cover entire estimated service period.

4. Procedures.

4.1. Ensures integration of DLA processes and parts management into the overall AF supply chain picture. As AF representative, resolves open issues with collaborative partners.

4.1.1. IPV ICR Process, Additions, Deletions, or Changes to IPV SOI.

4.1.1.1. IPV Kit Request Process.

4.1.1.1.1. Production support or initiator realizes a need or change in requirement. The AFSC Form 231, Industrial Product-Support Vendor (IPV) Change Request, must be completed and submitted to the production supervisor for approval. If the form is not approved by the production supervisor, it will be returned to the initiator with reason for disapproval. If the form is approved by the production supervisor, it is sent to the maintenance planner.

4.1.1.1.2. The maintenance planner researches the parts, NSN, costs, validates kit, AAC, Source of Supply (SOS), approves and signs the ICR form. Maintenance planner sends ICR form to the DLA COR.

4.1.1.1.3. DLA COR reviews request to ensure it meets the IPC contract requirements and creates an ICR control number. ICR number is the tracking number for the ICR form and must be in the following format: ALC (WR, OC, OO), Julian date and year, three-digit unique number starting with 001 daily. (EXAMPLE: OC8240001). If the request does not meet the IPV requirements, the ICR form is sent back to the maintenance planner for rework with reasoning for disapproval. If the IPV requirements are met, the DLA COR approves/signs the ICR form and sends to the ALC/OB for review.

4.1.1.1.4. The ALC/OB/IPV POC reviews the ICR form. If the ICR form is not approved, it will be sent back to the maintenance planner for rework and copy the DLA COR. If the ALC/OB IPV POC approves the ICR form, it is sent back through the DLA COR for submission to the IPV contract representative and DLA Customer Liaison Specialist (CLS).

4.1.1.1.5. DLA CLS will ensure all kit parts are on the SOI. If not on the SOI DLA Contracting office will review for addition to material master. If a Validation/Verification is needed, IPV contract representative kitting lead will build a kit prototype and present to kit initiator for review. If kit initiator doesn't accept, it is sent back to IPV contract representative kitting lead to rebuild. If the kit prototype is accepted, the IPV contract representative documents approved kit LOM, signs the ICR form, and distributes approved kit LOM and ICR form to DLA COR.

4.1.1.1.6. DLA COR documents approved LOM and ICR form and sends to ALC/OB IPV POC and DLA Contracting office. DLA contracting office reviews monthly and modifies contract. ALC/OB IPV POC maintains a copy of the LOM and ICR form on the ALC OB SharePoint Site and informs the planner/initiator/POU office of the approved changes.

4.1.1.2. IPV Bin Request Process.

4.1.1.2.1. Production support or initiator realizes a need or change in requirement. The AFSC Form 231 must be completed and submitted to the production supervisor for approval. If the form is not approved by the production supervisor, it will be returned to the initiator with reason for disapproval. If the form is approved by the production supervisor, it is sent to the maintenance planner.

4.1.1.2.2. The maintenance planner must research the parts to include, NSN, costs, AAC, SOS, and validate part number in technical order (T.O.). Maintenance planner approves and signs the ICR form and sends ICR form to the DLA COR.

4.1.1.2.3. DLA COR reviews request to ensure it meets the IPV contract requirements and creates an ICR control number. ICR number is the tracking number for the ICR form and must be in the following format: ALC (WR, OC, OO), Julian date and year, three-digit unique number starting with 001 daily. (EXAMPLE: OC8240001). If the request does not meet the IPV requirements, the ICR form is sent back to the maintenance planner for rework with reason for the disapproval. If the IPV requirements are met, the DLA COR approves/signs the ICR form and sends to the ALC/OB IPV POC for review.

4.1.1.2.4. The ALC/OB IPV POC reviews the ICR form. The NSN to be added to the SOI must show stock on hand supportability or contract delivery within three months. If the ICR form is not approved by ALC/OB IPV POC, it will be sent back to the maintenance planner for rework with reason for disapproval and copy the DLA COR. If ALC/OB IPV POC approved the ICR form, it is sent back through the DLA Cor for submission to the IPV contract representative and DLA CLS to add to the material master. If not on the SOI, DLA contracting office will review for additions to the contract and send the new request to IPV contract representative demand panner for addition to the material master. DLA COR documents approved requests and send to the ALC/OB IPV POC and DLA contracting office.

4.1.1.2.5. DLA contracting office reviews monthly and modifies contract. ALC/OB IPV POC maintains a copy of approved ICR form on the ALC/OB SharePoint site and informs the planner/initiator/POU office of approved change.

