*BY ORDER OF THE COMMANDER*          **AIR FORCE GLOBLAL STRIKE COMMAND**
*AIR FORCE GLOBAL STRIKE COMMAND*          **HANDBOOK 23-007**

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*Materiel Management*

**MATERIEL MANAGEMENT CUSTOMER
SERVICE HANDBOOK**

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This handbook implements Air Force Instruction (AFI) 23-101, *Materiel Management,* and is consistent with the guidance of Air Force Handbook (AFH) 23-123 *Materiel Management Handbook* and Air Force Manual (AFMAN) 23-122, *Materiel Management Procedures* It provides guidance on Logistics Readiness Squadron Supply Activity base organization and responsibilities. This handbook is applicable to HQ AFGSC and subordinate units and members. It does not apply to the Air National Guard, Air Force Reserve Command, or the United States Space Force. Criteria for items not addressed in this handbook may be found in AFI 23-10. To the extent its directions are inconsistent with other Department of the Air Force publications, the information herein prevails, in accordance with DAFI 90-160*, Publications and Forms Management*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System. 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 Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

## SUMMARY OF CHANGES

The interim changes revises AFGSCH 23-007 by updating applicable publication numbers to reflect administrative changes made to AFI 23-101, AFMAN 23-122, and AFH 23-123.

**Chapter 1**

**LOGISTICS READINESS SQUADRON/SUPPLY ACTIVITY CUSTOMER'S PROCEDURES**

**1.1. Chapter Overview.** This chapter covers standard practices and procedures that are important to customers of the Integrated Logistics System- Supply (ILS-S). In this chapter, several areas are discussed to include an introduction to the ILS-S, relationships between ILS-S and the customer, New Customer requirements, Precious Metals Recovery Program (PMRP), Price Challenge and Verification Program, the Logistics Readiness Squadron (LRS)/supply activity training, and materials removed from the Aerospace Maintenance and Regeneration Group (AMARG).

**1.2. Section Outline.** This section outlines the procedures for customers to follow in conducting day-to-day operations with the LRS/Materiel Management Activity through ILS-S, and it defines the responsibilities and duties of Materiel Management activity customers in relation to their interaction with the Materiel Management activity. The basic concepts, guidelines and procedures described in this section apply to all activities that use ILS-S.

**1.3. General Property Management.** All military and civilian personnel will operate and maintain government systems, equipment, and supplies in the best possible condition, in constant readiness, and in the absolute minimum quantities necessary to accomplish assigned tasks. Government property includes equipment, military equipment, and other accountable property (e.g., administrative property, special tools, and special test equipment). Subordinate commanders are responsible to their commanders for ensuring effective Supply discipline. Property management responsibility, in relation to property accountability referenced in Volume 1, Appendix 2 of DLM 4000.25 includes the determination or assessment of pecuniary liability for the loss, damage, or destruction of property resulting from negligence due to willful misconduct or deliberate unauthorized use. For further information to include roles and responsibilities when managing or controlling government property, refer to Department of the Air Force Manual (DAFMAN) 23-119 *Government Furnished Property.*

**1.4. Introduction to ILS-S.** ILS-S is the overarching term used to describe the systems used by base retail Materiel Management operations. ILS-S is comprised of the following sub-systems (Standard Base Supply System (SBSS), Enterprise Solution-Supply (ES-S), and the Air Force Supply Centralized Database (AFSCDB). Using ILS-S, logisticians, customers, and commanders can track every item in the supply system through standardized programs and procedures.

**1.5. Customer Contact Point.** The primary point of contact for Materiel Management Flight customers is the Customer Support Section. Customer Support may refer customers to one or more of the following six primary points of contact within the Materiel Management Flight if necessary.

1.5.1. Customer Support Section. Responds to customer logistics concerns and proactively anticipates problems that could stand in the way of wing units fulfilling mission requirements. It is responsible for interfacing with AFMC and provides guidance to work center supervisors on utilization of supply management products. The responsibilities listed below are IAW AFI 23-101, Chapter 1 Paragraph 1.6.19. **Note**: this list is not all encompassing.

1.5.1.1. Responsibilities include monitoring overall maintenance and materiel interface, and performing document control, customer support, research and base level records maintenance, base level stock control functions, bench stock management. Focal point for

customer feedback. Submit Price challenge and Verification program (formerly known as Zero Overpricing Program) submissions.

1.5.1.2.  Responsible for coordinating Base-Level Supply Customer Training as it pertains to Block I (General Materiel Management Indoctrination) and Block IIA/B (Bench Stock/Repair Cycle).

1.5.1.3.  Coordinate Materiel Management related training needs for decentralized materiel support personnel.

1.5.1.4.  Conduct quarterly visits to maintenance work centers, providing guidance for maintaining bench stock, shop and operating stocks, and assisting users in resolving any Materiel Management related problems. For Geographically Separated Units (GSUs), conduct quarterly telecoms in lieu of physical visits. **Exception:** Air Nation Guard/AF Reserve activities will conduct semi-annual visits.

1.5.1.5.  Conduct an annual supply procedural surveillance visit to maintenance/maintenance support work centers. Brief work center supervisors on results, follow-ups on corrective actions and provide a copy of the report to affected Unit Commander/ designated representative. The annual supply procedural surveillance visit may be conducted in lieu of one quarterly maintenance work center visit. For GSUs, conduct annual telecoms to address issues and physically visit the units at least once every three years.

1.5.1.6.  Coordinate with customers to obtain mission impact statements to substantiate supply assistance requests.

1.5.1.7.  When there is no Decentralized Materiel Support (DMS), reconcile maintenance and supply systems records by correcting mismatched records listed in the NFS540 Document Validation Report (DVR) contained in IMDS. Act as a focal point to coordinate and consolidate 1SH rejects and other management notices (e.g. IMDS report screen 113 outputs). Print and distribute them to the appropriate work center for resolution. Follow-up daily to ensure 1SH rejects are resolved.

1.5.2.  Equipment Accountability Element (EAE). EAE serves as the base equipment review and authorization activity and manages all base level equipment items within the LRS APO's purview, except for vehicles. EAE is responsible for updating base level data in the applicable Accounting Property System of Record (APSR). Assist installation equipment custodians with processing equipment transactions.

1.5.2.1.  Provides Materiel Management support and guidance to Accountable Officers (AOs), Responsible Officers, and Responsible Persons in the control and accountability equipment assets within the correct APSR.

1.5.2.2.  Review accuracy of DPAS AF Form 601, *Authorization Change Request*. Ensure equipment custodians and commanders are signing and utilizing DPAS Custodian Inventory reports.

1.5.2.3.  Advises approving and/or appointing authorities on equipment guidance and procedures affecting lost, stolen, damaged, or destroyed government property (Class II, VII and IX). Provide Block III, COMSEC, and Item Unique Identification (IUID) training to custodians.

1.5.2.4.  Ensure accountable equipment items that are verified as directed are marked with an Item Unique Identification (IUID) and Unique Item Identifier (UII) label is serviceable, readable, and associated with the correct DPAS property record information if IUID program is fully implemented.

1.5.2.5.  Responsible for updating data for War Reserve Materiel (WRM) equipment records.

1.5.2.6.  Manage Communication Security/Controlled Cryptographic Item (COMSEC/CCI) and Small Arms/Light Weapons (SA/LW) reconciliation.

1.5.2.7.  Conduct annual visits on all organizational equipment accounts. Provide copy of report to the LRS and unit commander or unit representative.

1.5.2.8.  Ensure equipment custodians/commanders are signing/utilizing a Customer Authorization/Custody Receipt Listing (CA/CRL) or Custodian Inventory Reports from the Defense Property Accounting System (DPAS). The only authorized equipment custodian listing is the one generated by DPAS.

1.5.3.  Flight Service Center (FSC). This section serves as the primary point of contact with maintenance units regarding repair cycle management. The FSC monitors all items requiring repair or replacement from time of backorder/issue until returned to LRS.

1.5.3.1.  Key duties include managing supply points, time-change, Time Compliance Technical Orders (TCTOs), Due-in From Maintenance (DIFM), Found on Base (FOB), Awaiting Parts (AWP), turn-around, local manufacture, and Quality Deficiency Report (QDR) programs.

1.5.3.2.  Process DIFM returns and serves as the single return processing point for materiel in FB/FE accounts.

1.5.3.3.  Act as a turnaround processing point supporting organizations not supported by the Integrated Maintenance Data System (IMDS).

1.5.3.4.  Review and update the repair cycle data.

1.5.3.5.  Coordinate disposition of unserviceable assets.

1.5.4.  Aircraft Parts Store. Key duties include storing and issuing select weapon system spares and in-warehouse supply assets, selecting items to be shipped or transferred, conducting warehouse validations, maintaining central locator functions, performing warehouse inspection functions (i.e. shelf-life, functional checks), managing Readiness Spares Packages (RSP), and managing the staging area for delivery of items.

1.5.5. Individual Protective Equipment (IPE**).** Responsible for the storage, inventory, inspection and issue of mobility bags, base mobility small arms/light weapons, Chemical, Biological, Radiological, Nuclear (CBRN) IPE and Individual Body Armor (IBA). Provides support as specified in DAFI 10-2501, *Emergency Management Program,* Chapter 5 and AFI 23-101 Chapter 5.

1.5.6. Inspection Section.  Responsible for conducting limited inspector training to all personnel assigned materiel manager limited inspector duties.

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

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

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

1.5.6.4.  Stores incomplete items and notify LRS TCTO Monitor to initiate issue requests for items that are needed to bring incomplete assemblies to a serviceable condition. Provides Precious Metals Recovery Program training.

**1.6.  New Organization Requesting Supply Support from LRS.**  Based on AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedure:* Host- Tenant Support Responsibilities of US Air Force organizations, support agreements (if applicable) or upon activation of general orders, the requesting organization commander must submit a letter or form to Customer Support Liaison Element in the Materiel Management activity to obtain an organization code to begin receipt of supply support for the organization's mission. The following information is required to support this request:

1.6.1. Organization Title. Use the organization title to identify the specific organization, detachment, function, etc., for which the organization record is established, i.e. *(2 AMXS/FLY ORG, 90 MOS/MXOP).* Off-base organizations that have an activity address code different from the host (computer support base) enter their activity address code in the first six positions of the organization title field (for example, FY8018 Boeing Commercial Airplanes). Refer to DLM 4000.25 DLMS for activity address codes. Data in this field are printed on off-base issue and due-out release documents.

1.6.2.  Organization Code**.**  Identifies an organization, unit, or detachment receiving logistical support from the LRS CC/AO and/or identifies internal functions of the LRS CC/AO. Many Accounting & Finance (A&F) and Supply internal program decisions are made based on a specific organization code or on a series of these codes. The organization code occupies positions 2, 3, and 4 of the organization document number. The Customer Service Liaison Element will assign this 3-digit number. **Note:** Example Document Number with organization code highlighted: *J147HS70018100*

1.6.3.  Force Activity Designator (FAD).  The FAD is a one-position numeric character that is applied on customer issue requests.  The authorized FAD codes are one (I) thru five (V).  The FAD signifies the relative order of importance of a supported organization requesting supplies and equipment items. Additionally, ILS-S uses the FAD, in conjunction with the Urgency of Need Designator (UND), to determine the priority designator assigned to output requisition transactions used for customer backorders. Customer Service Liaison Element can verify the assigned FAD through an OCCR INQ in ILS-S.

1.6.4.  Primary Delivery Point. Building number, room number, etc.

1.6.5.  MAJCOM Code: GS-AFGSC, 1S-USSF

1.6.6.  List of Serviceable or Unserviceable Property Pickup Points, if applicable. Building number, room number, etc. If the shop will handle DIFM items, a primary and alternate DIFM

Monitor needs to be appointed via memorandum and attend Block IIB Repair Cycle Training IAW AFI 23-101, Paragraph 4.3.2.1.

1.6.7.  List of Authorized Shop Codes: two digit alpha code.  For example, Egress: EG

1.6.8.  List of all applicable Allowance Standard (AS) Documents.

1.6.9.  Specifics on Use of Consolidated or Separate Bench Stocks. (*If required*)

1.6.9.1. If the shop establishes a bench stock account, the supported organization commander will submit a letter to the LRS CC/AO requesting the establishment of a bench stock. The letter will also specify a maximum dollar threshold for the unit price on bench stock details IAW AFI 23-101 Paragraph 5.3.7.1.1.

1.6.9.2. The supported organization commander will appoint a bench stock monitor in writing. These individuals will be required to attend Block I (General Supply Indoctrination) and Block IIA (Bench Stock Management) IAW AFI 23-101, Para 5.3.7.1.4.

1.6.10.  Specifics on ICBM maintenance.  The organization determines use.

1.6.11.  Satellite Account Requests. Specify stock record account number and address of the DLADS servicing the satellite.

1.6.12.  Awaiting Parts (AWP) Delivery Destination.  If applicable, follow local procedures. If the shop will process AWP items, a primary and alternate AWP monitor will be appointed in writing for each maintenance activity to manage their own individual AWP program liaison with FSC. These individuals are required to attend Block IIB Training IAW AFI 23-101 Paragraph 1.8.4.3.1.1.

1.6.13.  IMDS (Integrated Maintenance Data System).  Show identification code, if applicable.

1.6.14. Weapon Systems and End-Items by SRD. Show those being supported by the organization.

**1.7.  Authorization to Receipt for Property.** Organizations requesting property from the LRS are required to identify key individuals authorized to receipt for property.  Requesting organizations should follow the procedures below to identify key personnel and establish the authorization to receipt for property:

1.7.1.  Submit a letter to the Customer Support identifying individuals authorized to receive classified and NWRM property. The letter will contain the data elements specified in AFH 23-123, Vol 2, Pt 1, Chapter. 5, Receipt Authorization Record for Classified/NWRM Property.

