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CSAG/GSD SUSTAINING ENGINEERING PROGRAM

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This publication implements Air Force Instruction (AFI) 63-101/20-101, *Integrated Life Cycle Management.* This instruction provides guidance and procedures on management and reporting of Consolidated Sustainment Activity Group – Supply (CSAG-S) (Budget Code 8)/General Support Division (GSD) (Budget Code 9) Sustaining Engineering (SE) program requirements that resolve, correct, and restore shortfalls and deficiencies concerning the safety, supportability, reliability, availability and maintainability aspects of items and components within Air Force (AF) weapon systems. This instruction applies to civilian and military members assigned to Air Force Sustainment Center (AFSC), 448 Supply Chain Management Wing (SCMW) and Supply Chain Management Group (SCMG) personnel. This publication does not apply to United States Space Force. It applies to individuals at all levels who ensure sustaining weapon system depot level reparable items and their internal components are the focus of the CSAG-S/GSD engineering organizations across the AFSC enterprise. These project requirements affect readiness and operating costs that, if left unresolved, can result in non-supportability of critical Air Force Weapon Systems. Resolution of Diminishing Manufacture Sources and Materiel Shortages (DMSMS), Safety of Flight (SoF) and reliability issues of aging weapon systems are critical to prevent mission incapability and grounding of weapon systems.

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SUMMARY OF CHANGES

Changes in this document include updates to roles and responsibilities, websites and or links, Project Types, Drivers, and Categories, Project Submission Requirements, Project Ranking, and Project Cancellation.

1. Overview. This publication applies to individuals in the 448 SCMW and others who develop, define, validate, prioritize, coordinate, execute and provide logistical support to CSAG-S, Working Capital Fund Contract Authority (WCFCA) Fund Code 64-CSAG, Fund Code 6C and GSD Sustaining Engineering Element of Expense Investment Code (EEIC) 58300 contract and 59000 organic requirements and projects. This local instruction is provided as informational only to HQ AFMC/A4, HQ AFMC/FM, AFLCMC, System Program Offices (SPO), System Program Directorates (SPD), and MAJCOM personnel until respective AFSC and AFMC Instructions are coordinated and published. This instruction provides guidance and procedures for development, submission, funding, execution, and reporting of CSAG-S/GSD engineering projects. It applies to Supply Chain Management Group (SCMG) personnel Integrated Product Teams (IPT) consisting of Engineers (EN), Equipment Specialists (ES), Logistics Management Specialists (LMS), Program Managers (PM), Supply Planners, Contracting Officers (CO), and Resource Advisors (RA), who participate in the CSAG-S/GSD requirement processes. Application to all other agencies is informational only.

2. Roles and Responsibilities. This section applies to projects initiated by the Supply Chain Management organizations. For organizations outside of SCMW please contact the 429 SCMS Strategic Alternate Sourcing Program Office (SASPO) at **429SCMS.GUMD.SEPOSupport@us.af.mil** for questions regarding the SE process.

2.1. **448 SCMW/EN Technical Director (TD).**

2.1.1. Provides guidance to Directors of Engineering (DoE) and 429 SCMS SASPO regarding technical issues and policy.

2.1.2. Attends the monthly/weekly DoE meetings.

2.1.3. Chairs the Program Management Reviews (PMR).

2.1.4. Co-Chairs Quarterly Technical Reviews with SCMG/DoE.

2.1.5. Co-Chairs Quarterly Logistics Reviews with SCMS Commanders/Directors.

2.1.6. Leads prioritization of funding when less than 100% funding is received.

2.2. **Supply Chain Management Groups (SCMG) Commander/Director.**

2.2.1. Appoints SCMG/EN, DoE, as primary focal point for CSAG-S/GSD SE program.

2.2.2. Identifies and develops requirements by National Stock Number (NSN) and ensures requirements are accurately defined and viable to pursue.

2.2.3. Ensures the squadrons have the necessary skill sets to accomplish the project.

2.2.4. Validates squadrons are conducting requirement reviews/validations of engineering projects submitted for sustaining engineering support.

2.3. **Supply Chain Management Groups (SCMG/EN) Director of Engineering.**

2.3.1. Serves as chairperson for the group review/validation panel. In the event the DoE is not available due to extended absence or special assignment, the DoE may temporarily appoint an alternate.

2.3.2. Chairs a panel review to ensure the project item is a CSAG-S/GSD managed NSN based on the budget code and that the purpose of the project meets overall program and specific category requirements (See **Table 1**).

2.3.3. Disapproves projects that are not within scope, incomplete, or lack adequate justification or documentation.

2.3.4. Reviews, signs, and provides a consolidated list of their respective group's approved projects to 429 SCMS SASPO no later than (NLT) mid Mar in response to the 429 SCMS SASPO data call for in-cycle (IC) projects for the upcoming fiscal year (FY).

2.3.5. Conducts a requirements review/validation of engineering projects and ensures requirements are accurate, timely, and properly formatted and documented in Maintenance Engineering Project Sustainment Tool (MPST).

2.3.6. Works with 429 SCMS SASPO and 448 SCMW/FM to prioritize requirements on the enterprise 1-n List of validated requirements when full funding is not received.

2.3.7. Chairs DoE project status meetings, Quarterly Technical Reviews, or other meetings as required, ensuring timely achievement of major funding commitment and obligation milestones.

2.3.8. Approves project cancellations and ensures justification and operational impacts of the project cancellation are provided. The impact of canceling the project is required to ensure weapons system operational capability is not jeopardized.

2.3.9. Supports internal and external audits as required.

2.4. **Supply Chain Management Squadron (SCMS) Commander/Director.**

2.4.1. Provides oversight for the CSAG-S/GSD Sustainment Engineering Program process, execution, and management of the project funds.

2.4.2. Reviews CSAG-S/GSD engineering projects as applicable.

2.4.3. Reviews and coordinates on projects in MPST as required.

2.4.4. Requires project Requirement Generators (RG) to form an IPT to ensure requirement planning and continuity.

2.4.5. Ensures IPT members are doing ongoing file maintenance, status updates, and supporting Quarterly Technical Reviews as required to reflect latest project development in MPST.

2.4.6. Chairs the Quarterly Logistics Reviews for engineering complete projects (deliverables received) that require IPT LMS to brief status charts on fielding, benefits, and cost avoidance.

2.4.7. Validates Fielding and Tracking information have been provided and updated in MPST under the fielding and tracking tab.

2.4.8. Ensures IPT members, such as LMS, brief completed engineering projects at logistics reviews relating to implementation plan, fielding status and benefits.

2.5. **Supply Chain Management Squadron Engineering Flight Chief or Lead Engineer.**

2.5.1. Conducts a requirements review/validation of engineering projects and ensures requirements are accurate, timely, and properly formatted and documented in MPST.

2.5.2. Ensures RG/Project Point of Contact (POC) respond in a timely manner to requests for additional information during 429 SCMS SASPO validation or project status updates throughout life of project.

2.5.3. Ensures status updates for DoE status meetings reflect latest project development/execution information in MPST prior to meeting.

2.5.4. Supports internal and external audits as required.

2.5.5. Holds regular squadron management reviews on active projects.

2.6. **The Sustaining Engineering Project IPT members.**

2.6.1. Has an account in MPST and updates their applicable fields/pages as a project moves through its submission, funding, and execution phases.

2.6.2. Includes at a minimum LMS, Engineer, PM (if not logistics specialist), Supply Planner, Contracting Officer (CO) and/or Buyer, Project Point of Contact (POC), if not Engineering or LMS, 429 SCMS Site Representative, and Sustaining Engineering Program Lead.

2.6.3. Contributes what is known about changing factors and Aerospace Maintenance and Regeneration Group (AMARG) assets available. Inputs must come from System Program Offices and/or System Directorates on programmed modifications and failure predictability data. The IPT will coordinate those inputs during the project submission and review process.

2.6.4. Ensures DoE approved projects are properly documented in MPST.

2.6.5. Ensures status updates are entered to reflect latest project development/execution in MPST in preparation for Group-level DoE weekly/monthly status meetings and other status reviews as required.

2.6.6. Establishes an organic, contract, or Depot Maintenance Interservice Support Agreement (DMISA) (interservice/intraservice) agreement to support the stated requirements by initiating an AFMC Form 206, *Temporary Work Request*, AFMC Form 36 or Form 9, *Purchase Request*, (PR)/Purchase Instrument (PI) or DD Form 448, *Military Interdepartmental Purchase Requests (MIPR)* for assigned projects.

2.6.7. Ensures all funds requested are obligated and work commences during the year of funding availability.

2.7. **Requirements Generator (RG)/Project POC.**

2.7.1. Has an account in MPST and updates applicable fields/pages.

2.7.2. Determines need for a project.

2.7.3. Acts as the POC for the project IPT.

2.7.4. Maintains project files documentation in MPST.

2.7.5. Reports travel requirements to management.

2.7.6. Ensures all required meetings are scheduled.

2.7.7. Tracks program deliverables to ensure target is met without creep.

2.7.8. Reviews and approves programmatic deliverables.

2.7.9. Communicates deliverable acceptance to CO/Contracting Officer Representative (COR)/Alternate Contracting Officer Representative (ACOR).