4.1.2. Vending IPV Change Request Process.

4.1.2.1. Maintenance group planners will use the ICR process and forms to initiate all adds, changes, deletes for vending machines. DLA COR office processes the adds through DLA as normal and compiles the listing of all adds, changes or deletes for vending machines and emailed weekly to the POU office at each ALC.

4.1.2.2. Once the ICR has gained final approval from ALC/OB IPV POC, the Add/Change/Delete validated spreadsheet should be sent to the POU office and IPV contract representative by the DLA COR. The POU office will notify DLA, ALC/OB IPV POC, and the IPV contract representative of any items they need to size when new items are being added to an automated location.

4.1.2.3. The max quantity in the vending machine is normally a 30-day supply (may vary depending on location) unless there is a specific quantity such as a Quantity Per Assembly (QPA) that should be maintained to support productions (Special instructions should be added in the "Notes" section, block 23 of the ICR form). The minimum amount will be approximately a 15-day supply initially set by the individual ALC based on production requirements and IPV contract representative will be responsible for communicating any minimum level changes to the PUO office.

4.1.2.4. Adding items not previously sized. The COR ensures that the IPV contract representative provides the max quantity of all items identified by the POU office when received. POU office can note items needing delivery in tracking log and report to DLA COR if items are not received.

4.1.2.4.1. The POU office will size the material and establish bins in the vending machine. The POU office will provide bin assignment information to the IPV contract representative after they have assigned the items to the vending machines. The IPV contract representative stocks the material in the machine once the initial add material is delivered. Items will be allowed Production Lead Time (PLT) and will not be tracked under First Pass Acceptance (FPA) metrics until initial stock action is completed.

4.1.2.5. Adding items previously sized. The IPV contract representative will not need to order material until the automatic Purchase Order (PO) is generated if the items already exist in the database. The PO will generate once the POU office as added the item to the vending machine database, created the bin assignment and established the min/max level. Items will not be tracked under FPA metrics until initial stock action is completed.

4.1.2.6. Deleting an item. The POU office at each ALC will turn off the reorder option for the NSN at the bin level, notify the COR and IPV contract representative so the material can be removed when the bin delete request is received. IPV contract representative will remove, bag and tag the material using a physical adjustment to the machine, and notify the POU office when completed. The POU office will delete the bin assignment from the automated database once the deleted material had been removed by the IPV contract representative. Completion of each step should be communicated through email. The DLA COR will ensure the IPV contract representative will return the material to the vendor managed AF owned inventory per the PWS for the prescribed time period.

4.1.2.7. Decreasing Max. The POU office at each ALC will turn off the reorder option for the NSN at the bin level when the max decrease will put the NSN at or below the reorder point or machine minimum. POU office will adjust bin capacity to equal new min/max. POU office will communicate changes to the IPV contract representative. IPV contracting representative will remove any material over the new max using a physical adjustment and immediately notify the POU office. POU office will turn bin reorder option back on. Communication between IPV contract representative, DLA COR, and POU office is critical to ensure completion. The DLA COR will ensure the IPV contract representative will return the material to the contract managed AF owned inventory per the PWS for the prescribed time period.

4.1.2.8. Increasing Max. For increases, the POU office will increase the max quantity and bin capacities in the machine to equal the new maximum. This may require adding a new bin location inside the vending machine. Items will not be track under FPA metrics until increase stock action is completed.

5. BSL Automation Communication Plan.

5.1. ALC/OB IPV POC will contact maintenance group POC and notify them to begin preparing their locations based on year of execution and BSL authorized roll-out plan.

5.2. POU office will notify ALC/OB IPV POC when they are approximately 45 days from next requirement in line.

5.3. Maintenance group POC will coordinate with maintenance shop supervisor to verify/define the requirement, discuss concerns, and ensure that the automation plan is carefully considered. ALC/OB IPV POC will contact designated maintenance group POC to set up initial meeting between POU office, ALC/OB IPV POC, maintenance planner, and maintenance supervisor. Maintenance group will have a maximum of 30 days to submit requirement to ALC/OB IPV POC and POU office. ALC/OB IPV POC will forward the requirements plan to DLA COR and courtesy copy the IPV contract representative site manager for situation awareness. IPV contract representative will begin planning for: manpower needed for initial stock, scanning requirements for open bins during transition, and determine if open bins require long than standard two week on site attrite time after go-live date.

5.4. Requirements plan will include the following from the authorized inventory listing:

5.4.1. Listing of NSNs to be automated with the max level that should be maintained to support production. Max is usually a 30-day supply unless there is a specific quantity such as a QPA that must be met. Reorder point will be established by IPV contract representative and feedback on max levels will be considered by ALC/OB IPV POC. Long lead times items should be taken into consideration as well as packaged items.