1.7.1.1.  For munitions, per DAFMAN21-201 the squadron commander (or equivalent) of Munitions units shall appoint in writing personnel authorized to process, ship, and receive Arms, Ammunition, and Explosives (AA&E), classified assets; order, issue, package, turn-in, store, inventory, ship, and receipt for NWRM IAW AFI 23-101; and sensitive material IAW AFI 24-602 Volume 2, *Cargo Movement*. The appointment letter will be updated annually, or as changes occur, and will be provided to the Munitions Accountable Systems Officer (MASO). The commander's memorandum may be used in lieu of a separate appointment letter from the MASO to appoint NWRM Inventory Officer(s) IAW DAFI 24-602 Volume 2, paragraph 1.8.37. Ensure all personnel, who handle, process, receipt,

ship, and receive AA&E, classified, NWRM, and sensitive materiel are properly trained and certified.

1.7.1.2.  For classified equipment, the initiating activity will submit all requests to appoint or change a custodian directly to the EAE. EAE will provide a copy of this request (letter) to Document Control, or Customer Support, and Vehicle Operations so they can update the Authorization Receipt Listing and notify internal Materiel Management Activity agencies of the change/update.

1.7.1.3.  Every June and December the initiating activity reviews the Authorization Receipt Listing provided by the LRS CC/AO, annotates required changes, signs and dates the listing, and returns it to the LRS CC/AO.

1.7.1.4.  Retain the Classified and NWRM Authorization Receipt Listing from Document Control or Customer Support until an updated listing is received.

**1.8. Establishing an Equipment Account.** Organization commanders are responsible for ensuring the following are accomplished:

1.8.1.  Appoint primary and alternate equipment custodians in writing for all equipment accounts in his/her organization. Custodians must be commissioned officers, NCOs, warrant officers, contractors (as specified in contract), or civilians (minimum civilian grade is GS-5, NAF-III or other equivalent civilian pay grade series). Local wage rate (LWR) employees (foreign employees in host countries) may be appointed primary or alternate custodian ONLY if the host country's laws hold them financially liable.

1.8.2.  The appointment letter will be signed by the commander and should include Section title, name and grade of primary and alternate custodians, organization, and shop code, building number of the custodian's duty section, telephone number/email address, and signature for both the primary and alternate equipment custodians.

1.8.3.  Unsigned Equipment Accounts. If a commander/designated representative allows primary/ alternate equipment custodians to depart a duty station or unit without designating a new replacement to receipt for the equipment account within 45 calendar days prior to departure, the commander will immediately sign the CA/CRL and accept responsibility.

1.8.4.  Equipment accounts will be inventoried a minimum of annually (semiannual for COMSEC and controlled items, with the exception of pilferable assets). CA/CRL will be signed by custodian(s) and unit commander/designated representative using original or digital Controlled Access Card (CAC) signature, within 15 workdays (30 workdays for off base units) of the date.

1.8.5.  Equipment custodians/commanders should be signing/utilizing equipment listing pulled from DPAS. **Note:** Organization commanders are also responsible to ensure the above are accomplished for equipment accounts already established.

**1.9. Customer and Materiel Management Activity Relationships.** Customer Training. The customer's actions can influence the Materiel Management Flight's ability to support mission requirements. Organization commanders must be familiar with their responsibilities as stated in DoDI 5000.64_DAFI 23-111, *Accountability and Management of DoD Equipment and Other Accountable Property*. The LRS/CC will help commanders in their efforts by providing an effective customer training program as directed per AFI 23-101. Organization supply

representatives who communicate, coordinate, and cooperate effectively will have a mutual understanding of assigned missions, help solve problems, and provide effective supply support.

1.9.1. Materiel Management Training**.** Training is available from the Customer Support Section within LRS within the Equipment Accountability Element (EAE), and Flight Service Center (FSC).

1.9.1.1. Responsibilities. Organization commanders and supervisors are responsible for ensuring the following:

1.9.1.1.1. All equipment custodians complete the following training: Block III (Equipment Management Training), COMSEC, and Item Unique Identification (IUID) training to custodians. Contact your local Equipment Accountability Element to schedule.

1.9.1.1.2. The Customer Service Liaison Element provides Base-Level Supply Customer Training as it pertains to Block I (General Materiel Management Indoctrination) and Block IIA (Bench Stock).

1.9.2. Block I. General Supply Indoctrination. Unit Commanders will ensure individuals initially assigned as bench stock monitors, organizational resource advisors and organizational materiel control personnel attend Block I, General Materiel Management Indoctrination.

1.9.3. Block IIA, Bench Stock Training. Unit Commanders will ensure bench stock monitors attend Block IIA.

1.9.4. Block IIB, DIFM Training. Unit Commanders will ensure all DIFM and AWP monitors will attend Block IIB.

**1.10. Organizational Funds.**  LRS personnel do not perform funds management responsibilities for organizations; however, their management reports are helpful when budgeting and controlling the funds allotted to each organization by the base comptroller to purchase supplies and equipment. For further information on reports, see **Chapter 5** of this handbook.

**1.11. Organization Refusals.**  Customers may refuse to accept an item because it is misidentified, unserviceable, damaged, unsuitable substitute and/or issued in excess quantity at time of delivery. When this occurs, the person refusing the property (the custodian or his alternate for equipment items) must annotate all copies of the ISU/MSI/DOR document with the phrase ORGANIZATION REFUSAL, give a brief explanation for refusing the property, and sign the document. Wrong item customer orders or items received due to customer failure to cancel a due-out DO NOT constitute an Organizational Refusal. LRS transportation personnel will return the property along with the issue/due out release document to Materiel Management inspection activity for further processing. When an item does not work as it was intended or is deficient that is when the customer is responsible for submitting a Quality Deficiency Report (QDR) versus returning that item to supply.

**1.12. Quality Deficiency Reporting.**  Upon receipt of a supply or equipment item from LRS with a deficiency or latent defect, report the Deficiency Report asset and prepare the asset for immediate turn-in IAW TO 00-35D-54, *USAF Deficiency Reporting, Investigation, and Resolution*. The Flight Service Center will store deficiency report exhibits until final disposition instructions have been received. Guidance regarding these items can be found in TO 00-35D-54. For further information on Deficiency Reports, refer to **Chapter 6** of this handbook.

**1.13. Price Challenge and Verification Program.** To assist the Materiel Management activity customer in controlling and managing allotted funds, the Air Force has a program called Price Challenge and Verification Program.  Using this program, customers can and should challenge prices on items that seem to be too high.  It is important to review supply documents and listings for prices being charged.  If there are suspect pricing discrepancies, contact the Customer Support Liaison Element to make a price challenge.  Further information can be found in AFI 23-101, Section 8.5.

**1.14. Precious Metals Recovery Program.** A DoD program for identification, accumulation, recovery, and refinement of precious metals from excess and surplus end items, scrap, hypo solution, and other precious metal bearing materials for authorized internal purposes or as GFM. The PMRP encompasses gold, silver, and the platinum group metals (platinum, palladium, iridium, rhodium, osmium, and ruthenium).

1.14.1. Activities including tenant activities, using precious metals will appoint a PMRP monitor in writing to manage precious metals and provide copies to the installation PMRP manager. PMRP managers will ensure operating instruction are developed and implemented as required to comply with overall program requirements.

1.14.2. PMRP monitors will review supply listings daily and establish a log of expected returns for precious metal items issued. At a minimum the log will contain NSN, nomenclature, quantity, date issued, date returned. All items issued must have corresponding paperwork to indicate proper disposal IAW DoDM 4160.21 Volume 1, *Defense Materiel Disposition: Disposal Guidance and Procedures*. At a minimum, accumulated returns will be disposed of every 180 days regardless of amount accumulated. Disposal paperwork with applicable signature or stamp will be maintained for a minimum of 2 years.

**1.15. Defense Logistics Agency Disposition Services (DLADS).** Withdrawing Materiel from DLADS. All property withdrawals from DLADS (regardless of the asset condition) must be for valid, documented official requirements. DLADS withdrawals are subject to the same criteria as requests from other DOD sources, (i.e., all withdrawals must be properly accounted for and posted in the ILS-S). Local retail supply activities document and approve DLADS withdrawals for established customer or stock replenishment requirements. **Exception:** If the requested item is AFMC-managed (ERRCD XD2) and budget code 8, AFMC item manager approval must be obtained prior to physical withdrawal of the asset from DLADS. Item manager approval is necessary to ensure there is a valid AF requirement for the asset prior to withdrawal.

1.15.1. DLADS Withdrawals for organizational requirements. DLADS withdrawals for organizational requirements must be for assets normally authorized for requesting organizations and specific customer requirements. For audit purposes, base activities (other than NAF activities) must request all property (regardless of condition) located in DLADS through the retail Materiel Management Activity.

1.15.2. The retail Materiel Management Activity ensures the requester is an authorized representative of the requesting organizational activity. Authorization for organizational DLADS withdrawal may be accomplished using any local approval procedure. For example, authorization letters from the unit commander, alpha rosters, or simply checking for valid identification may suffice. With few exceptions, organizational requests to withdraw property from DLADS must be established in the ILS-S to support valid customer requirements (due-

out) and create audit trails for each DLADS withdrawal. Contact your Materiel Management activity for the local requirement.

**1.16. Materiel Management Activity Forms.** The following forms are needed to obtain service and support from the Materiel Management activity.

**Table 1.1. Air Force Forms.**

| Number | Title |
|--------|-------|
| 86 | Request for Cataloging Data/Action |
| 601 | Equipment Action Request |
| 1230 | Standard Reporting Designator (SRD) Candidate |
| 1297 | Temporary Issue Receipt |
| 1445 | Materials and Equipment List |
| 2001 | Notification of TCTO Kit Requirements |
| 2005 | Issue/Turn-in Request |

**Table 1.2. AFTO Forms.**

| Number | Title |
|--------|-------|
| 350 | Repairable Item Processing Tag |

**Table 1.3. DD Forms.**

| Number | Title |
|--------|-------|
| 250 | Material Inspection and Receiving Report |
| 1149 | Requisition and Invoice/Shipping Document |
| 1348-1A | Issue Release/Receipt Document |
| 1348-6 | DoD Single Line-Item Requisition System Document (Manual - Long Form) |
| 1574 | Serviceable Tag - Materiel |
| 1575 | Suspended Tag - Materiel |
| 1576 | Test/Modification Tag – Materiel |
| 1577 | Unserviceable Condemned |
| 1577-2 | Unserviceable (Reparable) Tag Materiel |

**1.17. AFMC Aerospace Maintenance and Regeneration Activity Assets (AMARG).** The removal or reclamation of reparable assets from the AFMC Aerospace Maintenance and

Regeneration Activity to satisfy valid requirements is accomplished only through the wholesale IM in conjunction with the single manager.

**1.18.  Alphabetical Reference Index.  Attachment 1** lists commonly used data elements, terms, the applicable corresponding AFI's, and regulations. Materiel Management Customer Support can assist you in using any of these references.

**1.19.  For an index of Acronyms and Abbreviations see Attachment 1.** For an index of data elements and definitions see **Chapter 6**. For a complete master index of data elements, definitions and standard supply codes see AFH 23-123v1.

**Chapter 2**

**CUSTOMER REQUIREMENTS**

**2.1. Overview.** This chapter discusses the policy, process, and procedures applicable to retail supply customer requests for supplies and equipment, management of customer backorders, and the creation and management of bench stock accounts.  The remainder of this chapter is organized into three sections: Customer Issue Requests, Customer Backorders, and Bench Stock Management.

2.1.1. Customer Issue Requests. This section discusses the policy and processes applicable to customer requests for supply and equipment items.  It explains how customer requests are prioritized and the process for requesting special/unique items from the Materiel Management flight. Lastly, it details the submission methods for customer requests to the Materiel Management flight.

2.1.2. Customer Backorders. This section describes the processes and procedures associated with backorder management.  It discusses how a customer due-out is created in the retail supply system. Then, described the due-out follow-up process. Finally, the customer due-out validation processes are discussed.

2.1.3. Bench Stock Management. This section provides an overview of the policies and processes underlying Bench Stock Management.  It starts with a general discussion of customer bench stock accounts.  Then, explains the policies and procedures for the establishment of bench stock accounts, the bench stock re-supply process, and the bench stock review process.

**2.2. Customer Issue Requests.**  This section details the responsibilities and processes related to the placement of customer requests via the retail supply system/ILS-S. The ILS-S supports many different types of customer requests, for example—supplies, bench stock, supply point, equipment, Special Purpose Recoverable Authorized Maintenance (SPRAM), and special/ unique items. The priority assignment and submission of customer requests are also discussed in this section.

2.2.1. Types of Customer Issue Requests. Air Force policy requires that base customer requests for supplies and equipment items be submitted to ILS-S.  Normally, the AF Form 2005 is used to prepare customer issue requests. Refer to **Figure 2.1** for an illustration of customer issue requests process flow in the ILS-S. See **Table 2.1** for customer issue request submission methods.  See **Figure 2.2** for AF Form 2005 preparation details.  Routine requests are used for items that do not normally cause any type of work stoppage or mission degradation condition. Regardless of the type of customer request, customers must identify specific data elements with their request, such as the priority, force activity designator (FAD)—see **Table 2.6**), urgency justification code (UJC)—see **Table 2.6**), mark-for (see **Table 2.7**), item identification, job order number, etc.

2.2.1.1.  Expedited Issue Requests. Expedite requests represent an urgent need for an asset from Materiel Management in order to prevent a work stoppage or other mission degradation condition, and when materiel is required to satisfy mission requirements in a short period. These issue requests have an urgency of need designator (UND) code equal to 'A' or 'B' and are normally assigned a supply response priority of 01 thru 04. Refer to **Table 2.5** for additional explanation about UND codes. **Note**: High priority issue requests increase the overall costs of supply support by increasing transportation and handling costs.

To minimize these costs, make sure the UND assigned is consistent with the urgency of need. Misuse of priority designators adversely affects the integrity of the retail supply system, wastes resources, and the ability to support the overall mission and degrades the overall support you receive.

2.2.1.2.  Routine Customer Issue Requests. Routine customer issue requests are assigned an urgency of need designator (UND) equal to "C" and normally have a supply response priority 05 or higher. Routine customer issue requests do not normally cause work stoppages or mission degradation condition. Examples of routine customer requests may include paint products, rags needed for routine maintenance, furniture, pens, paper, and other assorted supplies and equipment. Bench stock issue requests are normally considered routine requests.