2.7.10. Tracks progress against schedule and budget and provides programmatic clarifications.

2.7.11. Attends DoE Project Status Meeting and represents the IPT for any discussion that may arise.

2.7.12. Provides timely communication to system program office/system directorate and squadrons.

2.7.13. Arranges Government Furnished Equipment (GFE) and completes required documentation.

2.7.14. Supports internal and external audits as required.

2.7.15. Makes required MPST project updates, identifies any changes/amendments to contract, and notifies/coordinates with appropriate contacts/POCs.

2.7.16. Works with appropriate Equipment Specialist (ES) to ensure cataloguing of redesigned unit.

2.7.17. Ensures draw down of repair/procurement of unsupportable items to ensure project redesigned unit is fielded in a timely manner.

2.7.18. Coordinates with engineering to maximum extent possible to align engineering completion with procurement execution to minimize obsolescence in redesign.

2.7.19. Resolves any outstanding deliverables, holds internal project closeout meetings to determine contract completeness and results, ensures Squadron/System Program Office/System Directorate expectations for closure are met, and communicates closure and results to System Program Office/System Directorate.

2.7.20. Briefs Logistics Review charts quarterly and completes project closure steps in MPST per MPST Users' Guide.

2.8. **Engineering.**

2.8.1. Has an account in MPST and updates applicable fields/pages.

2.8.2. Writes draft Statement of Work/Performance Work Statement/Statement of Objectives (SOW/PWS/SOO).

2.8.3. Creates deliverable checklist from SOW/PWS/SOO.

2.8.4. Tracks Technical Deliverables to ensure target is met without creep.

2.8.5. Reviews and approves technical deliverables.

2.8.6. Provides technical clarifications.

2.8.7. Creates Technical Review slides.

2.8.8. Presents Technical Review slides and supports LMS in briefing Logistics Review slides.

2.8.9. Updates SOW/PWS/SOO (may have impact).

2.8.10. Reviews deliverable checklist for completeness.

2.8.11. Processes engineering orders.

2.8.12. Ensures DoE expectations for closure are met.

2.9. **Supply Planners, as applicable to project.**

2.9.1. Has an account in MPST and updates applicable fields/pages.

2.9.2. Attends contract execution meeting with contracting.

2.9.3. Writes Contract Data Requirements Lists (CDRL).

2.9.4. Processes PR/PI/MIPR documentation.

2.9.5. Submits completed PR/PI/MIPR to receiving agency.

2.9.6. Monitors and tracks PR/PI/MIPR (Milestones & Invoices).

2.9.7. Processes any PR/PI/MIPR changes/amendments.

2.9.8. Completes and submits PR/PI/MIPR.

2.9.9. Generates/processes AFMC Form 206 for organic workload.

2.10. **Alternate Contracting Officer Representative (ACOR)/Contracting Officer (CO).**

2.10.1. Has an account in MPST and updates applicable fields/pages.

2.10.2. Provides Sole Source, Simplified Acquisition Threshold (SAT), and Justification & Approval (J&A), SAT as required.

2.10.3. Provides Streamlined Acquisition Strategy Summary (SASS) > $500K or Acquisition Plan > $10M as required.

2.10.4. Routes PI documents (J&A, SASS, etc. if necessary).

2.10.5. Solicits PR.

2.10.6. Awards contract.

2.10.7. Represents the government to the contractor.

2.10.8. Introductions/instructions with contractor.

2.10.9. Formally accepts for contract purposes.

2.10.10. Represents the government for any discussion that may arise.

2.10.11. Guides the MIPR change process.

2.10.12. Processes contract change.

2.10.13. Processes closeout contract.

2.11. **429 SCMS Strategic Alternate Sourcing Program Office (SASPO).**

2.11.1. Has an account in MPST and updates applicable fields/pages.

2.11.2. Provides enterprise-wide guidance and program management support for development and execution of CSAG-S/GSD projects.

2.11.3. Assists program personnel with project initiation, IPTs, guidance, MPST training, and file maintenance actions as required.

2.11.4. Issues the IC data call request for the upcoming FY in mid Oct to 638 SCMG, 748 SCMG, 848 SCMG, and other Air Force (AF) organizations outside of 448 SCMW with a due date of mid Mar.

2.11.5. Conducts a review of projects to ensure requirements are accurately defined, fit the scope of the CSAG-S/GSD programs, and are properly documented in MPST. Comments and concerns will be resolved through collaboration with the RG/Project POC and appropriate functional representatives to the greatest extent practical prior to the final validation.

2.11.6. Holds rack and stack meeting for IC projects with 448 SCMW/EN TD and DoEs in mid Sep to prioritize projects for new FY funding, starting in Oct should the program only receive partial funding.

2.11.7. Holds rack and stacking meeting for out-of-cycle (OoC) projects with 448 SCMW/EN TD and DoEs in mid Feb to prioritize which projects will receive funding should it become available.

2.11.8. Ensures projects are reviewed by 448 SCMW/FM during the same period that projects are reviewed by 429 SCMS SASPO.

2.11.9. Coordinates with the RG/Project POC for any clarifications needed.

2.11.10. Serves as facilitator for meetings as required.

2.11.11. Approves and submits projects to 448 SCMW/FM prior to validation. Coordinates 448 SCMW/FM concerns.

2.11.12. Prioritizes requirements at the enterprise-level.

2.11.13. Ranks projects according to their relative importance using wing-approved project prioritization criteria provided by 448 SCMW/EN TD and SCMG DoEs.

2.11.14. Documents, approves, and forwards a prioritized list of requirements to 448 SCMW/FM by end of month April for the upcoming fiscal year budget submission.

2.11.15. Requests distribution of available funding for approved projects from 448 SCMW/FM.

2.11.16. Helps resolve 448 SCMW/FM, AFSC/FM, and SAF/FM questions during FM review at time of project development, validation, funding request, or thereafter.

2.11.17. Establishes a comprehensive and prioritized list of unfunded sustaining engineering projects awaiting available funding.

2.11.18. Sends funding requests to 448 SCMW/FM as appropriate for IC and OoC projects and additional funding on open projects as required.

2.11.19. Monitors funding execution to ensure timely commitments and obligations.

2.11.20. Prepares program status updates for senior leaders and 448 SCMW/FM as required.

2.11.21. Schedules and facilitates DoE project status meetings, and other meetings as required, to provide overall project statuses to the site DoEs and 448 SCMW/EN.

2.11.22. Conducts internal audit for past and present projects to ensure effective project management and brief sites on various findings on an annual basis.

2.11.23. Conducts annual in-person Program Management Review (PMR) with 448 SCMW/EN TD, DoEs, 448 SCMW/FM, 429 SCMS Site Representatives, and other 448 SCMW leadership.

2.11.24. Pulls, reviews, consolidates, and researches projects which have completed and/or are fielding and provides consolidated data to leadership via monthly Art of the Possible (AoP) meetings.

2.12. **448 SCMW/FM.**

2.12.1. Has an account in MPST and updates applicable fields/pages.

2.12.2. Acts as liaison between 429 SCMS SASPO and higher headquarters for financial concerns.

2.12.3. Provides a financial review of projects submitted for funding.

2.12.4. Determines appropriateness for project's purpose, time, and amount.

2.12.5. Provides any concerns generated to 429 SCMS SASPO so they may consolidate questions for resolution with RG/Project POC.

2.12.6. Coordinates on MPST projects with signature upon request.

2.12.7. Reviews and approves project ROIs with signature upon request.

2.12.8. Identifies deadline for FY budget submissions.

2.12.9. Requests funds from AFSC/FZR as needed to support MPST projects.

2.12.10. Informs 429 SCMS SASPO and 448 SCMW/FMA-Operation Locations (OL) of FY funding distribution levels received from AFSC/FM.

2.12.11. Provides a status of available CSAG-S/GSD funds for realignment purposes to 429 SCMS SASPO as required throughout the year of execution.

2.12.12. Realigns funds to support sustaining engineering project requirements as requested by 429 SCMS SASPO.

2.12.13. Monitors and ensures accuracy in execution status as it occurs in applicable financial systems for commitment and obligation of funded active Sustaining Engineering projects.

2.12.14. Tracks and reports monthly forecast and subsequent variance analysis for obligations and expenses.

2.12.15. Ensures awarded contracts are obligated in accounting systems and contract period of performance begins in year of funding.

2.12.16. Attends and provides financial status updates at DoE project status meetings or other meetings as required.

2.12.17. Ensures all excess funds/Unliquidated Obligations (ULOs) are de-obligated from contract/organic project requirements in MPST and any other applicable financial tools at contract completion.