5.4.2. When multiple BSLs will be combined once automated, maintenance group POC will use the BSL with the largest number of items assigned as the new BSL. Maintenance group POC will remove all duplicates from the new listing, verify max levels, and complete one ICR form for all adds and changes to the new BSL, and on ICR forms for the deletions from the smaller BSLs being merged into the larger BSL. The ICR forms will be submitted to DLA for processing two weeks prior to automation go-live date.

- 5.4.2.1. If multiple BSLs are combined, the Resource Control Center (RCC) must be the same.
- 5.4.3. All ICR forms will be put on hold once requirements plan is submitted to the ALC/OB IPV POC and POU office.
- 5.5. Maintenance groups will:
 - 5.5.1. Identify any NSNs that must stay in packaging and review AACs prior to automation.
 - 5.5.2. If scales will be installed, POU office to determine which NSNs will be scaled.
 - 5.5.3. Identify any NSNs that may be grouped/linked together and searched for by job or used as a “virtual kit”. This becomes much more difficult post automation.
 - 5.5.4. Collaborate with POU office to determine configuration or natural breaking point if automation will require more than one industrial vending machine. Sizing of the requirement may affect initial plan.
 - 5.5.5. Identify the proposed physical location for the industrial vending machine.
 - 5.5.6. Identify to POU office any known new workload/requirements that are coming in order to leave adequate room in industrial vending machines for future growth.
- 5.6. POU Office will:
 - 5.6.1. Arrange a site visit to begin the process of automation.
 - 5.6.2. Determine space and machine requirements once sizing, pictures, and templated analysis is completed.
 - 5.6.3. Reach out to maintenance group POC for any changes prior to finalizing template. This may not affect smaller locations that can be worked quickly by the POU office.
 - 5.6.4. Provide the maintenance group POC with an engineering drawing of proposed equipment needed for the requirement to help maintenance group determine the best installation location. Maintenance group will provide proposed location to POU office either by email concurrence, or by engineering drawing showing the proposed layout of equipment based on the equipment requirements. Engineering drawing will be signed by the maintenance group squadron chief. Approximately two-week turn.
 - 5.6.5. Initiate or provide requirement for any work orders for electrical drops determined from site visit.
 - 5.6.6. Notify maintenance group POC and DLA COR (DLA COR will notify IPV contract representative site manager) two weeks in advance of industrial venting equipment install date. This is to schedule initial stocking by IPV contract representative, and to arrange familiarization/instructions on how to use the machines with maintenance group users.
 - 5.6.7. Maintenance group will work with POU office to determine the proper approach to familiarization and ensure that employees attend the session.

5.6.8. Once machines are on-site, IPV contract representative will perform the initial stocking of the new machine. When stocking is complete, IPV contract representative will notify DLA COR and POU office. IPV contracting representative will ensure that all pre-existing open purchase orders are canceled. The POU office will turn on the automatic PO feature with the database.

JEFFREY R. SICK, SES, USAF
Director of Logistics

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

AFI 23-101, *Air Force Material Management*, 22 October 2020

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

AFSCMAN 21-102, *Depot Maintenance Management*, 5 April 2022

Prescribed Forms

AFSC Form 231, *Industrial Product-Support Vendor (IPV) Change Request*

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAC—Acquisition Advice Code

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Sustainment Center

ALC—Air Logistics Complex

BSL—Bench Stock Location

COR—Contracting Officer Representative

CLS—Customer Liaison Specialist

DLA/SMS—Defense Logistics Agency

EDI—Electronic Data Interchange

FSC—Federal Supply Class

FSG—Federal Supply Group

FM—Financial Management

FPA—First Pass Acceptance

FY—Fiscal Year

IAW—In Accordance With

IBAR—IPV Bin Analysis Report

ICR—IPV Change Request

IPV—Industrial Product-Support Vendor

LAN—Local Area Network
LOM—List of Material
MIPR—Military Interdepartmental Purchas Request
NSN—National Stock Number
OPR—Office of Primary Responsibility
PB—Presidents Budget
PLT—Production Lead Time
PMR—Program Management Review
PMRP—Precious Metals Recovery Program
PO—Purchase Order
POC—Point of Contact
POU—Point of Use
PWS—Performance Work Statement
QPA—Quantity Per Assembly
RCC—Resource Control Center
RDS—Records Disposition Schedule
R2D2—Requirements Review and Depot Determination
SME—Subject Matter Expert
SOI—Schedule of Items
SOS—Source of Supply
TMT—Task Management Tool
VLAN—Virtual Local Area Network