2.2.1.3.  Mission Capable (MICAP) Customer Requests. MICAP customer requests are the highest priority type of expedite request and are used to order parts required for the repair of mission essential equipment. The first position of the urgency justification code (UJC) equal to slash (/), one (1), or J denotes MICAP customer requests in the retail supply system. Requests for items to satisfy MICAP conditions are processed in ILS-S as "Fill" or "Kill". If the requested item(s) are available in stock, they are issued to customer and no further action is required. However, if assets are not available, the customer must provide specific details about the order that alert their Decentralized Materiel Support (DMS) or Customer Support a MICAP condition exists. When a MICAP condition exists, the supply customer provides the appropriate MICAP UJC as part of the customer order verification process.  The UJC identifies the requested item to a specific end item, mission, or type of issue request.  Refer to **Table 2.6** for list of authorized MICAP UJCs.

2.2.1.4. Awaiting Parts (AWP) Customer Requests.  AWP customer requests identify materiel needed to repair other spares. Urgency justification code (UJC) 'AR' and 'BR' denote AWP requests in the retail supply system.  AWP customer requests may be placed for expendable (bit and piece), or shop replacement unit (SRU) items required to repair a line replacement unit (LRU). The end item application must be entered on AWP requests. When items required to satisfy AWP customer requirements are not available from retail supply system stocks, the requests are normally backordered. When ordering AWP items, the DIFM document number is used as the Mark-For.

2.2.1.5.  Requests for Special/Unique Items. There are numerous categories of items and circumstances where normal (automated) ILS-S issue procedures do not apply. Examples include: NWRM, reduced price items; health hazard items; forms; local manufacture items; non-stock listed items; and rubber stamps that require special issue procedures. Also, under certain circumstances, customers may request issue of unserviceable items managed on ILS-S unserviceable detail (R920) records. When requested, special issue procedures and coding are required. Refer to **Table 2.8** for the procedures to request special/unique items. When requesting items that contain hazardous or potentially hazardous material, Enterprise Environment, Safety, and Occupational Health Management Information System (EESOH-MIS) is the source of organizations authorized to procure and issue hazardous materials on the installation. Customer not an EESOH-MIS authorized user must obtain authorization from the installation Hazardous Materials Management Process (HMMP) team before hazardous material (HAZMAT) is issued in accordance with AFMAN 32-

7002, *Environmental Compliance and Pollution Prevention*, See **Table 2.10** for the information used to identify hazardous materials.

2.2.1.6.  Requests for Non-NSN/Local Purchase Items. Some expedite, routine, and local purchase customer requests are for non-stock listed items. That is, the item part number (if applicable) may not cross reference to a stock number. In these instances, supply customers submit a DD Form 1348-6 (non-NSN requisition, manual) to the Materiel Management Customer Support.  To ensure the correct item is ordered, supply customers should make every effort to provide complete item descriptive information.  Such information includes the price, allowable price tolerances, and suggested sources of supply. Refer to **Table 2.9** for DD Form 1348-6 preparation instructions.

2.2.1.7. Part Number Supply Support Request (PNSSR). Upon receipt of a 1348-6, customer support will log into PNSSR and research if the part number has a previous request in the system. If there is a previous record, they can see a history of the number of times and when, that part has been requested before on a 1348-6. The ES community will also use this as a tool to determine if a stock listing action should be initiated based on demand. The Part Number Coordination Request page must be reviewed for any notes from the ES or EN. A new 1348-6 will continue to be created in PNSSR by the requestor if:

2.2.1.7.1.  There is not a good NSN or suitable sub NSN found in your research. "Non-Definitive (ND) Numbers are NOT a valid "NSN.""

2.2.1.7.2.  A local manufacture at the field level cannot be accomplished and you are requesting a   depot manufacture.

2.2.1.7.3.  A local purchase needs to be accomplished.

2.2.1.7.4.  No previous disposition is available.

2.2.1.7.5.  SOS/SMR not determined in TO or drawings.

2.2.1.7.6.  The requirement is NOT a MICAP.  For all valid MICAPs, submit hard copy 1348-6 and supporting documents to the appropriate MICAP section at Langley or Scott AFB.

2.2.1.8.  If no previous record exists, they will continue and initiate a new 1348-6. Once all information has been input, it will be sent to the appropriate Part Number Office: Hill, Tinker or Robins. Upon completion a PSNR number will be provided. You should receive the PNSSR number from customer service and you can access the PNSSR system to check the status of the backorder.

2.2.1.9. PNSSR        Access.    All      Users      will      log      into: **https://pnssrs.hill.af.mil/pnssrs/Default.aspx**. It can be accessed by any user who has a .mil e-mail address. Prior to using the system, you will need to complete a DD Form 2875 requesting access and submit it to your PNSSR POC at **406scms.gulab.pnssrs@us.af.mil**.

**2.3.  Supply Response Priorities.** The supply response priorities (determined by the customer) are used to indicate the maximum time that may elapse from the time the Materiel Management activity receives the customer request until the customer physically receives the materiel. Additionally, customers must specify an appropriate supply response priority for orders. The Supply response priorities (01 thru 07) denote the maximum time that may elapse before assets are delivered to the customer. Refer to **Table 2.4** for an explanation of the supply response

priorities. Per AFI 24-301 *Ground Transportation*, Priority cargo, to include Priority 01 and Priority 02 ISUs, will be delivered as soon as possible (goal is within 30 minutes). **Note:** that the LRS commander will establish servicing times and that DOR priority cargo will be delivered during schedule sweeps LGRM and Inbound Receipt Process (IRP) Section are responsible for notifying Vehicle Operations when priority cargo is ready for delivery (placed in holding area). **Exception:** Scheduled sweeps may be used if delivery meets customer requirements. Priority cargo/MICAP/NMCS/999 and classified cargo, resulting from due-out release (DORs) will be delivered during scheduled sweeps, unless VOCC is contacted for an unscheduled delivery.

**2.4. Supply Points.** Supply points are an extension of warehouse stock. The supply point authorization will not exceed the requisition objective. Organizational Requests to exceed the RO must be submitted to the Materiel Management Activity. The organizations requesting a supply point will coordinate with Flight Service Center and provide the necessary space and facilities. The LRS will maintain overall accountability and control of supply point assets. Supply point monitors will be appointed in writing by their organizational commander to manage and account for supply point assets IAW AFI 23-101, Paragraph 5.3.4.4.

2.4.1. Advantages of Maintaining Supply Points. The purpose of supply points is to forward warehouse supply stocks, thus making the assets more readily available to using activities. Supply points are set up via coordination between the Materiel Management activity and the applicable Maintenance Control Officers or other appropriate organizational managers. The supported organization's supply point monitor is responsible for the overall management and control for those supply point within their possession, to include assist the Materiel Management activity personnel during scheduled inventories, maintain supply discipline when ordering assets from the supply point, ensuring assets in supply points are serviceable, and provide secure space and facilities to store assets.

2.4.2. Supply Point Qualification. Items stocked in supply points are usually assets peculiar to the needs of the activity being supported; however, items common to more than one Maintenance function may be stocked in a supply point. Any item(s) of supply except equipment items (ERRCD NF, ND) are authorized for stockage in supply points. Prior approval from the Materiel Management activity is required before stocking expendable items (ERRCD equal XB3) in supply points.

2.4.3. Supply Point Establishment Requests. Organizations requesting the establishment of a supply point must submit a list of desired items to the Flight Service Center (FSC). This list shall include all assets to be stored in the supply point and include the following item information: stock number, part number, nomenclature, end item application (i.e., weapon system, end item, or equipment), and identify if functional check is required for the assets.

2.4.4. Supply Point Adjusted Stock Level (ASL) Requests. Supply points assets are forward stock and must be supported by positive requisitioning objective. Therefore, there may be times when a supply customer is asked by Materiel Management personnel to prepare and submit an ASL request to establish and maintain a point stock level. Failure to submit the ASL could delay supply point support. See AFMAN 23-122, Chapter 2, Paragraph 2.2.5.2 for ASL request submission instructions. Activities may submit requests for ASLs to AFMC using a digitally signed email. LRS will send ASL requests to the appropriate AFMC activity for an analysis/review.

2.4.5. Supply point reconciliation. Semiannual reconciliations of all supply points are mandatory. Reconciliations will be performed by Supply Point Monitors. Organizational commander and supply point monitor will sign completed reconciliation. The reconciliation will review items less than authorization, verified excesses, and balance discrepancies. One of the semiannual reconciliations will be done at the same time as the annual supply point inventory. Supply Point Monitors are required to attend Block IIB DIFM training and may request additional training from Flight Service Center.

**2.5. Customer Backorders.** This section describes how supply customers can monitor their backorders for supplies and equipment in ILS-S. In this section, we discuss the customer due-out process, including the procedures for creating, modifying, and canceling customer backorders. We discuss the funding implications when due-outs are created and cancelled. We then explain the due-out follow-up process in the retail supply system. Lastly, we detail the customer due-out validation process.

2.5.1.  Creating Customer Backorders (Due-Outs). Customer backorders (due-outs) are created in ILS-S as necessary when customer requirements cannot be immediately satisfied from stock. Refer to **Figure 2.1** for details about the customer backorder process flow in the retail supply system. To place a backorder, customers must provide specific information about their order request to ensure the backorder is correctly created in the retail supply system.  The customer must ensure their organizational account has sufficient funds available to pay for the requested item, if necessary. **Note**: Point of Sale. For non-fly AF customer orders and all non-AF orders, customer funds are obligated at the time an order is placed with base or depot supply. For flying hour orders from approved AF flying hour customers, flying hour appropriated funds must be available before billings occur based on actual hours flown, and are obligated at the beginning of the month billings are to occur. In addition to providing basic order request information (stock number, required quantity, organization, and shop code, etc.), customers must ensure the appropriate urgency justification code (UJC) is entered on the order requests. See **Table 2.7** for additional details about the UJC. **Note**: Some UJC(s) causes an automatic backorder in ILS-S when no assets are available in the LRS.

2.5.2.  Modifying Customer Backorders. There may be times when supply customers may need to change data on an existing backorder in ILS-S. To request modification of a backorder, customers should contact the Customer Support Section. The following elements may be changed on customer backorders: supplementary address, project code, force activity designator (FAD), urgency justification code (UJC), required delivery date (RDD), and mark-for. Once the requested changes are processed by Customer Support personnel, ILS-S sends the appropriate transactions to update any applicable requisition for that backorder to the source of supply.

2.5.3. Canceling Customer Backorders. Customers may request cancellation of existing backorders when necessary. To request cancellation, customers submit request to the Customer Support. The cancellation requests may be submitted via written correspondence or identified for cancellation on one of the backorder review listings (daily document listing (D04), priority monitor report (D18), etc., The Cancellation requests shall include: 1) the stock number; 2) the due-out document number; 3) the cancellation quantity; 4) the individual requesting cancellation; 5) and the maintenance action taken code and net repair cycle days if item falls under DIFM control.

2.5.3.1. Funding Implications for Backorder Cancellation. There are instances when customers are still charged for an item, even if a cancellation is requested. The charge to the supply customer is called a direct charge (Document identifier code = 1PU). When a direct charge is applied, it denotes the AF Stock fund incurred expenses that cannot be recovered, therefore, the customer still must be charged for the requested item. Refer to **Table 2.2** for details about canceling customer backorders and the rules used by ILS-S for granting credit.

2.5.4. Backorder Review and Validation Process. Supply customers are responsible for periodically reviewing their backorders in ILS-S to ensure all backordered items are still needed. This review is vital, because it affects customer funds and the availability of applicable weapon systems, end items, and equipment. The review is conducted between the Materiel Management activity and the supply customer. When backorder items are no longer required, cancellation should be requested. Refer to **Table 2.13** for the procedures to accomplish the backorder review and validation process.

2.5.5. Backorder Follow-Up Process. Customers should contact Customer Support to follow-up on the supply status of existing firm customer backorders when the expected delivery date is not satisfactory. Requests for follow-up will be submitted in writing. The requests must include the stock number, the document number (from the issue request), and the quantity requested, the requisition number (if known), The Customer Support Section determines the status of the backordered item, including what actions have been taken by the depot to satisfy the backorder requests, and provides a response to the customer.

2.5.5.1. Requesting Improved Status via Supply Assistance Request message. When all other attempts have failed to acquire current or improved status for priority 01-08 requisitions, the supply assistance request message should be used. The Customer Support Section will assist customers with preparing supply difficulty and supply assistance requests for forwarding to AFMC. AFMC will combine base inputs and submit assistance requests to the appropriate action ALC/ICP, and return responses to the initiators. The supply assistance request message informs the source of supply how the lack of the requisitioned item affects mission support. When submitting a supply assistance request the request must include the stock number, the document number (from the issue request), and the quantity requested, the requisition number (if known), and a mission impact statement. The mission impact statement communicates the mission impacts attributable to the non-availability of the item on backorder.

**2.6. Bench Stock Management.** Bench stocks are generally comprised of low cost, expendable items (assigned ERRCD= XB3), non-hazardous, high use items that are physically located and stored within the maintenance work area. The bench stock process was designed as an efficient and effective method for increasing mission support. The main advantages of a customer bench stock account are 1) the ready availability of items when needed and 2) the reduced administrative burden (no paperwork) to customers using the assets. This section describes the processes for supply customers to manage their supply bench stock accounts. We detail the bench stock procedures for establishing and re-supplying organizational bench stocks, and the bench stock review process.

2.6.1. Set-Up of Bench Stock Account. Setting up a bench stock is a joint effort between the customer organization and Customer Support. The supported organization must coordinate

with the Customer Support Section to communicate what types of items are authorized on bench stock, to set up a maximum dollar threshold, and to identify the bench stock location. The supported organization commander will appoint a bench stock monitor in writing as well as a letter to the Customer Support to request a maximum dollar threshold be established for the bench stock account. The threshold identifies a ceiling/cap on the unit price for an item on the bench stock account. The maximum dollar threshold may vary from organization to organization and is at the discretion of the supported organizational commander. Exceeding the established dollar threshold for any item requires a letter of justification from the supported organization commander. This letter will be maintained on file in the Customer Support Section attached to the original bench stock request letter. This letter will be maintained attached to the original maximum dollar threshold letter.