2.12.18. Ensures funds FY reconciliation if applicable and notifies 429 SCMS SASPO of action completion.

2.13. **448 SCMW/FMA-OL.**

2.13.1. Has an account in MPST and updates applicable fields/pages.

2.13.2. Participates in project IPT meetings as IPT member when requested by the RG/Project POC.

2.13.3. Monitors and tracks funds execution in the applicable financial systems to ensure timely and accurate commitments/de-commitments and obligations/de-obligations of project funds.

2.13.4. Builds fund cites for SE program that include the project number in the CSN field.

2.13.5. Submits AFMC Form 181, *Project Order*, for funds certification and coordinates funds on PR/Purchase Instruments (PI) and AFMC Form 206, *Temporary Work Request*.

2.13.6. Manages and realigns funding at location between Center distribution levels and individual requirements.

2.13.7. Updates project status from “Validated” to “Funded” once project targets are loaded.

2.13.8. Updates project status to “Funded with Prior Year Dollars” once project targets are loaded, as required.

2.13.9. Maintains involvement and provides financial status in scheduled meetings.

2.13.10. Monitors and ensures accuracy in execution status as it occurs in MPST and applicable financial tools depicting commitment and obligation for funded active sustaining engineering projects.

2.13.11. Monitors/reports monthly forecast and subsequent variance analysis for obligations and expenses.

2.13.12. Reports execution status at wing level financial execution reviews.

2.13.13. Ensures all excess funds/ULOs at contract/organic project completion are de-obligated in financial systems and reflected in MPST and applicable accounting systems with coordination from requirements stakeholders to ensure funds FY reconciliation. Notify 429 SCMS SASPO of action completion.

2.13.14. Ensures awarded contracts are obligated in accounting systems and contract period of performance begins in year of funding.

3. General Policy Information.

3.1. Sustaining Engineering Definition can be found in Air Force Manual 63-143, *Centralized Asset Management Procedures*.

3.2. Government and Non-government Charges use of contracts is defined in AFMAN 63-143, *Centralized Asset Management Procedures*.

3.3. Maintenance Engineering Project Sustainment Tool (MPST) is a government owned web-based program used to initiate, validate, administer, track status, and report accountability of CSAG-S/GSD engineering projects. All engineering projects will be input and processed in MPST to include all applicable support documentation. MPST project required elements can be found in attachment A.2.1. MPST can be accessed at **https://msdis.us.af.mil/MPST2/Dashboard**. MPST is only accessible through Google Chrome®.

3.4. **Maintenance Engineering Funding Propriety.** Is defined in AFI 65-601, *Financial Management Budget Guidance and Procedures*.

3.4.1. Determining Project Scope for a SE project is one of the initial steps to ensure the work to be accomplished falls within the scope of Defense Working Capital Fund (DWCF) SE funds and it is imperative that local FM is involved during project generation. Projects will only be funded if the NSN is a Budget Code (BC) 8 or 9 item. When a proper appropriation or EEIC determination cannot be made, 429 SCMS SASPO will request a determination from 448 SCMW/FM. The result of that decision shall be documented in MPST project files and/or MPST message board along with the rationale used for the decision.

3.4.2. When SE funding is sought to correct a deficiency, through a redesign for example, the IPT should think beyond the immediate deficiency correction and consider paying for the data and deliverables to organically repair, complete contract repair, and sustain the new design. When the initial project does not cover these areas, follow-on projects should be written through SE programs to encompass government testing and logistics planning (i.e., flight testing, ground testing, and hardness testing if applicable). A fielding/implementation plan should be identified at time of project creation, to include options for implementation that are, but are not limited to, attrition, Improved Item Replacement Program (IIRP), Time Compliance Technical Order (TCTO), etc.

3.4.3. Proposed engineering projects that will result in new designs for procurement will be evaluated based on projected requirements per Secondary Item Requirements System (SIRS) (D200A)/Automated Budget Compilation System (ABCS) and mission degradation.

3.4.3.1. Proposed projects will only be approved in coordination with proposed future acquisition.

3.4.3.2. Redesign projects shall have an implementation/fielding plan as part of the project submission to ensure the new item can be brought into the fleet in a timely manner, to the maximum extent possible.

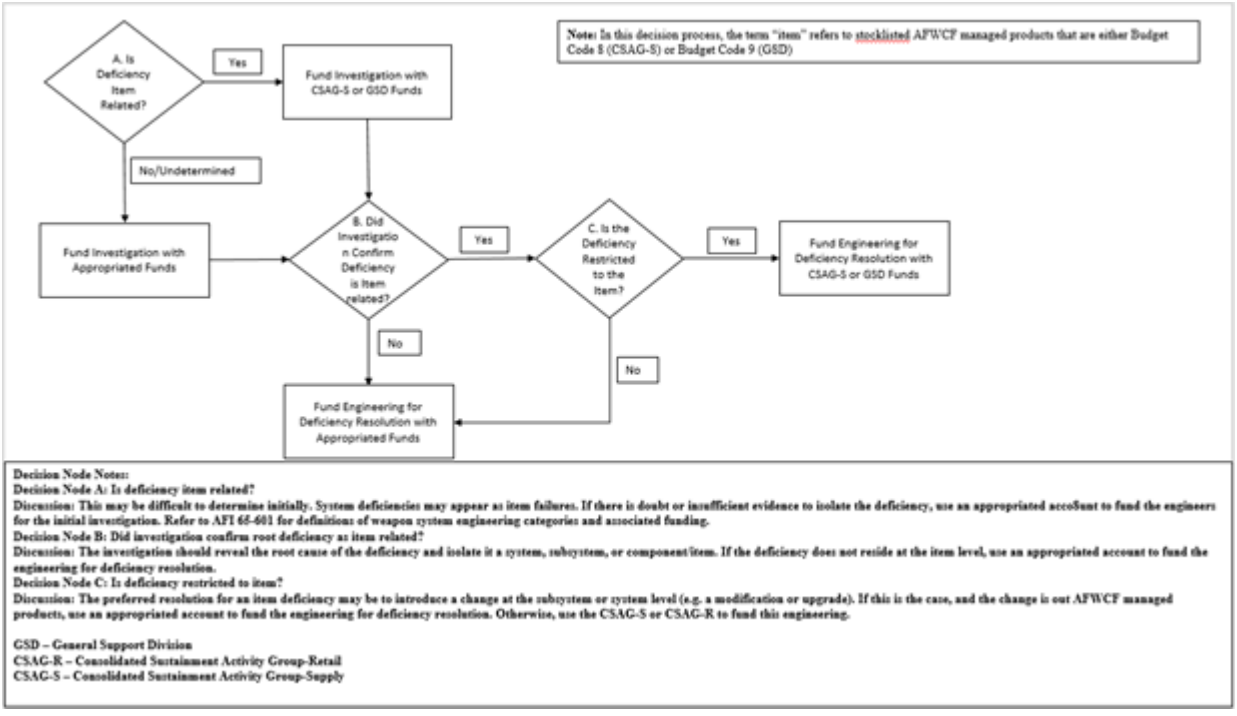
3.4.3.3. Engineering completion will be aligned with procurement execution to minimize obsolescence in redesign prior to buy execution and provide continued supportability to the warfighter.

3.4.3.4. As the project progresses the fielding plan will be updated until the project is completed/closed.

3.4.4. CSAG-S and GSD funds will not fund beyond engineering work and logistics planning; therefore, other funds or in-house organic labor will have to cover the fielding and tracking on a new NSN/item. Involvement with the applicable System Program Office/System Directorate early and throughout the project is required for a successful outcome. As the project progresses, the identified implementation plan will have to be briefed the RG or Project POC.

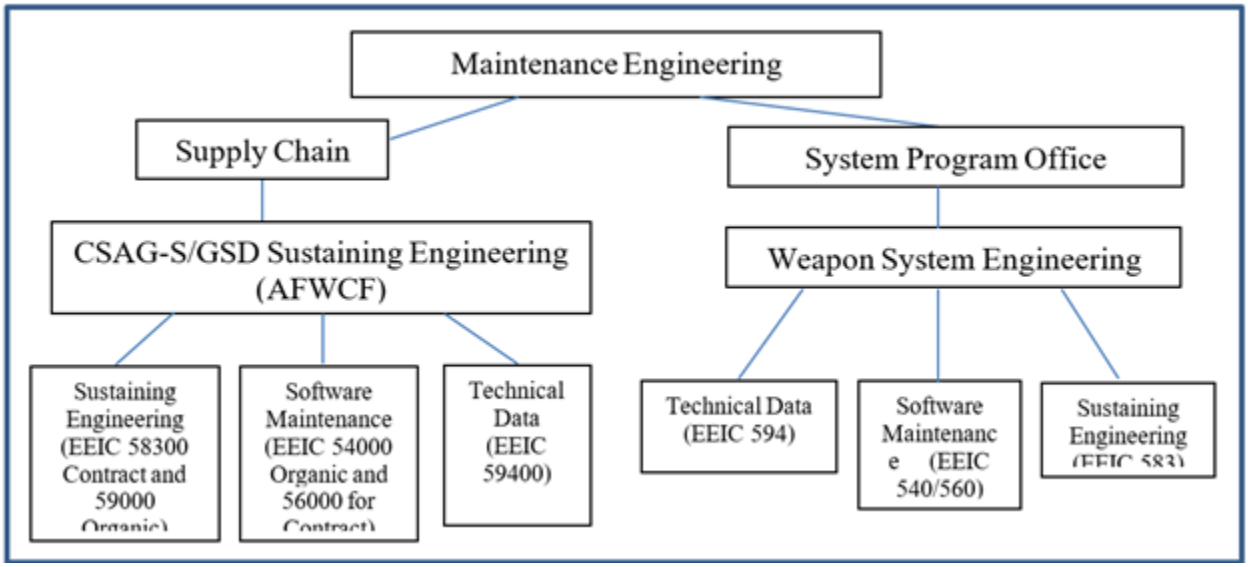
3.4.5. Decision Process for Funding can be found in **Figure 1** Decision Tree for Funding Product Deficiency Resolution and **Figure 2** Maintenance Engineering Diagram for Funding Product Deficiency Resolution, which contain criteria for identifying the appropriate method of funding product deficiency identification and resolution, respectively. Additional guidance for funding product improvements can be found in AFMAN 63-143. The OPRs for source of funding determinations are the Centralized Asset Management Office (i.e., HQ AFMC/FMB) or the Working Capital Division (i.e., HQ AFMC/FMR).