2.6.2. Bench Stock Maintenance Responsibilities.  Organizational customers and Customer Support Section personnel must perform a variety of duties to effectively maintain a bench stock account.  Refer to **Table 2.15** for an explanation of those specific responsibilities. Also, see, AFMAN 23-122, Chapter 5 for additional details about the bench stock process.

2.6.2.1. Routine Bench Stock Cycle Replenishment. Bench stock items should be replenished when the quantity on hand is equal to or less than 50 percent of the authorized quantity. This should be done once every 30 days (or more often as necessary). The unit bench stock monitor will perform the following:

2.6.2.1.1.  Routine Walk-Through. Unit bench stock monitors should perform a routine walk-through based on mission needs and frequency of bench stock replenishment requests. At the option of the LRS CC/AO and supported organization, the unit bench stock monitor processes routine bench stock replenishment requests as soon as the 50 percent or below level is reached. When this option is used, the organization may waive the weekly walk through. The LRS CC/AO may authorize the organizational bench stock monitor use the ILS-S to enter their replenishment requests. Red flags may be used as an aid; when used, they will be displayed if the stock is below 50% of the authorized bench stock level whether a due-out has been established or not."

2.6.2.1.2.  Document Replenishment Needs. Unit bench stock monitors will circle the item numbers on the AF Form 465, *Bench Stock Inventory (Not LRA)* which require replenishment and then process issue requests. Maintain AF Form 465 until all ordered items have been received or transcribed as notes during the next replenishment. Customer Support Center personnel will process requests bench stock issue requests for units that do not have the capability. See AFH 23-123, Vol 2, Pt 1, **Chapter 5** for specific ILS-S information and processing Bench Stock Issue (1BS) transactions.

2.6.3. Bench Stock Review Requirements and Responsibilities. The bench stock review process is designed to ensure bench stocks are regularly updated in a way that maximizes mission support.

2.6.3.1. Three-Phase Review Process. The bench stock review will be made in three separate phases--monthly and semiannually for regular bench stock, and annually for standard reporting designator (SRD) and minimum reserve authorization. The semiannual review may be discontinued with the concurrence of the LRS CC/AO and the supported organizations.

2.6.3.1.1.  Phase I--Monthly Recommended Additions, Changes, and Deletions. Bench stock will be reviewed monthly for additions, changes, and deletions. Items recommended by IT system are based upon past issue and due-out release action. Coordination with affected bench stock account representatives will be affected prior to changes being made. This requirement may be changed to quarterly at the option of the major command. See AFH 23-123, Vol 2, Pt 2, **Ch. 5** for instructions on processing the Bench Stock Review listing on a quarterly basis.

2.6.3.1.2.  Phase II--Semiannual Recommended Additions, Changes, and Deletions. The Customer Support Liaison Element will arrange a semiannual joint review meeting with bench stock-supported-shops (determined jointly by the LRS CC/AO and the supported organization commander or Maintenance Chief). The Customer Support Liaison Element, Decentralized Supply Support/Materiel Control and the appropriate supervisor will participate in the joint review meeting. Customer Support will provide a listing that identifies bench stock NSNs with zero item record demands and zero item record cumulative demands. During these reviews, bench stock details identified will be deleted unless a letter is submitted by the Maintenance Superintendent justifying retention. The semiannual review may be discontinued with the concurrence of the LRS CC/AO and the supported organization commander but must be conducted at least annually. Credit may be granted for bench stock turn-ins for lateral support and for items from non-flying hour accounts for which there are a positive demand with less than 3 years stock on-hand within the enterprise.

2.6.3.1.3.  Processing of the Organizational Bench Stock Listing is not required when this review does not take place but may be processed if requested by the Customer Support Liaison Element supervisor. This paragraph may be supplemented if local/MAJCOM requires this review to be accomplished more frequently. The review should not conflict with normally busy periods, such as end of month. Therefore, close coordination with the scheduler is needed to set the processing date for the semiannual review.

2.6.3.1.4.  All bench stocks will be replenished within 15 days of their scheduled semiannual reviews. After the review is concluded (within one work week), normal support to the shops will be resumed as quickly as possible. The one-week time limit may be extended by the major command for distant/remote off-base supported activities. Also, off-base organizations may be reviewed prior to on-base organizations to eliminate the delay in processing the Bench Stock Review.

2.6.3.1.5.  All changes and recommended deletions will be reviewed during the joint review meeting, and the listing annotated as needed, and then signed by reviewing participants. The Customer Support Liaison Element will provide copies of the Organization Bench Stock Listing to the applicable shop supervisor and Materiel Control (after all necessary actions have been taken).  The listing assists shop personnel in the location of bench stock items. The Customer Support Liaison Element will also file a copy of the listing with the signed listing from the joint review meeting. The copy of the listing produced after the semiannual review may be replaced if a new listing is run prior to the next review. A thorough review is extremely important to ensure that bench stock supports the mission efficiently and economically.

2.6.3.2. Phase III--Annual SRD/MRA Validation. SRD data and minimum reserve authorization levels must be validated annually at the same time as one of the semiannual bench stock reviews. Bench stock demands are identified to mission requirements only if proper SRD data are loaded. MRA levels may no longer be valid resulting in erroneous stock control practices.

2.6.3.2.1. A digitally signed email or cover letter by the LRS CC/AO must accompany the Organization Bench Stock Listing provided to Decentralized materiel Support. The letter will request a review of all SRD and MRA data. There must also be a reply by endorsement, signed by the shop supervisor, to certify completion of the review.

2.6.3.2.2. Changes resulting from the review will be submitted to the Customer Support Liaison and used for verification of the annual review. A copy of the signed endorsement will be filed in the Customer Support Liaison and used for verification of the annual review.

**2.7.  Purpose.**  To illustrate the customer order process flow in the retail supply system.

**Figure 2.1.  Customer Order Request Process.**
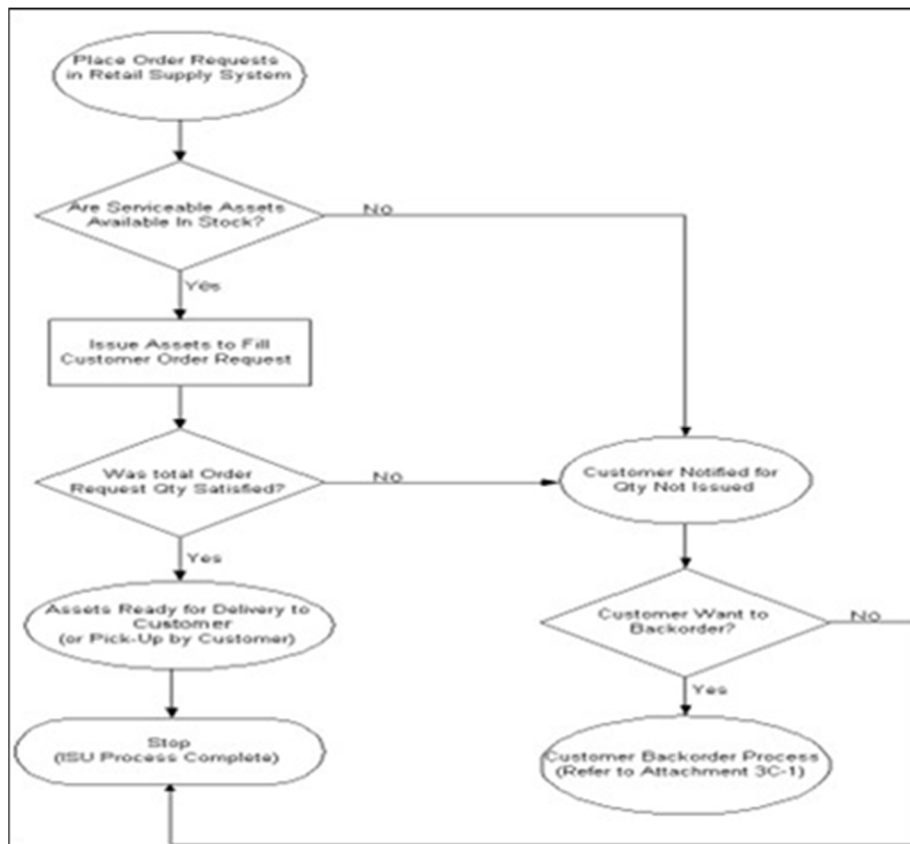


**2.8. Submission Methods for Customer Requests. Purpose.** To explain the authorized methods of customer requests submission and calling points for customer requests to the Materiel Management activity Customer Support.

**Table 2.1.  Submission Methods & Call-In Locations.**

| Type of Request | Submission Methods | Call In Point Location |
|---|---|---|
| Expedite (Del Priority < 05) MICAP/AWP/ Supply Point | Telephone, email, system interface (IMDS), or in person. Required submission form:  AF Form 2005 (Issue/Turn-In Requests) | (Customer Materiel Support/Flight Service Center (Supply Point Requests Only) |
| Routine (Del Priority > 04) | Telephone, email, system interface (IMDS), or in person | Customer Support |
| Bench Stock Replenishments | Email, system interface (IMDS), or in person | Customer Support |
| Equipment | EME website or email https://webapp.amc.af.mil/635SCMG/SAC/EME/ | Equip Accountability Element (EAE) |
| SPRAM | Email or in person. Required submission form: AF Form 2005 (Issue/Turn-In Requests) | EAE |
| Forms | Via e-pubs website http://www.e-publishing.af.mil/wms/index.asp | N/A |

**2.9.  Sample AF Form 2005-Issue/Turn-In Request (Submission Form).**

**Figure 2.2.  Sample copy of an AF Form 2005.**

**Table 2.2.  Instructions for Preparing the AF Form 2005-Issue/Turn-In Request.**

| POSITION NUMBER | ENTRY |
|---|---|
| Block A | Name of requesting individual and telephone number. |
| 1-3 | Transaction Identification Code (TRIC) <br><br> For expedite and routine issue requests, the TRIC is an ISU. <br><br> For issues from a supply point, the TRIC is an MSI.  **Note**: The MSI and ISU transactions require the same input data elements. |
| 4-6 | Delivery destination. |
| 7 | Issue Exception Code (IEX).  Enter the IEX code on the issue requests if one exists on the input stock number.  The IEX code identifies issue condition peculiar to an item. Some of the following items may contain an IEX Code:  Health hazardous, photographic, random length, etc., Refer to **AFH 23-123, V2, PT1, Ch. 5** for a complete listing of authorized IEX codes used in the retail supply system. |
| 8-22 | NSN. If a NSN is not available, then provide a DD Form 1348-6, DOD Single Line Item Requisition System Document (Refer to **Table 2.10** for preparation DD Form 1348-6 instructions). **Note**: Use this field to enter the part number when applicable. |
| Block E | Technical order, figure and index.  Part number and the CAGE code. |
| 23-24 | Unit of issue. |
| 25-29 | Quantity required. |
| 30 | Activity Code:X = Expedite Request,  R= Routine,  J= IMDS **Note**: These are the most common activity codes. If the customer is not sure, leave blank and the Materiel Management Customer Support personnel will assist in determining the correct activity code. |
| 31-35 | Organization and shop code. |
| 36-39 | Current Julian Date ex. 1 Jan 2017 = 17001 |
| 40-43 | Serial Number <br><br> Customer Support will assign if sending in order request <br><br> IMDS automatically assigns |
| 44 | Demand code.  The supply customer is responsible for providing the demand code during issue requests process. The following demand codes are authorized for use in the customer requests: <br><br> Code 'C' (Contractor): A request from a contractor for items required in support of authorized contracts. This code is used only when it is anticipated that a like item will not be returned. Effect: Contractor |

| POSITION NUMBER | ENTRY |
|---|---|
|  | support issues will not update the item record demand data and DIFM control is not established. |
|  | Code 'I, J, K, L, and M' (Initial Issue): A request to satisfy original shortage/installation or later losses to original installed items. No turn-in of an unserviceable item is involved. Effect:   Initial request are not considered as demands against the Materiel Management Activity; consequently, demand data are not updated on the item record and DIFM control is not established. Justification letters are required to validate the requirement and ensure funding is available to cover the requirement. |
|  | Initial Issue |
|  | Initial Issue—Training Aids |
|  | Initial Issue—Special Projects |
|  | Initial Issue—Assembly/Disassembly |
|  | Initial Issue—Mockup/Test Stand |
|  | N-Initial Issue—All other |
|  | Code 'N,U' (Non-recurring): A request for a requirement known to be a onetime occurrence - for example, an MWO kit for application or an initial request for stockage. Requisitions will be coded non-recurring when the demand is anticipated to be non-repetitive. Effect: Nonrecurring demands are not considered as demands against the Materiel Management Activity; consequently, demand data are not updated on the item record. This demand will establish DIFM control, but it will not update repair cycle data on the repair cycle record. These demand codes will be used on all issues to supply point, MSK, and MRSP details. |
|  | Nonrecurring demands are not considered as demands against the Materiel Management Activity; consequently, demand data are not updated on the item record. This demand will establish DIFM control, but it will not update repair cycle data on the repair cycle record. These demand codes will be used on all issues to supply point, MSK, and MRSP details. |
|  | Code 'R, T' (Recurring):  A request to replace a like item that is suspected to be, or is unserviceable or condemned. Used for items commonly required in day-to-day operations which may be requested in the future. Effect: Recurring demand codes will update the time record date of first demand (if blank), date of last demand, number of demands, cumulative recurring demands, and establish DIFM control. These demand codes also update repair cycle record/repair cycle data |

| POSITION NUMBER | ENTRY |
| --- | --- |
|  | when the removed item is returned from maintenance shops. "Demand code T and U are restricted to ICBM maintenance organizations. For more demand codes see the data elements and definitions in Ch. 6. |
| 45-50 | Work order number, if applicable |
| 51 | Transaction Exception Code, if applicable |
| 52 | Leave Blank |
| 53 | FAD.  Normally, left blank.  The Materiel Management Customer Support has already assigned the FAD you are authorized to your organization record, so ILS-S will automatically assign the FAD to your issue request and the subsequent requisition. If the required item is in direct support of another organization with a higher FAD, enter that organization's FAD as an override on that individual issue request. Do not use FAD override procedures for routine administrative or janitorial support. |
| 57-59 | Project code.  Project codes are 3-digit characters assigned by the Joint Chief of Staff (JCS), DOD, and the Military Services for identifying special projects.  The project code also allows logisticians to identify supply transactions associated with the project. The project code is s dual-purpose field. For AWP requests, enter the standard reporting designator (SRD) in the project code field. This is necessary because the entire mark-for field (which is where the SRD would go in positions 74-76) is consumed by the 14-position end item AWP document number.  See **AFI 23-101** for additional information about project codes. |
| 60-61 | Supply Response Priority Maintenance (formerly called delivery priority) (Refer to **Table 2.4**). |
| 62-64 | Required Delivery Date, if applicable |
| 65-66 | UJC.  Identified by two elements.  The first position of the UJC is the Urgency of Need Designator (UND). The second position of the UJC is the type of requirement.  For MICAP requests, provide the appropriate MICAP UJC and list the type model, series, and serial number of end item, weapon system, or equipment. Refer to **Table 2.6** for a complete list of UND and UJC codes. |
| 67-80 | Mark-For. Use this field to identify the end item on which the requested item will be used. For instance, if the item is required for an aircraft, enter the aircraft serial number, SRD, the work unit code, and the MAJCOM code in this field. Refer to **Table 2.8** for an explanation the data elements for the mark-for field. |

| POSITION NUMBER | ENTRY |
|---|---|
| Block J | Nomenclature. Enter a meaningful nomenclature in this field |

**2.10.  Supply Response Priority & Maintenance Repair Designators.**

**Table 2.3.  Supply Response Designator Codes and Definitions.**

| DESIGNATOR | DEFINITION |
|---|---|
| 1 | Aerospace vehicles on alert status, war plan or national emergency missions, including related AGE, munitions equipment, and CEM equipment. CEM systems or equipment including associated AGE supporting alert, war plans, or national emergency requirements. |
| 2 | Primary mission air vehicles, missile support aircraft, air launched missiles, and related AGE, munitions,  munitions equipment, and CEM equipment for the first 8 hours after landing or start of recovery or within 6 hours of a scheduled launch, alert, or test flight, and during simulated generations. Air evacuation, rescue, and weather mission aerospace vehicles and related AGE, munitions, munitions equipment, and CEM equipment. All transient tactical and tactical support aircraft. Transient tactical and tactical support aircraft. Primary mission CEM systems or equipment, including associated AGE, when repair is impacting mission accomplishment. Flight or missile crew training simulator or other training equipment related AGE requiring repair, which is impacting the mission by preventing or delaying student training. |

| DESIGNATOR | DEFINITION |
|---|---|
| 3 | Primary mission air vehicles, missile support aircraft, engines, air launched missiles and related AGE munitions, munitions equipment, and CEM equipment undergoing scheduled or unscheduled maintenance. Transient air vehicles not otherwise listed. Administrative aircraft within 8 hours of scheduled flight or on alert status with standby crews. Time change requirements for nuclear weapons. Scheduled and unscheduled maintenance of munitions that would prevent or delay mission accomplishment, if not performed. PME requiring emergency repair or calibration, the lack of which will prevent or delay mission accomplishment.<br><br>Spares not available in the LRS. (Applies to selection of<br><br>Maintenance repair priority designator only.) Critical end item and reparable spares or supply designated "priority repair" spares. Routine maintenance of aircrew or missile training simulators, other training devices, or related AGE sites. Overdue scheduled maintenance to include periodic inspections, delinquent routine TCTO and MCL, and other time change items. Primary mission CEM systems or equipment including associated AGE when repair will not impact mission accomplishment. Alternate equipment provided to ensure uninterrupted operation of primary mission equipment. AGE requiring emergency repair or calibration, the lack of which will delay or prevent mission accomplishment. Reparable spares when like serviceable spares are not available in Supply. All base emergency vehicles, aircraft fuels servicing vehicles, alert vehicles, 463L loading vehicles, and crash or fire vehicles NMCS for parts conditions. |
| 4 | Routine or extensive repair of primary air mission and related AGE and repair cycle assets. Administrative aircraft undergoing scheduled or unscheduled maintenance. Routine maintenance of AGE, not otherwise listed above. WRM items due maintenance or inspection. Inspection, maintenance, and TCTO compliance of MSK or MRSP materiel. Extensive repair of aircrew or missile training simulators, other training devices, or related AGE. Inspection, maintenance, and TCTO compliance of munitions and munitions equipment, excluding spares excess to base requirements not listed above. Scheduled calibration and unscheduled repairs on PME not listed above. Scheduled maintenance to include periodic inspections, routine TCTO, MCL, and time change items. Primary mission CEM systems or equipment including associated AGE undergoing extensive repair or modification. Repair of other CEM systems or equipment including associated AGE. Repair of CEM repair cycle assets. WRM items due maintenance or inspection. Repair and |

| DESIGNATOR | DEFINITION |
|---|---|
|  | calibration of AGE not included above. Routine or extensive repair or modification of training equipment and related AGE not scheduled for instructional use within the next 8 hours. Scheduled calibration and unscheduled repairs on PME not listed above. Base vehicles. All NCMS conditions except for ambulances, crash, or fire trucks, |
| 5 | Non-aircraft refueling vehicles. -tactical or non-primary-mission aircraft undergoing extensive

repair. Fabrication and repair of aeronautical items not carrying a higher priority. Bench stock requirements. Extensive repair of aircrew training devices. Time change requirements not listed above. Routine repair of missiles, AGE, and RPIE, including repair cycle assets. Alternate and other CEM systems or equipment, including associated AGE undergoing extensive repair or modification. Clearing routine delayed discrepancies on training equipment or AGE, and routine maintenance that will not impair or affect mission accomplishment. Equipment requirements. |
| 6 | Fabrication and repair of non-aeronautical items. |
| 7 | Spares excess to base requirements. |

**2.11.  Urgency of Need (UND)/Force Activity Designator (FAD) Matrix.**

2.11.1.  Purpose. To list and explain the elements of the UND and FAD. Illustrate how ILS-S uses the UND and FAD to determine the off base UMMIPS requisitioning priority.

2.11.2. UND Identification and Relative Information.  The UND is a one-position alpha/numeric value used to express varying degrees of urgency on customer issue requests. The UND is used to express situations when operational effectiveness is jeopardized due to materiel non-availability. Additionally, the UND is also used, in conjunction with the FAD code, by ILS-S requisitioning programs to determine requisition priority. The UND is contained in the first position of the urgency justification code (UJC).

**Table 2.4.  Und Codes and Definitions.**

| UND CODE | ASSIGNMENT AND USE |
|---|---|
| A | Use UND A on customer issue requests and backorders when continued materiel non- availability prevents an Air Force organization/activity from performing its combat/support missions or tasks, or training for such missions or tasks. The commanding officer of the supported organization will be responsible for ensuring the urgency of the requirement is commensurate with assigned mission objectives. Requests for items supporting MICAP reportable weapon systems or end-items will be backordered as MICAP (UND 1, J, /) or as a delayed discrepancy (UJC BQ), except time change/TCTO requirements.  Additionally, UJC AA, AZ, and AW will not be used for backorders against aircraft tail numbers or end-items containing a MICAP reportable SRD. See.2.2.1.3. for more information concerning MICAP customer backorders. If UND A is assigned, be prepared to justify its usage. |
| 1 | Use UND 1 on customer backorders when lack of the requested item prevents primary mission accomplishment because the end-item is not operationally ready, out-of- commission, or inoperative.  Backorders containing UND 1 will produce a MICAP report with MICAP condition codes E, G, K, P, U, V, or W if the requested item contains a MICAP-reportable SRD.  The ILS-S converts UND 1 to UND A for determining the appropriate requisition priority on customer backorders. If UND 1 is assigned, be prepared to justify its usage. |

| UND CODE | ASSIGNMENT AND USE |
|---|---|
| B | Use UND B on customer issue requests and backorders when lack of the requested item impairs an Air Force organization/activity from performing assigned combat/support mission or tasks. Additionally, use UND B when training for such missions and tasks can be accomplished, but with decreased effectiveness and efficiency.  To determine effectiveness and efficiency, consider alternatives such as feasible workarounds, emergency procedures, controlled cannibalization, equipment redundancy, modification of equipment, use of substitute items, etc. **Note**:  UND B may also be assigned when an organization/activity anticipates that materiel deficiencies will prevent performance of assigned missions or tasks, if materiel is not available during the following time frames:<br><br>Organizations assigned FAD I, II, or III: CONUS: Days 8-11 (inclusive)<br><br>OCONUS:  Day 13-16 or day 18-21 (inclusive) (depending on geographical area)<br><br>Organizations assigned FAD IV or V:<br><br>CONUS: Day 12-24 (inclusive)<br><br>OCONUS:  Day 17-52 or day 22-92 (inclusive) (depending on geographical area) |
| C | Use UND C on customer issue requests and backorders when another UND does not qualify for assignment. |
| J | Use UND J on customer backorders when lack of the requested item impairs primary mission accomplishment because the end-item is not fully equipped or is operating in a limited or restricted capacity. Backorders containing UND J will produce a MICAP report with<br><br>MICAP condition codes F, L, or R if the requested item contains a MICAP- reportable SRD.  The ILS-S converts UND J to UND A for determining the appropriate requisition priority on customer backorders. If UND J is assigned, be prepared to justify its usage. |
| / (slash) | Use UND / (Slash) on customer backorders when the requested item is required to satisfy a MICAP requirement caused by battle damage. Backorders containing UND / will produce a MICAP report with MICAP condition code M if the requested item contains a MICAP reportable SRD.  The ILS-S converts UND / to UND A for determining the requisition priority on customer backorders.  **Note**: UND / is only authorized when the MICAP condition was caused by hostile actions. If UND / is assigned, be prepared to justify its usage. |

**2.12.  Force Activity Designator (FAD).**  The FAD is a one-position numeric character that may be entered on customer issue requests.  The authorized FAD codes are one (1) thru five (5).  The FAD signifies the relative order of importance of a supported organization requesting supplies and equipment items. Additionally, ILS-S uses the FAD, in conjunction with the Urgency of Need Designator (UND), to determine the priority designator assigned to output requisition transactions used for customer backorders. The HQ USAF Program Document (short title PD) is the authority for FAD assignment for Air Force organizations, sections/elements, activities, and/or projects.

**Table 2.5.  UND/FAD Matrix for Requisitioning Priority Assignment.**

| FAD | Urgency Of Need Designator | | |
|-----|-----|-----|-----|
| | A, 1, J, / *(Slash)* | B | C |
| | **Requisitioning Priority for Backorder**: | | |
| **I** | 1 | 4 | 11 |
| **II** | 2 | 5 | 12 |
| **III** | 3 | 6 | 13 |
| **IV** | 7 | 9 | 14 |
| **V** | 8 | 10 | 15 |

**2.13.  Urgency Justification Codes (UJC) Matrix.** Purpose.   To explain the two-position alpha/numeric code used on customer order requests to determine the urgency of need and type of requirement (justification) as described below. Use AF standard UJC's for all non-MICAP order requests.  The first position of the USAF standard UJC code will be replaced by the ES-S MICAP UND indicator 1 or J for verified MICAP reportable end item issue requests. These MICAP/UND indicators are used to generate a MICAP condition.  The corresponding MICAP condition codes generated are listed below.

**Table 2.6.  UJC Table Matrix.**

| CONDITI ON | DESCRIPTION | MICAP UND/UJC FLAG | MICAP CONDI TION CODE | STANDARD UJC (Non-MICAP) |
|-----|-----|-----|-----|-----|
| NMCS | Aerospace vehicle not mission capable supply (includes ICBM) | 1A | G | AA  --  -- |
| PMCS | Aerospace vehicle partial mission capable supply (includes ICBM) | JA | F | AA |

| CONDITI ON | DESCRIPTION | MICAP UND/UJC FLAG | MICAP CONDI TION CODE | STANDARD UJC (Non-MICAP) | | |
|---|---|---|---|---|---|---|
| BD | Battle damage | /A | M | AA | -- | -- |
| ROCP | Radar out of com- mission for parts (equipment out of commission) | 1C | K | AC | BC | CC |
| ROLP | Radar out of com- mission for parts (equipment operating in limited or restricted capacity) | JC | L | AC | BC | CC |
| NAIOP | Navigational aids in operational (equipment out of commission) | 1D | K | AD | BD | CD |
| NAILP | Navigational aids in operational for parts (equipment operating in a limited or restricted capacity) | JD | L | AD | BD | CD |
| CCMEIP Communic ation | Communications crypto/meteorological equipment inoperative for parts (includes L systems) (equipment out of com- mission) | 1E | K | AE | BE | CE |
| CCMEIP Communic ation | Communications crypto/meteorological equipment inoperative for parts (includes L systems) (equipment operative in limited or restricted capacity) | JE | L | AE | BE | CE |
| VDP | Vehicle dead-lined (inoperative) for parts | 1F | V | AF | BF | CF |

| CONDITI ON | DESCRIPTION | MICAP UND/UJC FLAG | MICAP CONDI TION CODE | STANDARD UJC (Non-MICAP) |
|---|---|---|---|---|
| PMCS | P-15 fire fighting vehicle partial mission capable supply | JF | N | AF   BF   CF |
| AGEOCP | Aerospace ground equipment out of commission for parts (includes an inoperative test station segment if required to repair an essential asset listed in the command Mission Essential Spares Listing | 1G | W | AG   BG   CG |
| AGEOLP | Aerospace ground equipment out of commission for parts (equipment operating in limited or restricted capacity) | JG | R | AG   BG   CG |
| ECM | Electronic warfare pod inoperative or missile or drone not mission capable supply (excludes ICBM) | 1H | E | AH   BH   CH |
| MUNITIO NS | Aerospace munitions not mission capable supply | -- | | AJ   BJ   -- |
| WS (Note 1) | Industrial/production in repair, modification, or manufacture of primary weapons, equipment, or supplies, having a work stoppage due to lack of materiel | -- | | AK   BK   -- |
| VRP | Vital base real property facility inoperative (includes missile RPIE, fuels laboratory and servicing facilities) | -- | -- | AL   BL   CL |