Figure 1. Decision Tree for Funding Product Deficiency Resolution.



3.4.5.1. Ref: AFMAN 63-143, Figure 12.1.

Figure 2. Maintenance Engineering Diagram.



3.4.5.1.1. Per AFI 65-601, Volume 1, *Budget Guidance and Procedures*, the DWCF (particular to our requirements is the AFWCF) is used to fund development, production, and maintenance engineering services that support an operational commodity item managed by the AFWCF Consolidated Sustainment Activity Group – Supply. The AFWCF is not used when the engineering effort results from a weapon system production or modification improvement. For example, charge the cost of the engineering effort to the DWCF if the commodity manager needs to reverse engineer the item to improve supportability or determine cause(s) of reported problems, or wants to improve the reliability or maintainability of the item itself. If engineering is necessary to do an improved configuration change, charge the engineering cost to the procurement account that bears the cost of the configuration change.

3.4.5.2. The definitions for modification, fit, form, function, interface, and change can be found in AFMAN 65-605, *AFGM2018-01, Budget Guidance and Technical Procedures*, AFI 63-101/20-101, *Integrated Life Cycle Management*, and MIL-HDBK-61A, *Configuration Management Guidance*.

3.4.6. Weapon System Engineering is defined in AFMAN 63-143, Chapter 12.

3.4.6.1. Development Engineering activities include achieving (e.g., new products) or substantially improving (e.g., fielded products) product performance beyond levels specified in the current Initial Capabilities Document/Capabilities Development Document/Capabilities Production Document (ICD/CD/CPD); using/integrating immature or unproven technologies; establishing a new stock number for the end item; and/or application to pre-production systems or products. Engineering efforts possessing one or more of these characteristics may be best funded under the Research, Development, Testing, and Evaluation (RDT&E) appropriation.

3.4.6.2. Production Engineering activities include engineering efforts required to plan, design, and develop tooling, materials, quality assurance, and manufacturing procedures necessary to achieve a cost effective and producible production article. Production Engineering is generally characterized by efforts expended to prepare an article for manufacturing and/or installation. As Production Engineering relates to fielded systems, its focus is to correct deficiencies in the production baseline that are identified during tests or in operational service. This applies to both first-run production and modification/upgrades.

3.4.6.3. Maintenance Engineering includes a subset of Sustaining Engineering. Maintenance Engineering includes engineering efforts required to review, assess, define, and resolve technical or supportability deficiencies revealed in fielded systems, products, and materials. The general objective is to sustain the fielded systems, products, and material to the approved specification capability. Sustainment of the fielded system, product, or material to the approved specification capability may lead to Maintenance Engineering, Development, and/or Production Engineering efforts.

3.4.6.4. Application of Sustaining Engineering is used when the Single Manager (SM) or supply Chain Manager (SCM):

3.4.6.4.1. Does not have access to required engineering data to perform the engineering task.

3.4.6.4.2. Does not have repair procedures needed to accomplish repair.

3.4.6.4.3. Requires an engineering solution to correct a deficiency or ensure reliability, availability, and maintainability. Examples of drivers can be found in MPST User's Guide.

3.4.6.5. Purchase of test equipment, tooling, fixtures, or support equipment (anything other than prototypes, specifications, drawings, and item level tech data) which will be needed in organic depot repair, according to 448 SCMW/FM, cannot be purchased with CSAG-S/GSD funds. However, any test equipment developed to test reengineered part(s) can be a deliverable to the government if the repair is to be Organic. Delivery must be clearly addressed to appropriate maintenance facility. Individual projects may require coordination between AFSC CSAG-S and CSAG-M management having to do with organic capability to definitively distinguish times of responsibility between maintenance and supply when it comes to who needs to fund what aspects of organic repair capability. 448 SCMW/FM reading may be necessary to determine appropriateness.

3.5. **Project Types, Drivers and Categories.**

3.5.1. Project Types.

3.5.1.1. Redesign.

3.5.1.2. Qualification and Lab Testing.

3.5.1.3. Repair Development.

3.5.1.4. Drawing Refresh.

3.5.2. Project Drivers and definitions of each can be found in the MPST User's Guide. For items NOT funded with CSAG-S/GSD funds see **Table 1** below.

Table 1. Items and Projects Not Funded Under Sustaining Engineering (CSAG-S/GSD).

Recurring Engineering Services (see DoD FMR 7000.14-R, Vol 2a, Chapter 1, *Administrative Control of Funds and Antideficiency Act Violations*)	CSAG-S buy and repair requirements (see DoD FMR 7000-14R, Vol 2a, section 010210 and AFMAN 63-143 Attachment 2)
Aircraft, Propulsion or other Structural Integrity Program requirements (see AFPD 63-1/20-1, *Integrated Life Cycle Management*, AFMAN 63-143 Chapter 2, AFMAN 65-605 Vol 1, MIL-HDBK 1530C, *Aircraft Structural Integrity Program (ASIP)*, AFI 63-140, *Aircraft Structural Integrity Program and Space Equipment Structural Management*, MIL-STD 3024, *Propulsion System Integrity Program*, and AFMCI 21-103, *Reliability Centered Maintenance (RCM)Programs*)	Munitions/Missile items (see DoD FMR 7000-14R, Vol 2A Chapter 1, AFMAN 63-143 Attachment 2, and AFMAN 65-605 Vol 1)
Component Improvement Program (CIP) requirements (see DoD FMR 7000.14R, Vol 2a, Chapter 1 and AFMAN 20-116 Chapter 3, *Propulsion Life Cycle Management For Aerial Vehicles*)	War Consumable Equipment to include fuel tanks, racks, adapter and pylons (see AFMAN 63-143 Chapter 10)
	O&M Support Equipment (see AFMAN 63-143 Chapter 17, AFMAN 65-605 Vol 1)
Service Life Extension Program (SLEP) (see DoD FMR 7000.14R Vol 2a, Chapter 1)	Budget Code 8 items still managed in budget programs as stock fund exempt: 15 –Aircraft Replenishment Spares (BC S) 17 – Ware Consumable Spares (BC B) 25 – Missile Replenishment Spares (BC T) 82 – Vehicular Replenishment Spares (BC X) Spares, AFMC – Electronics & Telecommunications (BC 83) 83 – Electronics & Telecommunications Replenishment Spares, non-AFLC (BC 83) 84 – Other Base Maintenance & Support Equipment Spares (BC W) (see AFH 23-123 Table 2.114, *Air Force Equipment Management*)

Whole spare engines (see DoD FMR 7000-14R, Vol 2a, section 010210, AFMAN 20-116 Chapter 4, AFMAN 63-143 Chapters 6 and 12, Attachment 2)	Contractor Logistics Support (CLS) projects (see AFMAN 63-143 Chapters 11 and 12 and AFMAN 65-605 Vol 1)

3.5.3. Project Categories may originate from a variety of requirements and sources and will be classified into one of five categories respectively as outlined in the following paragraphs.

3.5.3.1. Safety of Flight (SoF) projects are the correction, mitigation, or analysis of a documented operational mishap or identified hazard. SoF projects must include the Air Force Safety Automated System (AFSAS) Report number assigned to the associated mishap report prepared by the Safety Investigation Board (SIB) or Hazard Risk Analysis number or the project will be returned to the project POC. Additional information must be provided, with the necessary precautions taken to safeguard sensitive information, before the project will be considered a valid safety project. Lack of appropriate documentation will render the project disapproved.

3.5.3.1.1. SoF-Analysis (SoF-A) projects are established to accomplish analysis of an item in support of an open mishap investigation. These projects are submitted in an abbreviated format and are funded within an 8-duty hour turn time. The results of the analysis are provided back to the Safety Investigation Board (SIB) in support of the ongoing mishap investigation. See MPST User's Guide for specific project requirements.