| CONDITI ON | DESCRIPTION | MICAP UND/UJC FLAG | MICAP CONDI TION CODE | STANDARD UJC (Non-MICAP) |
|---|---|---|---|---|
| ENG NMCS | Aerospace engine not mission capable supply | 1M | E | AM BM   CM |
| RDTP | Research/development/te st engineering test project stopped for supplies | -- | -- | AN   BN   CN |
| PMEL | Part required for repair of non-MICAP reportable items by precision measurement equipment laboratories | -- | -- | AO   BO   CO |
| NMCS | MICAP reportable precision measurement equipment inoperative for parts (equipment out of commission) | 1O | W | AO   BO   CO |
| PMCS | MICAP reportable precision measurement equipment inoperative for parts (equipment operating in a limited or restricted capacity) | JO | R | AO   BO   CO |
| TDIOP | Training equipment-- trainer cannot be used to perform any degree of it designated training objective | 1P | G | AP   BP   CP |
| TDILP | Training equipment-- trainer can be used but is not capable of performing all of the command training objectives due to one or more designed | JP | F | AP   BP   CP |

| CONDITI ON | DESCRIPTION | MICAP UND/UJC FLAG | MICAP CONDI TION CODE | STANDARD UJC (Non-MICAP) |
|---|---|---|---|---|
| | capabilities being inoperative | | | |
| DD | Delayed discrepancy entry records | -- | -- | --  BQ  CQ |
| AWP | Materiel required to repair unserviceable recoverable assets in the repair cycle that need parts to return them to a serviceable condition | -- | -- | AR  BR  -- |
| HWM | Materiel required to maintain health, welfare, morale, or support personnel | -- | -- | --  BS  CS |
| WRM (Note 2) | Mobility kit, mobility equipment shortages, war consumables inviolate level, Harvest Eagle replacement requirements, LOGDET Mobility requirements | -- | -- | --  BT  CT |
| TCTO | Materiel required to comply with time change/time compliance technical orders | -- | -- | AU  BU  CU |
| MEE (Note 3) | Initial/replacement of controlled mission equipment (including SPRAM requirements) and station set and housekeeping set items | -- | -- | AV  BV  CV |
| WOR | Work order requirement not otherwise described | -- | -- | AW  BW CW |

| CONDITI ON | DESCRIPTION | MICAP UND/UJC FLAG | MICAP CONDI TION CODE | STANDARD UJC (Non-MICAP) |
|---|---|---|---|---|
| EAID | Initial/replacement of EAID shortages not otherwise described | -- | -- | --   --   CX |
| NAIRS | MICAP reportable airborne image recording and support equipment | 1Y | P | AY   BY   -- |
| PMCS | MICAP reportable image recording and support equipment partial mission capable | JY | F | AY   BY   -- |
| HPMSK | Initial or replacement requirements in support of high priority mission support kits (MRSP details containing | -- | -- | BT   --   -- |
|  | type WRM spares code F).  This UJC will be assigned by the ILS-S as appropriate. |  |  |  |
| IJC | All requirements not otherwise described | -- | -- | AZ   BZ   CZ |
| DC (Note 4) | Disease or calamity: Medical disaster relief supplies or equipment to prolong life in case of critical injury, fatal disease, or calamity. | -- | -- | --   AZ   -- |
| EIC | Organizational clothing to provide a minimum of essential clothing to an individual. | -- | -- | --   BZ   -- |

**Notes for UJC Matrix:**

1 UJC AK and BK are assigned only by HQ AFMC activities containing 20 or 23 series SRANs (except 2300).

| CONDITI ON | DESCRIPTION | MICAP UND/UJC FLAG | MICAP CONDI TION CODE | STANDARD UJC (Non-MICAP) |
|---|---|---|---|---|
| 2 Submit customer issue requests for new or increased pre-positioned WRM requirements using UND C.  If an overriding operational situation justifies immediate supply support, the using MAJCOM may authorize the use of UND B. ||||
| 3 UJC AV and BV are assigned when circumstances such as unit activation, deployments, etc., dictate the use of priority requisitioning to obtain equipment, and when the lack of requested items would prevent or impair the accomplishment of the unit's mission. ||||
| 4 Assign FAD 3 for DC conditions.  When backordered, UJC AZ creates a priority 03 requisition and UJC BZ creates a priority 06 requisition. ||||

**2.14.  Mark-For Data.**

2.14.1.  Purpose. To list mark-for field attributes used on the customer issue requests.

2.14.2.  Mark-For Information. The mark-for is used to identify specific information (e.g., aircraft serial number, standard reporting designator (a.k.a. weapon system identifier), work unit code, major command (MAJCOM), end item document number for AWP requests, detail number (relative for assets that maintained on detail records), and miscellaneous information about the customer's order requests. For a detailed list of all mark-for data edits used by ILS-S on customer issue requests, refer to AFH 23-123V2PT1, Ch. 5, Paragraph 5.2.12.

2.14.3.  SRD Assignment.  The importance of assigning the correct SRD to customer order requests cannot be overemphasized. In no case, should an individual arbitrarily assign SRD codes. Please use/assign the correct SRD that denotes the weapon system, end item, or equipment that you have deemed inoperable and requires supply support.

2.14.4.  When no other SRD is available, and the requested part is not in support of a weapon system, end item, or equipment, use the following SRD - ZZZ.

**Table 2.7.  Mark-For Format and Relevant Information About the Mark-For Attributes.**

| Mark For Data | Field Position | Why it's Important |
|---|---|---|
| Aircraft Tail Number, End Item Serial Number | 67 - 73 | Identifies the specific aircraft tail number or serial number for which the item has been deemed inoperable. **Note**: For CE orgs use facility number and job order number. For AWP issue requests the end-item document will be used in positions 67-80. |

| Mark For Data | Field Position | Why it's Important |
|---|---|---|
| Standard Reporting Designator (SRD) | 74 - 76 | Identifies the specific end item, weapon system, or equipment that is inoperable.<br><br>ILS-S uses the SRD to record consumption against the weapon system, end item, or equipment.  The consumption data can be used to allocate more or less assets to support the mission for a given base/MAJCOM/or the overall Air Force. Failure to use the appropriate SRD on customer requests can skew the consumption data.<br><br>The SRD is a factor that is used to report metrics to higher level AF leadership that indicates how well the base's Materiel Management is supporting the various weapon systems. |
| Work Unit Code | 77 - 78 | Identifies the first two position of the work unit code that correlates to an end item, weapon system, or equipment. |
| MAJCOM Code | 79 - 80 | Identifies the specific MAJCOM code.<br><br>GS – AFGSC<br><br>1C – ACC<br><br>1L – AMC |
| End Item Document Number | 67 - 80 | Required by ILS-Son awaiting parts requests (identified by UJC equal to 'AR' or 'BR') to record the end item document number for which the bit and piece will be ordered against. |
| Detail Record Document Number | 67 - 80 | Required by ILS-S on customer order requests when the asset is going to be issued from a detail record (e.g., supply point, mobility readiness spares packages (MRSP)) |
| Civil Engineer | 67-71 | Only for use by CE |

**2.15.  Request for Special/Unique Items.**

**Table 2.8.  Procedures to request special/unique items.**

| Type of Request | Procedures for Request/Additional Guidance | Notes |
|---|---|---|
| Ammunition | Submit requests to the munitions supply account. | |

| Type of Request | Procedures for Request/Additional Guidance | Notes |
|---|---|---|
| Defense Logistics Agency Disposition Services (DLADS) | All property withdrawals from DLADS (regardless of the asset condition) must be for valid, documented official requirements. DLADS withdrawals are subject to the same criteria as requests from other DoD sources, i.e., all withdrawals must be properly accounted for and posted in the ILS-S. Local retail supply activities document and approve DLADS withdrawals for established customer or stock replenishment. requirements. **Exception:** If the requested item is AFMC-managed (ERRCD XD2) and budget code 8, AFMC item manager approval must be obtained prior to physical withdrawal of the asset from DLADS. Item manager approval is necessary to ensure there is a valid AF requirement for the asset prior to withdrawal. | More detailed information can be found in AFMAN23-122, Chapter 5 |

| Type of Request | Procedures for Request/Additional Guidance | Notes |
|---|---|---|
| Defense Logistics Agency Disposition Services (DLADS) | Withdrawals for organizational requirements. DLADS withdrawals for organizational requirements must be for assets normally authorized for requesting organizations and specific customer requirements. For audit purposes, base activities (other than NAF activities) must request all property (regardless of condition) located in DLADS through the retail Materiel Management Activity. The retail Materiel Management Activity ensures the requester is an authorized representative of the requesting organizational activity.<br><br>Authorization for organizational DLADS withdrawal may be accomplished using any local approval procedure. For example, authorization letters from the unit commander, alpha rosters, or simply checking for valid identification may suffice. With few exceptions, organizational requests to withdraw property from DLADS must be established in the ILS-S to support valid customer requirements (due-out) and create audit trails for each DLADS withdrawal. Contact your Materiel Management activity for the local requirement.<br><br>To accomplish DLADS withdrawals access to AMPS is required. Visit http://www.dla.mil/DispositionServices/Business/FindandAcquireItems.aspx to locate the systematic guide to getting access. The enterprise Business Portal link to search for property can also be found at this link. |  |

| Type of Request | Procedures for Request/Additional Guidance | Notes |
|---|---|---|
| Local Manufacturer (Items Coded 'FM') | Local Manufacture Item Issues. The normal procedure for requesting a locally manufactured item is for the requesting activity to submit the request through the Materiel Management Activity. However, there are situations where the locally manufactured item does not have to be processed through the Materiel Management Activity.<br><br>Local Manufacture of Items Requiring Materiel Management Activity Processing: The requesting activity submits the requirement to the Materiel Management Activity on AF Form 2005 or DD Form 1348-6 (with necessary drawings) for nonstock numbered items. Drawings or examples of the locally manufactured items need not accompany the DD Form 1348-6 or the AF Form 2005 when the remarks blocks contain a statement that the manufacturing activity currently possesses the necessary documents. In other words, this is not the first request for the item. Normal issue/stock control procedures will apply.<br><br>Local Manufacture of Items Not Requiring Materiel Management Activity Processing: If the item is needed to satisfy an internal maintenance requirement, the Maintenance Group Commander may authorize local manufacture of the item without processing the request through the Materiel Management Activity if it is coded as a field level locally manufactured item. When this option is used, paperwork does not have to be processed through the Materiel Management Activity and no<br><br>demand may be placed on the Materiel Management Activity.<br><br>If the item is needed to satisfy an internal BCE maintenance requirement, and equipment accountability (activity code E) is not applicable, the Materiel Management Activity will annotate the AF Form 332 in Block 31 with a statement indicating the item is not available through the ILSS and that no further processing through the Materiel Management Activity is required. The request will then be returned to the BCE. | More detailed information can be found in AFMAN 23-122, Chapter 5 |

| Type of Request | Procedures for Request/Additional Guidance | Notes |
|---|---|---|
| Hazardous Materiel | A HAZMART is the only entity on an installation authorized to issue government-owned HAZMAT from any source (e.g. GPC, AF Form 9, or any DoD standard supply system).<br><br>HAZMART will: Assist units with the supply procedures needed to turn-in excess and<br><br>unserviceable Class I ODS to the DLA Class I ODS Defense Reserve. Assist users in identifying HAZMAT stock numbers and/or part numbers and finding appropriate SDSs. | More detailed information can be found in |
| Local Material | Local materiel monitoring procedures shall incorporate the following minimum requirements:<br><br>Unless the requestor is already authorized to use the material in EESOH-MIS or the material has been specifically exempted from authorization and tracking by the installation HMMP team, any installation supply location that receives a customer request for a materiel item that meets any of the following criteria shall redirect the customer to submit the request for HAZMAT determination and authorization IAW the procedures established under paragraph 3.5.<br><br>The item has an NSN with an IEX Code of 9.<br><br>The item has an NSN with a Hazardous Characteristic Code.<br><br>The item meets other installation-established criteria. | |

| Type of Request | Procedures for Request/Additional Guidance | Notes |
|---|---|---|
| Local Purchase | Local Purchase (LP) is a request for supplies and equipment that is initiated from a Materiel Management information technology system and transmitted through an interface with the local Contracting office or equivalent. Local purchase is an authorized SOS as defined in Part 8 of the Federal Acquisition Regulation (FAR). Requests for items of supply to be locally procured may be requested only after all government supply and mandatory sources have been exhausted. Public law requires all federal agencies to micro-purchase products less than $20,000/35,000 (Conus/Oconus) IAW with the FAR Part 13and DAFI 64-117 *Government Purchase Card Program*.<br><br>The procurement of Local Purchase items will comply with the Air Force Green Procurement Program which supports Executive Order (EO) 13834, *Efficient Federal Operation* and AFI 32-7001, *Environmental Management.* | More detailed information can be found in AFI 23-101, Chapter 3 |
| Sole Source/Brand Name | Sole Source/Brand Name Items. AF policy allows customers to request specific "Brand- Name" items without Base Contracting competing the requirement with local vendors. Additionally, customers may be authorized (with certain limitations) to request a specific vendor or one "Sole Source" for items. To comply with Federal Acquisition Regulation (FAR) requirements, the customer must provide a technical justification to Contracting for each Sole Source or Brand-Name request. The customer must also prepare and provide any technical requirements to support the justification. DD Form 1348-6, Non-NSN<br><br>Requisition will be prepared to provide Contracting a complete description of the required item. **Note**: To ensure prompt processing, Customer justification statements may be expanded (as necessary) to ensure Contracting requirements are satisfied. | More detailed information can be found in AFMAN 23-122, Chapter 5, Paragraph 5.2.2.33 |

| Type of Request | Procedures for Request/Additional Guidance | Notes |
|---|---|---|
| Reduced Priced Items | All requests for reduced price item issues are at the option of the LRS CC/AO. If approved, the issue request transaction is processed with TEX % and the applicable discount percentage (01 through 99) granted by the LRS CC/AO in positions 62-63. Reduced price requested items contain a serviceable balance greater than zero or the issue request will be killed. Additionally, the base requisitioning objective for the item must be zero which indicates an inactive item. All reduced-price issue transactions will be processed as non- recurring (demand code N) so demand data is not updated. | |