3.5.3.1.2. SoF-A Review process is conducted in accordance with the abbreviated review procedures. Process for project approval is streamlined to enable same day approval so site engineers and 448 SCMW/EN can start work immediately at the organic facility. This facilitates quick approval, project completion, and submission of project information to the Safety Investigation Board. The applicable 429 SCMS site representative will review/coordinate the approval of the project and send funding request to 448 SCMW/FM.

3.5.3.1.3. SoF-Potential (SoF-P) projects are the correction or mitigation of a documented operational hazard which has not been the subject of a formal SIB but represent a current and relevant safety risk. The SoF-P project NSN must have a Hazard Risk Analysis (HRA) documented and submitted for approval per MIL-STD-882, *System Safety*. The HRA must indicate the NSN currently has risk for causing a mishap and the project will mitigate the probability of the mishap occurrence. See MPST User's Guide for specific project requirements.

3.5.3.2. Mission Degradation Projects must show a Mission Degradation Date (MDD) stating when the current NSN availability and supportability for the weapon system or type model series will be mission incapable unless corrective actions are taken. A detailed explanation of the calculation used to determine MDD must be documented in the MDD box under the Return On Investment (ROI) tab in MPST. Supporting documentation for the MDD shall be loaded into the project files. See MPST User's Guide for specific project requirements.

3.5.3.2.1. Mission Critical Degradation – Existing (MCD-E) projects are identified as NSNs with existing deficiencies that currently degrade weapon system mission capability or will experience mission degradation within 36 months of project submittal. The current state of the NSN availability and/or supportability indicates the weapon system will be mission incapable within this timeframe unless corrective actions are taken. See MPST User's Guide for specific project requirements.

3.5.3.2.2. Mission Critical Degradation – Projected (MCD-P) projects are identified as NSNs with existing deficiencies that will begin to degrade weapon system mission capability beyond 36 months. The current state of the NSN availability and/or supportability indicates the weapons system will be mission incapable within this timeframe unless corrective actions are taken. See MPST User's Guide for specific project requirements.

3.5.3.3. Reliability, Availability and Maintainability (RAM) projects are on engineering design characteristics that provide more "bang for the buck" for missions while providing less costly support. Examples include RAM projects that intend to better the reliability by increasing the Mean Time Between Failure (MTBF) rate or redesigning an NSN which may have the same MTBF and cost less. These projects must have a Savings to Investment Ratio (SIR), calculated via the ROI template located on the MPST home page. All RAM projects will be considered but projects with SIR less than 1.0 will require 448 SCMW/EN TD signature and justification as to why the project should be funded over a project that has a SIR greater than 1.0. See MPST User's Guide for specific project requirements.

3.6. **Project Submission Requirements Process is not limited to SCMS personnel only.** The RG/Project POC may be SCMS, System Program Office, or System Directorate personnel depending on the engineering authority and/or phase of redesign/re-engineering initiative. See section 2. Roles and Responsibilities for specific duties.

3.6.1. Data Call for requirements is sent out by 429 SCMS SASPO to 448 SCMW and AF organizations outside of 448 SCMW NLT mid Oct for FY CSAG-S/GSD projects. Projects must be input, developed, reviewed, signed, and submitted to 429 SCMS SASPO, by the SCMG DoE, NLT mid Mar. DoEs should submit their FY CSAG-S/GSD Data Call list to **429SCMS.GUMD.SEPOSupport@us.af.mil** NLT mid Mar.

3.6.2. In Cycle (IC) Projects are projects which were submitted to and validated by 429 SCMS SASPO on or before mid Apr and forwarded to 448 SCMW/FM at the end of Apr for upcoming FY budget submission.

3.6.3. Out of Cycle (OoC) projects are current FY validated requirements that were submitted after FY budget submission to 448 SCMW/FM. Requirement Generators may request funding for OoC projects through 429 SCMS SASPO at any time throughout the year.

3.6.4. Project submission requirements and documentation will vary based on project category and project type. See section 3.5. for description of project types and categories. See the MPST User's Guide for project specific requirements.

3.6.5. Project Funds Execution involves the commitment and obligation of funds by FY. AFSC's goal is to have IC projects 95% committed by end of January. AFSC expects advance planning and purchase requests/purchase instruments, as applicable, initiated in June of prior FY and certified in Purchase Request Process System (PRPS) no later than end of month Sep of current FY. The planning PRs serve notice to contracting on what packages are being worked. When funding is received, 448 SCMW/FM expects to see commitments as close to the same month as possible.

3.6.5.1. Commitment and obligation dates may vary by project but must occur prior to end of FY. 429 SCMS SASPO requires funds committed and funds obligated forecast dates be provided in MPST as a project baseline no later than mid-May for all IC projects and in advance of project validation of all OoC projects. Once the project is in execution, if any adjustments need to be made to the commit/obligation dates, that will be documented in the Get Well Date column in the project funds execution timeline section. Once the project has actually committed/obligated the funds, then the Actual Completion date should be updated in the project funds execution timeline section.

3.6.5.2. Projects unable to obligate their funds by mid Jul will be addressed by the 448 SCMW/EN TD, DoEs, 429 SCMS site representatives, and 448 SCMW/FM for a recommended course of action. Excess or surplus funds not expected to obligate during the execution year must be returned as soon as identified and prior to end of year closeout. See section 3.8. Funding Allocation and MPST User Guide for additional details.

3.6.5.3. 448 SCMW/FMA-OL Resource Advisors (RAs) monitor/track funds execution in applicable financial systems. RAs work closely with RG/Project POCs to ensure project funding is available. RAs must communicate any excess, funding shortfalls, or potential overruns to RG/Project POCs and 429 SCMS site representatives.

3.7. **Project Ranking is automatically generated by MPST.** Projects will be categorized and ranked utilizing the standardized project ranking rubric elements within MPST pages. In situations where the standardized program ranking score, for IC projects, does not provide accurate identification of the project priority, the DoE shall identify the appropriate ranking for funding if there are not full available funds. Ties will be analyzed by 429 SCMS SASPO determining factors such as whether a project is a continuation; MDD dates earlier or later, IC vs OoC. If a tie is not easily resolved at the lowest level, it will be elevated to the DoEs and 448 SCMW/EN TD for final decision/direction. This ranking shall be considered during 429 SCMS SASPO review and consolidation of the project submittals.

3.7.1. Project Categories ranked in the following order: SoF, MCD-E, MCD-P and RAM.

3.7.2. Project Continuation versus Effort are defined as follows: Continuation should be used when projects share a scope and financial continuation of the same body of work and only require one additional year of funding beyond the original project. Effort should be used if a project is submitting for funds in multiple years (2 or more years and 2 or more projects linked not counting the original project), those projects should be grouped together under a single Effort.

3.7.3. Mission Impact is determined by utilizing the Mission Impact Matrix. The Mission Impact Matrix is available for viewing in the Impact Category Help Topic in MPST supporting info section. There are number of data sources to assist in the decision-making process, including but not limited to the following: LIMS-EV, REMIS, G050, etc. After you have analyzed the various data points, select the proper impact category from the drop-down menu in the Supporting Information section.

3.7.3.1. Impact Categories are Catastrophic, Critical, Significant, Marginal, and Negligible. For further details see the MPST User's Guide.

3.7.4. Mission Item Essentiality Code (MIEC) can be found on the D200A computation for the project NSN.

3.7.5. MDD Determination is the calculated point in time when project NSN(s) lack of supportability impacts its system's operational capability, (i.e., point when system will be rendered mission incapable). See MPST User's Guide for specific project requirements.

3.7.6. Return on Investment (ROI) templates are located on Strategic Sourcing SharePoint® located at **https://usaf.dps.mil/sites/TMC719229/GUMD/SEPO/Templates/Forms/AllItems.aspx**. ROI sheets must reflect all funds applied, current and prior year accumulated funds, to accurately reflect the projects ROI. This requirement is IAW both Office of Management and Budget Circular A-94 and AFI 65-501, *Program Evaluation*, paragraph 2.9. ROI templates in an alternate format may be acceptable but require 448 SCMW/FM approval (i.e., IIRP package ROI format). All MCD and SoF category projects with an estimated investment of $2M or greater or any project categorized as RAM, along with those projects that are linked as continuations which breach the $2M threshold require a ROI, but are not required to generate a positive ROI to be approved. For further details please see MPST User's Guide.

3.7.7. Number of Systems Affected is the number of systems, weapons systems, or type model series, affected by the project.

3.7.8. Basis of Estimate (BOE)/Independent Government Estimate (IGE)/Rough Order of Magnitude (ROM) for MPST projects will require BOE/IGE/Contractor or Government ROM (on official letterhead). The BOE/IGE/ROM will have sufficient detail to justify each of the CSAG-S/GSD cost elements. The ROM shall be uploaded as a document in the MPST file repository.

3.7.9. Project Signature Process occurs prior to submission to 429 SCMS SASPO for validation, all projects must go through the signature review process based on project type. See MPST User's Guide for project specific requirements.

3.7.10. Project Validation will be conducted by 429 SCMS SASPO to ensure requirements are accurately defined, project fields are completed, and proper documentation provided. Projects requiring additional information will be returned to the RG/Project POC for updates before being validated. Projects that do not meet required criteria will be canceled by 429 SCMS SASPO in coordination with Group DoE.

3.8. **Funding Allocation.** Funds disbursements are distributed to the Wing for site disbursement. HQ AFSC/FM issues an Annual Operating Budget (AOB) to 448 SCMW/FM on or about 1 Oct. The 448 SCMW/FM AOB sets the funding limitations by which Group financial staff will allocate funds to the requirements owning organizations.

3.8.1. All CSAG-S funds for CSAG-S/GSD projects must be obligated within the year of execution. Funding must be loaded onto the individual validated projects so that execution and tracking may begin. 448 SCMW/FMA-OL POCs must load the approved authority to each project, and ensure funds are loaded and tracked in applicable accounting systems. This authority will display on the DoE status reports and should match the funding loaded in BQ and/or applicable financial tools.

3.8.2. SoF Contingency Funds are held at OO-ALC for all OoC SoF mishap requirement projects which may occur at any time outside of the normal project funding cycle and support CSAG-S/GSD stock listed items. Funds are available within 24 hours of notification to 448 SCMW/FM. Funding for SoF-P projects will either be forecasted through the data call IC budget submission or by SoF contingency funds held at OO-ALC for OoC SoF projects.

3.8.3. Funds Adjustments related to CSAG-S/GSD sustaining engineering projects are classified into the following three categories listed in **Table 2** Adjustments typically are associated with fallout, funding shortfalls and new requirements, which occur periodically through the life cycle of each project. Project POCs must request authorization from 448 SCMW/FM and DoE with a cc to 429 SCMS SASPO to realign funding between validated projects during the year of execution to meet mission requirements and schedules as they are identified.

Table 2. Adjustment Categories.

Current Year	Any under/over execution of contracts or other source documents (i.e. AFMC Form 206) after initial distribution of funding can be classified as a current year adjustment if the project is using current year funding.
Prior Year (No change in scope)	Any under/over execution of contracts or other source documents (i.e. AFMC Form 206) after initial distribution of funding can be classified as a prior year adjustment if the project is using prior year funding.
Out-of-Cycle	Out-of-cycle adjustments exist whenever a new requirement develops and it is deemed critical to accomplish the mission objectives within the current funding cycle. OoC projects will be ranked by category and score with the existing requirements and can be funded with existing or excess funds. Current FY OoC projects may be created when no prior year funds are available to fund prior year project cost revisions that are still within project scope.

3.8.3.1. When additional funding is required to meet project requirements a cost revision will need to be done in MPST to document the increase in requirements. See MPST User's Guide for step-by-step instructions on inputting a cost revision.

3.8.3.2. If the additional funding required is more than 10% of the original requirement or over $1M, an updated cost revision ROI worksheet must be completed and uploaded to the project files for the project. The project must then be routed for approval to the following signatories: DoE, 429 SCMS SASPO, and 448 SCMW/FM.

3.8.3.3. Projects requiring within scope increases from prior FYs will use the applicable prior year funding if available. 448 SCMW/FM will identify funds availability in the FY and if prior year funding requested is not available, then a current FY OoC project must be submitted as a continuation project for the additional funds required.

3.8.3.4. In the rare circumstance that a requirement cannot be executed in the FY of funding before end of year, and 448 SCMW/EN Technical Director and DoE(s) concur that this project should be funded with next FY dollars in a seamless transition so that PR/PI package does not require restart or rework, RG/Project POC should contact the PR/MIPR Control Cell specialist and request assistance in changing line of accounting (LOA) on PR/PI from current FY to next FY. This is only possible in Sep when the LOA are built for next FY. This scenario should be avoided and current FY funds executed.

3.8.3.5. Surplus/Excess Funds generated from a reduction in a project's original requirement, cancellation of a project, or funds from projects unable to execute in accordance with established target dates will be classified as surplus or excess within the SE program and referred to as undistributed. RG/Project POC should notify their respective 429 SCMS site representative, SCMG DoE, 448 SCMW/FMA-OL, System Directorate, or SPO representatives of any surplus funds from a project requirement and request realignment of the dollars along with written explanation for return of funds. All excess funds must be de-committed/de-obligated upon earliest notice and realigned to center accounts. Excess funding from project fallout will be realigned and maintained in holding RC/CC 4FK100 under EEIC 58300 so it can be tracked until redistribution determination is made by 448 SCMW/EN TD, Group DoEs and 448 SCMW/FM. Group DoEs must ensure MPST is updated to reflect the change. Under the direction of 448 SCMW/EN TD, Group DoEs and 448 SCMW/FM surplus funds will be dispersed based on prioritized requirements (whether IC or OoC). Surplus funds will be dispersed in the following priority, unless otherwise directed: 1. Safety of Flight, 2. Current funded projects realizing a funding shortfall, 3. IC and OoC projects based on category and ranking.

3.8.3.6. When surplus funds are declared, a cost revision will need to be done in MPST to document the decrease in requirements. See MPST User's Guide for step-by-step instructions on inputting a cost revision for surplus funds.

3.8.3.7. In years of unconstrained funds 429 SCMS SASPO will work with 448 SCMW/FM, RAs, and project POC to align funds as needed to support validated FY requirements.

3.9. **Project Cancellation/Closeout/Not Validated/File Maintenance.**

3.9.1. Project cancellation/closeout actions must be accomplished in order to maintain accountability and traceability of each project from beginning to end. Please see MPST User's Guide for step-by-step instructions on how to cancel/close a project.

3.9.2. Projects Not Validated either did not meet the scope of the program or were incomplete and will be removed from the validation process and returned to the project POC for correction, further clarification, or cancellation. All projects received that are incomplete after 15 Apr will be considered as OoC projects and will be canceled 6 months from creation if no action is taken by RG/Project POC to get project moved to appropriate FY and validated.

3.9.3. File Maintenance is required for all projects and should be done quarterly until project has completed fielding requirements. See MPST User's Guide for step-by-step instructions on how to file maintain projects in MPST.

4. Reporting Requirements. Cover the monthly and quarterly meetings held to provide project status updates to 448 SCMW/EN TD, DoEs, 448 SCMW/FM and 429 SCMS SASPO.

4.1. DoE Meetings review projects that have received current FY funding and are working towards funding obligation and contract award will be included in these meetings.

4.1.1. Monthly meetings, held on the first Wednesday or Thursday of the month, are chaired by Hill, Tinker or Robins DoE and 448 SCMW/EN TD.

4.1.2. Project updates for this meeting are due at 1200 CST on the Tuesday or Wednesday before the Wednesday or Thursday meeting. If the Wednesday or Thursday meeting falls on or after a holiday, then the meeting may be pushed to the following week per DoE and 448 SCMW/EN TD's direction/schedule.

4.2. Quarterly Technical Reviews occur once a project has been obligated financially and the period of performance begins.

4.2.1. It will be transitioned to quarterly reporting in a SCMG DoE Tech Review and the Quarterly Technical Review chart template can be found on the Strategic Sourcing SharePoint® located at **https://usaf.dps.mil/sites/TMC719229/GUMD/SEPO/Templates/Forms/AllItems.aspx**. For further step-by-step instructions for Quarterly Technical Reviews please see the MPST User's Guide.

4.3. Quarterly Logistics Reviews occur once a project has a completed DD Form 250 or equivalent and moves into fielding.

4.3.1. Upon project completion a DD Form 250, *Material Inspection and Receiving Report*, or equivalent, showing government acceptance, should be uploaded in MPST along with a final report/narrative for each project.

4.3.2. Each SCMS reports quarterly implementation status, parts and weapon system supportability posture, etc. in a logistics review by briefing a set of charts.

4.3.3. Each SCMS also reports data resulting from CSAG-S/GSD program projects for two years from day of fielding.

4.3.4. Once fielding is approved and deemed complete by engineering/project IPT CSAG/GSD, funding is no longer appropriate and either organic resources within the IPT track and report or an engineering services requirement is passed to 448 SCMW/FM as unfunded requirement identified by 448 SCMW/FMA as Engineering Services (Appropriation 3400/EEIC 5600xx Administrative and Advisory Services A&AS).

4.3.5. The project is closed out after the first two years of fielding is tracked and input into MPST fielding/tracking page and file repository.