**Table 2.9.  Instructions for Preparing DD Form 1348-6.**

| POSITION NUMBER | ENTRY |
|---|---|
| 1-3 | Document Identifier Code. Left blank by initiating activity. Customer Support. |
| 4-6 | Routing Identifier Code. Left blank by initiating activity. Research will determine and enter the routing identifier code (RIC) on the lower margin on the Remarks block. |
| 7 | Blank |
| 8-22 | Left blank by initiating activity if Stock Number is not known. |
| 23-24 | Unit of Issue. Left blank by initiating activity. Customer Support enters the proper unit of issue. |
| 25-29 | Quantity. |
| 30 | Activity Code |
| 31-35 | Organization Code and Shop Code |
| 36-39 | Date. Left blank by initiating activity |
| 40-43 | Serial Number. Left blank by initiating activity |
| 44 | Demand Code. (N-Nonrecurring, R-Recurring) |
| 45-66 | Left blank by initiating activity |
| 67-80 | Requester Last Name and Phone number (Smith 555-1212 |
| BLOCK | ENTRY |
| 1 | Manufacturer's Code and Part Number. Self-explanatory |

| POSITION NUMBER | ENTRY |
|---|---|
| 2 | Manufacturer Name. Enter the manufacturer's name and address. If more than one, enter on the reverse side of the form. Customer Support will enter the Commercial and Government Entity (CAGE) Code of the manufacture. |
| 3 | Manufacturer's Catalog If applicable, enter commercial catalog number |
| 4 | Manufacturer's Catalog Date. If applicable, enter commercial catalog and which identifies this item. |
| 5 | Technical Order Number. Enter T.O number, figure and index |
| 6 | Technical Manual Number. Enter technical manual number and figure and index. |
| 7 | Name of Item Requested. Self-explanatory. |
| 8 | Description. Enter a complete description of the item. The first 19 characters are the most important for Stock Number Directory purposes. MIL-STD 12B abbreviations may be used. Also, common commercial terms should be used; that is, be realistic and use identifiable purchase descriptions. If the description is too long for both block 12 and block 21 (Remarks), use block 12 and a separate sheet and attach it.<br><br>a. Use of off-the-shelf products. Unnecessary use of drawings/MIL specifications normally results in higher prices which may not be justifiable in view of mission requirements. Therefore, detailed drawings/blueprints or MIL standard specifications should not be used if commercial off-the-shelf products are acceptable and they cost less.<br><br>b. Price. Include the unit price, if known, and an allowable tolerance. This data will be used by Base Contracting personnel to ensure that items with unacceptably high prices are not used. If the price is not known, enter an estimated unit price. Determine whether the customer's price estimates are reasonable by comparing them to those similar items already loaded in the account or listed in ML's. This will ensure that proper ERRCD and budget code, as well as the proper price, is assigned.<br><br>c. Bench/mockup set. If the form is for a bench/mockup set, list all major components and their unit prices in this field. Hazardous materiel will be identified.<br><br>d. Commercial description. The following should be answered when writing a commercial description:<br><br>a. What is it? Start with a proper noun.<br><br>b. What is it made of? Paper, wood, steel, aluminum, plastic.<br><br>c. What are the critical elements? Shape, size, color, outside diameter, height, length. |

| POSITION NUMBER | ENTRY |
|---|---|
|  | d. What are its principal characteristics? Nontoxic, technically or chemically pure, high grade, commercial or construction grade. e. What does it do? Holds, drives, separates, connects.<br><br>f. What type of work is it used in? Electrical, mechanical, plumbing.<br><br>g. How is it used? Is it mainly used by itself or with other items?<br><br>h. What is it used for? Indicate its use or purpose.<br><br>i. Where is it used? Is it part of a complete assembly?<br><br>Is it recoverable? Can a used item be repaired economically? |
| 8a | Color. Self-explanatory. If applicable |
| 8b | Size. Self-explanatory. If applicable |
| 9 | End Item. Enter data applicable to the end item. |
| 9a | Source of Supply. Left blank by initiating activity |
| 9b | Make. Self-explanatory. If applicable |
| 9c | Model Number. Self-explanatory. If applicable |
| 9d | Series. Self-explanatory. If applicable |
| 9-9e | Serial Number. Self-explanatory. If applicable |
| 10 | Requisitioner. Enter the organization identification, initiator name, and telephone number. |
| 11 | Remarks. Left blank by initiating activity. |

**2.16.  Local Purchase Hazardous Materiel Identification.**

2.16.1.  Purpose. To list and identify items that contains potentially hazardous materiel and requires controls to ensure safety to life and property. It is not possible to list all hazardous items that may be received into the Supply complex. For further guidance see FED-STD-313, *Material Safety Data, Transportation Data, and Disposal Data, for Hazardous Materials Furnished to Government Activities,* contains a list of FSCs that are likely to contain hazardous or radioactive materials.

2.16.2.  Identification by FSC.  The FSC's listed below denotes that all items with the FSC must be identified as potentially hazardous materials:

**Table 2.10.  FSC Containing Hazardous Materials.**

| FEDERAL SUPPLY | TITLE |
|---|---|
| 6810 | Chemicals |
| 6820 | Dyes |

| FEDERAL SUPPLY | TITLE |
|---|---|
| 6830 | Gases (Compressed and Liquefied) |
| 6840 | Pest Control Agents and Disinfectants |
| 6850 | Miscellaneous Chemical Specialties |
| 7930 | Cleaning and Polishing Compounds and Preparations |
| 8010 | Paints, Dopes, Varnishes, and Related Products |
| 8030 | Preservative and Sealing Compound |
| 8040 | Adhesives |
| FSG 91 | (Packaged Products Only) |
| 9110 | Fuels (Solid) |
| 9130 | Liquid Propellant and Fuels (Petroleum Base) |
| 9135 | Liquid Propellant Fuels and Oxidizers (Chemical Base) |
| 9140 | Fuels, Oils |
| 9150 | Oils and Greases (Cutting, Lubricating, Hydraulic) |
| 9160 | Miscellaneous Waxes (Oil and Fats) |

2.16.3.  Federal Supply Classes in which only hazardous items may require coordination with the Hazardous Materials Management Process (HMMP) Team**.**

**Table 2.11.  FSC Requiring HMMP Coordination.**

| FEDERAL SUPPLY CLASS | TITLE | HAZARDOUS ITEMS REQUIRING IDENTIFICATION |
|---|---|---|
| 1370 | Pyrotechnics | Warning fuse, fire starter |
| 1375 | Demolition Materials | Explosive device |
| 2520 | Vehicular Power | Items containing asbestos, transmission components |
| 2530 | Vehicular Brake | Items containing asbestos, for example, steering, axle, wheel, and track components |
| 2540 | Vehicular | Items containing asbestos, for example, furniture and |
| 2640 | Tire Rebuilding and Tire and Tube Repair Materials | Accessories Only items containing flammable or toxic compounds |
| 3433 | Gas Welding, Heat Cutting, and Metalizing | Compressed gases |

| FEDERAL SUPPLY CLASS | TITLE | HAZARDOUS ITEMS REQUIRING IDENTIFICATION |
|---|---|---|
| 3439 | Equipment Welding and Brazing Supplies | Only hazardous items such as cleaning acids, flux, and supplies that contain or produce hazardous fumes |
| 3610 | Printing, Duplicating and Bookbinding Equipment | Flammable or toxic litho-graphic solutions |
| 3655 | Gas Generating and Dispensing Systems, | Only those items producing hazardous fumes |
| 3680 | Fixed or Mobile Foundry Machinery, Related Equipment, and Supplies | Flammable or toxic casting compounds |
| 4240 | Safety and Rescue Equipment | Those items that release oxygen or contain compressed or initiating charges |
| 5610 | Mineral Construction Materials (Bulk) | Hazardous items such as cutback asphalt, deck and floor covering, deck and surface underlay compound, sealing compound, flight deck compounds |
| 5640 | Wallboard, Building Paper, and Thermal Insulating Materials | Asbestos cloth which has loose fibers or that may become airborne |
| 5820 | Radio and Television Communication Equipment (Except Airborne) | Those circuit cooler items containing bases that are regulated as hazardous to the earth's ozone layer |
| 5835 | Sound Recording and Reproduction | Those recording tape cleaners containing hazardous cleaning fluids or packaged in pressure containers |
| 5910 | Capacitors | Those items containing poly-chlorinated-biphenyls |
| 5915 | Filters and Networks | Those items containing poly-chlorinated- biphenyls |
| 5920 | Fuses and Lighting | Those items containing radio-active materials |
| 5925 | Circuit Breakers | Those items containing radio-active materials |
| 5935 | Connectors (Electrical) | Those items containing flammable chemicals |
| 5950 | Coils and Transformers | Those items containing poly-chlorinated biphenyl's |

| FEDERAL SUPPLY CLASS | TITLE | HAZARDOUS ITEMS REQUIRING IDENTIFICATION |
|---|---|---|
| 5960 | Electron Tubes and Associated Hardware | Those items containing radio-active isotopes and requiring labels that require special precautions when prepared for air shipment |
| 5965 | Headsets, Handsets | Those items containing magnetic material speakers |
| 5970 | Electrical Insulation and Insulating Materials | Those items containing flammable solvents |
| 5985 | Antennas, Waveguides, and Related Equipment | Those kits containing flammable chemical |
| 5999 | Miscellaneous Electrical and Oxide Electronic | Those contact plates containing beryllium |
| 6135 | Components Batteries (Primary) | Lead-acid, lithium, mercury, and alkaline (with electrolyte) batteries |
| 6140 | Batteries (Secondary) | Those wet or moist items containing corrosive or other hazardous materials |
| 6220 | Electric Vehicular Lights and Fixtures | Those items containing mercury |
| 6230 | Electric Portable and Hand Lighting Equipment | Those items containing batteries |
| 6240 | Electric Lamps | Those items containing mercury |
| 6260 | Non-Electric Light | Those items containing mercury |
| 6350 | Miscellaneous Alarm, Signal, and Security | Those items containing wet batteries or radioactive materials |
| 6505 | Drugs, Biological, and Official Regents | Contact the BEE for assistance. |
| 6508 | Medical Cosmetics | Contact the BEE for assistance. |
| 6510 | Surgical Dressing | Only items containing flammable solvents |
| 6520 | Dental Instruments, Equipment, and Supplies | Only items containing flammable solvents, mercury, or asbestos |
| 6525 | X-Ray Equipment and Supplies: Medical, Dental, and Veterinary | Only items containing chemical solvents |
| 6625 | Electrical and Electronic | Those items containing radio-active materials |

| FEDERAL SUPPLY CLASS | TITLE | HAZARDOUS ITEMS REQUIRING IDENTIFICATION |
|---|---|---|
|  | Properties Measuring and Testing Instruments |  |
| 6640 | Laboratory Equipment and Supplies | Only items containing flammable compounds, mercury or asbestos |
| 6685 | Pressure, Temperature and Humidity Measuring and Controlling Instruments | Item containing mercury or compressed gases |
| 6740 | Photographic Developing and finishing equipment | Those items containing radio-active compounds |
| 6750 | Photographic Supplies | Only items containing hazardous chemicals, solvents, thinners, and cements |
| 6780 | Photographic Sets, Kits and Outfits | (See FSC 6750) |
| 7360 | Sets, Kits, and Outfits (Food Preparation and Serving Equipment) | Those items containing com-pressed gases such as fire extinguishers |
| 7510 | Office Supplies | Only hazardous items, such as solvent, thinners, flammable inks, and varnishes |
| 8405 | Outerwear (Men) | Those maintenance kits containing flammable solvents |
| 8415 | Clothing (Special) | Those maintenance kits containing flammable solvents |
| 8465 | Individual Equipment | Those maintenance kits containing flammable solvents |
| 8510 | Perfumes, Toilet Preparations, and Powders | Shipping containers and pressurized containers with flammable propellants only |
| 8520 | Toilet, Soap, Shaving Preparations, and dentifrice's | (See FSC 8510) |
| 8720 | Fertilizers | Only items containing weed and pest control or other harmful ingredients or because of their composition, are hazardous |
| 9390 | Miscellaneous Fabricated Nonmetallic Materials | Those items containing flammable solvents or asbestos |

| FEDERAL SUPPLY CLASS | TITLE | HAZARDOUS ITEMS REQUIRING IDENTIFICATION |
|---|---|---|
| 9920 | Smoker's Articles and Matches | Lighter fuel and matches only |
| 9930 | Memorials (Cemeterial and Mortuary Equipment and Supplies | Those items containing formaldehyde or its solutions |

**2.17.  Customer Backorder Process Flow.**

2.17.1.  Purpose. To illustrate the process flow for creating customer backorders in the retail supply system.

2.17.2.  Backorder Process via ILS-S. **Figure 2**D.1 below illustrates customer backorder process. It captures the customer call-in to place the order, shows the response from ILS-S (no assets in stock), shows the decision to backorder, and what happens once the backorder is created in the retail supply system.