STACEY T. HAWKINS, Lt Gen, USAF
Commander, Air Force Sustainment Center

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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T.O. 00-35D-54, *USAF Deficiency Reporting, Investigation, and Resolution,* 15 May 2015

Prescribed Forms

None

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AFMC Form 181, *Project Order,* 21 September 2011

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Abbreviations and Acronyms

ACOR—Alternate Contracting Officer Representative

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMCI—Air Force Materiel Command Instruction

AFPD—Air Force Policy Directive

AFSAS—Air Force Safety Automated System

AFSC—Air Force Sustainment Center

AFWCF—Air Force Working Capital Funds

ALC—Air Logistics Complex

AMARG—Aerospace Maintenance and Regeneration Group

AOB—Annual Operating Budget

ASIP—Aircraft Structural Integrity Program

BC—Budget Code

BOE—Basis of Estimate

CDRL—Contract Data Requirements List

CIP—Component Improvement Program

CO—Contracting Officer

COR—Contracting Officer Representative

CPD—Capabilities Production Document

CSAG-S—Consolidated Sustainment Activity Group – Supply

DLA—Defense Logistics Agency

DMAG—Depot Maintenance Activity Group

DMSMS—Diminishing Manufacture Sources and Materiel Shortages

DMISA—Depot Maintenance Interservice Support Agreement

DoD—Department of Defense

DoE—Director of Engineering

DWCF—Defense Working Capital Fund

EEIC—Element of Expense Investment Code

EISP—End Item Sales Price

EN—Engineering

ERRC—Expendability, Recoverability and Reparability Code

ES—Equipment Specialist

FM—Financial Management

FMR—Financial Management Regulation

FY—Fiscal Year

GFE—Government Furnished Equipment

GSA—General Services Administration

GSD—General Support Division

HRA—Hazard Risk Analysis

HQ—Headquarters

HQ AFMC—Headquarters Air Force Materiel Command

IAW—In Accordance With

IC—In-cycle

ICD—Initial Capabilities Document

IPT—Integrated Product Team

IIRP—Improved Item Replacement Program

J&A—Justification & Approval

LMS—Logistics Management Specialist

MAJCOM—Major Command

MCD-E—Mission Critical Degradation – Existing

MCD-P—Mission Critical Degradation – Projected

MDD—Mission Degradation Date

MIEC—Mission Item Essentiality Code

MIL-STD—Military Standard

MIPR—Military Interdepartmental Purchase Request

MPST—Maintenance Engineering Project Sustainment Tool

MSD—Material Support Division

MTBF—Mean-Time Between Failure

NLT—Not Later Than

NSN—National Stock Number

O&M—Operations & Maintenance

OMB—Office of Management and Budget

OO-ALC—Ogden Air Logistics Complex (Hill AFB)

OoC—Out of Cycle

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

PI—Purchase Instrument

PK—Procurement

PM—Program Manager

PMR—Program Management Review

POC—Point of Contact

PR—Purchase Request

PRPS—Purchase Request Process System

PWS—Performance Work Statement

RA—Resource Advisor

RAM—Reliability, Availability and Maintainability

RC/CC—Responsibility Center/Cost Center

RDT&E—Research, Development, Test & Evaluation

RG—Requirement Generator

ROI—Return on Investment

ROM—Rough Order Magnitude

SASPO—Strategic Alternate Sourcing Program Office

SCMG—Supply Chain Management Group

SCMS—Supply Chain Management Squadron

SCMW—Supply Chain Management Wing

SE—Sustaining Engineering

SIB—Safety Investigation Board

SIR—Savings to Investment Ratio

SLEP—Service Life Extension Program

SM—Single Manager

SMAG—Supply Management Activity Group

SOF—Safety of Flight

SOF-A—Safety of Flight-Analysis

SOF-P—Safety of Flight-Potential

SOW—Statement of Work

SPO—System Program Office

TCTO—Time Compliance Technical Order

TPS—Test Program Set

TWCF—Transportation Working Capital Fund

ULO—Unliquidated Obligations

USAF—United States Air Force

WSA—Weapon Systems Affected

Terms

Air Force Budget Codes—Budget Codes are one-position alphanumeric codes employed by the Air Force to identify investment items to budget programs from which procurement of the particular items is funded, or to identify expense items to the various divisions of the Air Force Stock Fund. (Ref: DoD 4100.39M, AFMAN 65-604, AFH 23-123).

Air Force Working Capital Fund (AFWCF)—The Air Force Working Capital Fund (AFWCF) is a revolving fund that provides initial working capital to support Air Force warfighters and operations, and allows for the recovery of operating costs through sales of repair, overhaul, and modification services. It conducts business within two primary activity groups: the Consolidated Sustainment Activity Group (CSAG) and the Supply Management Activity Group-Retail (SMAG-R). (Ref: AFMCI 65-101).

Authentication—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).

Budget Code 8 (Consolidated Sustainment Activity Group—Supply Division (CSAG-S) - as of FY09 –previously Materiel Support Division-MSD**)** Consolidated Sustainment Activity Group-Supply Division, which includes those Air Force Centrally Managed Investment Items (ERRC XD1=C and XD2=T) except for those still managed in budget programs 15, 25, 82, 83, and 84 as stock fund exempt. MSD also includes items centrally procured and managed as Expense Items (ERRC XB3=N and XF3=P). (Ref: DoD 4100.39M).

Budget Code 9 (General Support Division—GSD) - Air Force de-centrally managed expense items (ERRC XB3, XF3) with a unit cost of less than $250,000 that are requisitioned/procured at base (retail) level from DLA, GSA, Army, Navy, Depot Maintenance Service, Air Force Industrial Fund (AFMC), local manufacture and commercial vendors. (Ref: DoD 4100.39M and AFI 23-101).

Centrally Managed Item—An item of materiel subject to inventory control point (wholesale level) management. (Ref: AFI 65-601).

Closed or Canceled Appropriation—An appropriation which is no longer available for adjustments or payments. Appropriations are closed or canceled at the end of the five year period. (Ref: AFI 65-601).

Commitment—A commitment is an administrative reservation of funds based upon firm procurement requests, orders, directives, and equivalent instruments. Since an obligation equal to or less than the commitment may be incurred without further recourse to an authorizing official, commitments are required for some appropriations and are permissible for others. A commitment, when recorded in the accounting records, reduces the allotment's available fund balance. A commitment document must be signed by a person authorized to reserve funds; i.e., the official responsible for administrative control of funds for the affected subdivision of the appropriation. This helps ensure that the subsequent entry of an obligation will not exceed available funds. (Ref: DoD 7000.14-R).

Configuration Item (CI)—An aggregation of hardware and software, or any of its discrete portions, which satisfies an end use and is designated by the Air Force for configuration management (for example, aircraft, missiles, support equipment, trainers, etc.). (Ref: AFI 65-601).

Consolidated Sustainment Activity Group (CSAG)—CSAG (as of FY09) is a new AFWCF business activity that consolidates the former Depot Maintenance Activity Group (DMAG) and Material Support Division (MSD) business operations into a single business enterprise. (Ref: AFMCI 65-101and AFI 23-120).

Consolidated Sustainment Activity Group—Maintenance Division (CSAG-M) - Under CSAG, the former DMAG is characterized as the Maintenance Division. The CSAG-Maintenance sites include the ALCs and Aerospace Maintenance and Regeneration Group (AMARG). This work may also include depot field teams, maintenance engineering, technical support, manufacture of parts needed in the depot maintenance process, modifications, testing, and reclamation. The Maintenance Division activities are authorized to perform: (a) overhaul, conversion, reclamation, progressive maintenance, modernization, software development, storage, modification, and repair of aircraft, missiles, engines, accessories, components, and equipment; (b) the manufacture of parts and assemblies required to support the foregoing; and (c) the furnishing of other authorized services or products for the Air Force and other agencies of the Department of Defense. As directed by the Air Force Material Command or higher authority, the Maintenance Division may furnish the above mentioned products or services to agencies of other departments or instrumentalities of the U.S. Government, and to private parties and other agencies, as authorized by law.

Consolidated Sustainment Activity Group—Supply Division (CSAG-Supply) - Under CSAG, the former MSD is now the Supply Division. CSAG-Supply provided policy, guidance and resources to meet the needs of the Air Force for spare parts, in war and peace. Supply Division activities are authorized to procure and manage reparable and consumable items for which the Air Force is the Inventory Control Point. These items are generally related to weapons systems and ground support, and include both depot level reparable and non-depot level reparable.(Ref: AFI 65-601, Volume 1).

Continuing Resolution Authority (CRA)—Budget authority resulting from legislation introduced as a joint resolution and enacted by the Congress to provide authority for federal agencies to continue operations until a specified date or until the regular appropriations are enacted. The Continuing Resolution usually specifies a maximum rate at which obligations may be incurred based on the rate of the prior year, the President's Budget Request, or an appropriation bill passed by either or both Houses of Congress. Obligations under Continuing Resolution Authority are usually controlled by apportionment. There is not "standard" CRA language. Each CRA enacted must be carefully read for the specific provisions pertaining to the particular fiscal year being addressed. (Ref: AFI 65-601).

Defense Working Capital Fund (DWCF)—The Defense Working Capital Fund (DWCF) is a revolving fund that provides the working capital for purchasing inventory supplies and industrial and commercial type activities necessary to provide common services within or among departments and agencies of the Department of Defense. The DWCF is established under the authority of Title 10, United States Code 2208. Within the DWCF, there are two Air Force Working Capital Funds (AFWCFs): (a) Consolidated Sustainment Activity Group (CSAG) Maintenance & Supply Division and (b) Transportation Activity Group (also known as the Transportation Working Capital Fund [TWCF]). (Ref: AFMCI 65-605).

Element of Expense and Investment Code (EEIC)—These represent the final breakout in the budget structure. The number varies with the major command (MAJCOM), depending on the number of sub-elements required for local management. This part of the budget structure is quite similar to the Office of Management and Budget (OMB) object classification. Air Force EEICs and DoD elements of expense are in the Financial Management Data Dictionary. (Ref: AFI 65-601, Volume 2, Attachment 1, *Terms*).

Expense8—The accounting term "expense" is not synonymous with the budgetary term "obligation." Obligations are typically higher than expenses because an obligation should be incurred before the accrual of an expense. The term "cost" may refer to either an obligation or expense depending on the circumstances. To clarify, an "obligation" is an unrealized cost whereas an "expense" is a realized cost. The reconciliation of budgetary resources relies upon the recognition of obligations as "costs" to ensure that budgetary resources are in place to cover any potential realized costs. (Ref: DoD 7000.14-R, Volume 3, Chapter 19, Section 190305).

Expendability—**Recoverability-Reparability-Category (ERRC) Code -** A code employed by the Air Force to categorize AF inventory into various management groupings. These groupings determine the type of management used throughout logistics cycle, designate the process to be used in computing requirements, and are used in the reporting of asset and usage data. The ERRC is an Air Force peculiar data element used in conjunction with other data elements to depict the Air Force overall logistics management and maintenance. It is extremely important the ERRC and ERRC Designator are correctly assigned as they are the key element in determining whether the item will be managed as an expense or investment cost item. The three-position ERRC Designator and the one-position ERRC Code are completely interchangeable. Generally, the three position designator is used in correspondence and publications and the one position code in automatic data processing. (Ref: DoD 4100.39M, Volume 10, Chapter 3, Table 69 and AFH23-123, Volume 1 Chapter 2).

Expired Funds—Appropriations which are no longer available for new obligations, but have not been canceled. Appropriations are in an expired status for five years. During the expired period, an appropriation retains its original identification and is available for adjusting and liquidating obligations, including within-scope contract changes. (Ref: AFPD 65-6. See also AFI 65-601).

Funding Distribution—The process of issuing and limiting authority to incur obligations and make expenditures. An administrative action, usually within the chain of command, accomplished within appropriations made by Congress and apportionment limitations established by OMB (for example, allocation and allotment). (Ref: AFI 65-601, Volume 1, Attachment 1, *Terms*).

Initiation—Initiations are entered into memorandum accounts to ensure that pre-commitment actions, such as approved procurement programs and procurement orders, are maintained within the available subdivision of funds. An initiation results in an administrative reservation of funds based upon procurement orders, requests, or equivalent instruments. It authorizes preliminary negotiation of procurement actions, but requires that the action must be referred to the official responsible for administrative control of funds prior to incurrence of the obligation. Since initiations are not part of the official accounting requirements, allotment issuers or receivers who require initiation accounting must ensure that the procedures and practices are cost effective. (Ref: DoD 7000.14-R).

Interface—. Interface is the performance, functional, and physical characteristics required to exist at a common boundary. The common boundary is where two or more assets (hardware/software) at the system, sub-system, or item level, converge and act upon one another (i.e., communicate, transfer data, etc.). Interface may also include the physical, electronic, electrical, functional, and/or the human-system integration characteristics two or more assets must exhibit in order to create a functional system.

Interservice, Interdepartmental, and Interagency—A unit or activity of one department, agency or command that occupies the facilities of, or receives support from, another department, agency or command, usually on a continuing basis. (Ref: AFI 65-601See also DoDI 4000.19).

Intraservice—An Air Force, Air Force Reserve, or Air National Guard unit or activity that occupies the facilities of, or receives support from, another Air Force, Air Force Reserve, or Air National Guard unit. (Ref: AFI 65-601).

Interdepartmental Support—Performed by a component organization of the Air Force for another government agency or department outside the DoD. (Ref: AFI 65-601).

Interservice Support—Performed by a component organization by one Military Service or element thereof to provide logistic and/or administrative support to another Military Service or element thereof. Such action can be recurring or nonrecurring in character on an installation, area, or worldwide basis. (Ref: AFI 65-601).

Maintenance Engineering—Includes the engineering effort require to review, assess, define, and resolve technical or supportability deficiencies revealed in operational service. Maintenance engineering efforts include such tasks as accident/incident/mishap investigation, analysis of deficiency reports, identification/analysis of degraded reliability or supportability trends, etc. Maintenance engineering includes all engineering effort required to define the problem, and identify the necessary corrective action. (Ref: AFI 65-601 and AFI 63-101).

Mean Time Between Failures (MTBF)—The formula for MTBF is total failures of the project item divided by the flying hour program or equipment months of the weapon system (Ref: AFMCMAN 23-101).

Mission Degradation Date (MDD)—This is the point in time reflecting when system operation capability will be impacted. In other words; in the current state of the NSN availability and supportability, unless corrective actions are taken, weapon system will be mission incapable by this date.

Obligation—Amounts of orders placed, contracts awarded, services received, and similar transactions during a given period requiring future payment of money. (Ref: AFPD 65-6, DoD 7000.14-R).

Production Engineering—Production engineering includes the engineering effort required to plan, design, and develop the tooling, materials, quality assurance, and manufacturing procedures necessary to achieve a cost effective, producible production article. Production engineering also includes configuration management as well as the review, evaluation, and resolution of test or service revealed production baseline technical and support deficiencies. (Ref: AFI 65-601, Volume 1, Attachment 1, *Terms*).

Reprogramming—Utilization of funds in an appropriation account for purposes other than those contemplated at the time of appropriation. Above threshold reprogrammings and those reprogrammings which involve general transfer authority require consolidation (Omnibus Reprogramming Request) and approval of the appropriate Congressional Committees. The Omnibus Reprogramming Request is normally submitted to OSD in the May-June timeframe. (Ref: AFI 65-601, Volume 1, Attachment 1, *Terms*).

Supplemental Appropriation—An act appropriating funds in addition to those in an annual appropriation act. Supplemental appropriations provide additional budget authority beyond original estimates for programs or activities (including new programs authorized after the date of the original appropriation act) for which the need for funds is too urgent to be postponed until enactment of the next regular appropriation act. (Ref: AFI 65-601, Volume 1, Attachment 1, *Terms*).

Strategic Alternate Sourcing Program Office (SASPO)—Physically located at Tinker Air Force Base, it is the enterprise-wide office that is responsible for the management and reporting of CSAG-S/GSD and Test Program Set (TPS) Sustaining Engineering project requirements that improve the safety, sustainability, reliability, availability, and maintainability of AF weapon systems.

Technical Data—A general term used when referring to any or all technical publications as a whole or separately, and without reference to any one specific type of publication, such as technical manuals, technical orders, composition, artwork, engineering data, engineering drawings, master layout drawing, un-dimensioned drawings, specifications, parts list automatic equipment program master tapes or cards, microfilm, printed copies, commercial manuals, film, sound tracks, or any other media used primarily for conveying technical information. The term technical data also applies to the reproducible copy from which multiple copies of technical data are reproduced. (Ref: AFI 65-601, Volume 1, Attachment 1, *Terms*).

Follow—on Technical Data Requirements - Requirements that occur after completing the acquisition phase, such as preparing automatic equipment program master tapes, cards, film, and sound tracks for out-of-production (in-service) equipment, and using Air Force-owned reproducible copy or reproducible master tapes for printing reproducing additional technical data for stock replenishment.

Initial Technical Data—The data in the form of multiple copies, film, sound tracks, and reproducible copy procured with the end item, equipment, or component thereof: revisions of such data as a result of or in connection with updating changes to production contracts; revision of technical data required in connection with the modification, or replacement program, revision of technical data in connection with operational maintenance contract; and new or changed data required by re-procurement action.

Technical Order (TO)—Air Force publications that give specific technical directions and information regarding inspection, storage, operation, modification, and maintenance of Air Force equipment. The various types of technical orders include technical manuals (TM), time compliance technical orders (TCTO), methods and procedures technical orders (MPTO), automation type technical orders (tapes and cards that are TO data in digital, magnetic, film, or sound form), index type TOs, and abbreviated TOs. NOTE: CSAG-S/GSD funds do not fund Technical Order (TO) reproduction or distribution. (AFI 65-601, Vol. 1, **Attachment 1**, *Terms*).

Termination—A procedure that may apply to any government contract, including multiyear contracts. Unlike cancellation, which is commonly effected between fiscal years and must apply to all subsequent fiscal years' quantities of items, termination may be effected at any time during the life of a contract and may apply to the total quantity or to a partial quantity of items. (Ref: AFI 65-601, Volume 1, Attachment 1, *Terms*).