**Figure 2.3.  Create Customer Backorder Process Flow.**
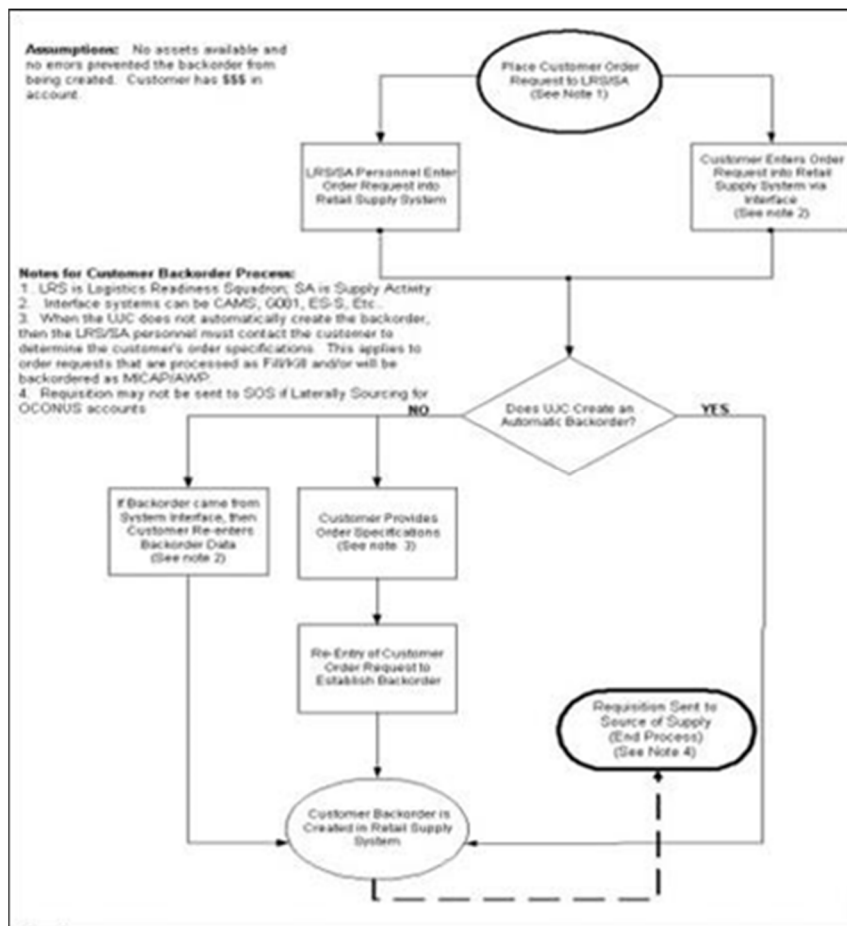
**2.18.  Canceling Customer Backorders & Process for Granting Credit.**

2.18.1.  Purpose. To explain the backorder cancellation process in ILS-S and to list the rules used to determine if credit is granted to supply customers.

2.18.2.  Factors Used for Granting Credit. ILS-S uses a variety of factors to determine if credit is granted to the supply customer.  Those factors include budget code, obligated due out, un-obligated due-out, current fiscal year versus prior fiscal year, assets position, and ERRCD.

**Table 2.12.  Rules Use to Return Credit Curing Backorder Cancellation Process.**

| Budget Code | Rules Used to Grant Credit | Credit Returned to Customer? | Notes |
|---|---|---|---|
| 8 or 9 | *Category 1*. If un-obligated due-out exists, | Credit is granted with no charge | Un-obligated means the customer's funds have not yet been expensed for requested item. |
| 8 or 9 | *Category 2*. If obligated memo due- outs exists in the current fiscal year, the customer may completely/partially cancel, | Credit is granted at full value | Obligated means the customer's funds for the requested items in supply have been |
| | *Category 3*. If obligated memo due- outs exists in the prior fiscal year, the customer may completely/partially cancel, | No credit is granted. **Note**: Although no credit is granted, the prior year's base appropriation is credited. | expensed. |
| | *Category 4*. If obligated firm due-outs exists in the current fiscal year <u>and</u> the ERRCD equals XF3 <u>and</u> UJC equals 'AR' or 'BR' (customer may completely /partially cancel), | 100 percent credit is granted | |
| | *Category 5*. If the backorder is not in category 1 thru 4 (above), then the asset position is checked and compared to the existing due in balances. If no due- in exists, | Credit is granted for the quantity cancelled. Note, checking the asset position means if the item is part of an Interchangeable & Substitute Group, then all asset balances are considered as one item balance. | |

| Budget Code | Rules Used to Grant Credit | Credit Returned to Customer? | Notes |
|---|---|---|---|
| | *Category 6.* If backorder is not in category 1 thru 5 (above), then the asset position is checked and compared to the existing due in balances. If due-ins exist and the total due-in balance is equal to or less than the firm due-out balance (not including the due-out qty to be cancelled), | Credit is granted for the quantity cancelled. | |
| Alpha | N/A, because customer funds are not expensed. | N/A | |

**2.19.  Backorder Review & Validation Process.**

**Table 2.13.  How the Backorder Review & Validation Process is Accomplished.**

| Backorder Type *(Based on UND)* | Review Frequency | Customer Responsibilities | Materiel Management Responsibilities |
|---|---|---|---|
| Urgency of Need Designator  = 'A' | Daily or locally determined by the Materiel Management activity. | Receive list from Materiel Management. Perform review and validation IAW the instructions on cover letter.<br><br>Only return the review listing to the Materiel Management if there are backorders to be cancelled. | Send two copies of the review listing (Priority Monitor Report—D18) to customer.  Includes cover letter with instructions for review. |
| Urgency of Need Designator = 'A' and 'B' Combined | Weekly or locally determined by the LRS-Supply | **Note**: Results from the review and validation process may require the cancellation of customer backorders. The request to cancel may be submitted to Customer Support via the customer due-out validation listing, telephone, or written correspondence. | |

| Backorder Type (Based on UND) | Review Frequency | Customer Responsibilities | Materiel Management Responsibilities |
|---|---|---|---|
| Urgency of Need Designator = 'A', 'B', and 'C' | Monthly | Receive M30 (Due-Out Validation List)/ M09 (BCE Due-out Status Listing) from Materiel Management. Perform review IAW instructions on cover letter. *Validation Process* – Do the Following: <br><br>1) Items no longer required, line thru the entry <br><br>2) Quantity adjustments, circle the qty and annotate the correct qty on listing <br><br>3) If backorder is under end-item control and either 'some' or 'all' of the qty is no longer required, then annotate the list (in the space between the demand code and due-out quantity). <br><br>4) If backorder is for an equipment item (located on an Equipment Authorized In-Use Detail) and a lesser qty is required, then attach a filled-out AF Form 601 requesting the EAID authorization be reduced and/or deleted. <br><br>Returns the listing (M30/M09) to the Materiel Management if there are backorders to be cancelled. | Send two copies of the Due-out Validation List (M30) to customer organizations for validating all due-outs, except IMDS and UND 'C' equipment. <br><br>Send M09 BCE Due-Out Status Listing to customer organizations for validating BCE backorders. |

**Notes:** If there are known backorders that exists but not reflected on the review or validation lists, notify Customer Support.

Firm-Memo Due-outs:

a. Firm customer backorders. A firm customer backorder (due-out) denotes ILS-S requisitioning action to fill the requirement. (Your due-out will have a due-in associated)

b. Memorandum (memo) customer backorders. A memo customer backorder (due-out) indicates

requisitioning action to fill the customer requirement has not been taken. (Your due-out will NOT have a due-in associated)

**2.20.  Bench Stock Responsibilities for Organizational Customer & Materiel Management Personnel.**

**Table 2.14.  Bench Stock Responsibilities (Customer & Materiel Management Activity).**

| Duties & Responsibilities |
|---|
| **Organizational customer**<br><br>The supported organization commander will appoint a bench stock monitor in writing. The letter will be maintained by the Materiel Management Activity until superseded by appointment of a new bench stock monitor.<br><br>All Bench Stock Monitors will complete Supply Customer Training, Block I (General Supply Indoctrination) and Block IIA (Bench Stock Management) and establish controls for shelf-life IAW AFI 23-101 5.3.12.4.1.<br><br>Organizations will provide secure storage facilities for each bench stock. Monitor balances and flag items for replenishment. Reorder through appropriate IT system when the on-hand balance is less than or equal to 50% of the authorized stock level. Walk through for replenishment weekly and a full 100% inventory once a month.<br><br>Customer Support will furnish M04 report for monitors to perform monthly review of recommended additions, |
| Changes and deletions to the bench stock. The organizational customer must provide reasons for not following recommended additions, changes, and deletions and M04 must be signed by shop supervisor.<br><br>Perform a semi-annual bench stock review and an annual validation of the bench stock IAW AFMAN 23-122, Sec.5.3.12.12 Bench Stock Review Requirements and Responsibilities. One of the semi-annual reviews may be conducted in conjunction with the annual validation. |
| **Customer Support**<br><br>Creating and maintaining organizational bench stock records and bin labels for organizational bench stocks.<br><br>Ensuring bench stock management products are available for use by organizations. Supporting organizational routine and urgent bench stock replenishment requests.<br><br>Creating and maintaining bench stock records to document requested and approved customer bench stock authorization requests.<br><br>Review bench stock requirements and deliver bench stock assets to on-base customers. |

**Chapter 3**

**CUSTOMER RETURNS (TURN-INS) TO MATERIEL MANAGEMENT/DLADS**

**3.1.  Overview.**  The retail supply system provides a materiel return service (a.k.a. turn-ins) which requires supply customers to return serviceable or unserviceable materiel to the supply activity. Additionally, customers may return materiel to the local Defense Logistics Agency Disposition Services (DLADS). There are a number of reasons why materiel is returned to supply or DLADS. First, the materiel may be excess to customer needs. Second, if the materiel is coded as recoverable and no longer required or it's unserviceable, it is Air Force policy to return materiel to supply for the appropriate disposition action. In **section 3A** of this chapter, we cover the policy and processes associated with consumable, equipment, and recoverable items returned to supply or DLADS. We also discuss the customer and supply personnel responsibilities for returning materiel.

**3.2. General Policy for Returning Materiel.** DoD and AF policy mandates all government materiel will be fully used and reused when the materiel can be used effectively, economically, and safely. Activities will never discard usable material. However, when such materiel is no longer required by a supply customer or the materiel is no longer useable, Air Force policy requires return of the materiel either to supply or DLADS for appropriate disposition. However, supply customers are authorized to dispose of items as trash when they have no required demilitarization actions (demil code 'A') and have no potential value to the government through future use or resale by DLADS. Examples of this materiel are gaskets, seals, and broken plastic lens. The LRS-Documented Cargo personnel will transport consumable, recoverable, and equipment materiel, owned by the customer, to supply during scheduled sweeps unless additional support is needed due to the size of the item. For consumable materiel, there are designated pickup locations within the customer's organization.

> 3.2.1. Materiel returned to Flight Service Center. The retail supply system has three main categories of items that supply customers can return for appropriate disposition. These categories are consumable (ERRCD equal XB/NF1), recoverable (ERRCD equal XF/XD), and equipment (ERRCD equal NF/ND). Additionally, the items that require special handling are also covered in this section. Flight Service Center processes returns and serves as the single return processing point for all returns to LRS.

> 3.2.2. Equipment item returns. Organizational equipment custodians are required to return serviceable, unserviceable, or excess equipment items to the Flight Service Center. The retail supply system maintains accountability of all equipment issued to organizational equipment custodians. Organizational equipment custodians must ensure that equipment items are properly tagged and contain all required documentation prior to returning equipment items to the LRS. Refer to paragraph. 3.4 below for the procedures, tagging of materiel, and documentation required to return equipment items.

> 3.2.3. Returns for unique items that require special handling. Occasionally, retail supply customers are issued unique items that require special handling and preparation before returning the materiel to Supply.  Hazardous materiel, precious metals, incomplete items, condemned items, containers with combination locks, and weapons shipments are examples of items requiring some form of special handling before they are returned to the Materiel Management activity. Refer to paragraph. 3.5. for the specific guidance and procedures that supply customers must comply with before returning these types of items.

3.2.4. Returning materiel to DLADS.  Customers have the option to transfer unserviceable/not- useable materiel to DLADS. Additionally, customers are authorized to have the Supply personnel return materiel to DLADS. The procedures and responsibility vary depending on the option you choose. In addition, refer to the Department of Defense Manual (DODM) 4140.01 Volume 5, *DOD Supply Chain Materiel Procedures: Delivery of Materiel*, for the policy and procedures regarding surplus materiel.

**3.3.  Follow-Up Process for Materiel Not-Yet Received at DLADS.**  Customers that use ETIDs to prepare the DD Form 1348-1A and choose to direct deliver the materiel to DLADS should make every attempt to transport the materiel to DLADS as soon as possible, not to exceed 30 days. The DRMS system performs a follow-up to the retail supply system after 30 days when no receipt of property acknowledgement is received. The retail supply system has no record of this transaction therefore, unnecessary research hours are spent researching these follow-up request if assets have not been delivered within 30 days.

**3.4.  Transporting Materiel to DLADS.**  The requesting organization coordinates with DLADS to schedule property drop off/pick-up.  The local DLADS representative will sign/stamp and date the DD Form 1348-1A output transfer document and return it to the individual dropping off the property.

**3.5.  DLADS Returns for Materiel Purchased with Government Purchase Cards (GPC).**  Organizations that purchased items using the GPC will make every effort possible to turn the items in directly to DLADS. For situation that inhibit the organization from directly turning-in/delivering items to DLADS, the requesting organization commander may coordinate with supply to transport the items to DLADS on a case-by-case basis. Items purchased through the GPC, regardless of condition, will not be processed through the ILS-S.

**3.6.  Returning Consumable/Unidentifiable Reparable Items to LRS AFI 23-101 and DoDM 4160.**  21 mandates all government materiel must be fully used and reused whenever it can be effectively, economically, and safely utilized. Although activities or work centers may no longer need consumable assets for current needs, they are not authorized to automatically throw away these items because they may be needed in the future. The following general guidelines will help determine item usefulness and applies to both on and off-base organizations.

3.6.1. Throw Away Items. Customers may only throw away items that are in such a deteriorated condition they cannot be sold through DLADS, thus making them useless for any future application. Examples are used gaskets, seals, broken plastic items, etc.

3.6.2.  Useful materiel. Customers will collect, retain, and return to the Materiel Management Activity all consumable items, serviceable or unserviceable, having potential use or resale value. The Materiel Management Activity will reissue and redistribute these for repair and reuse, or transfer to DLADS as scrap.

3.6.3.  The return activity prepares and signs the applicable DD Form 1500 series tag/label. The return activity will write appropriate organization and shop code on the applicable DD Form or the property container. The DD Form 1574 is not required on a serviceable consumable item if the item is in its original sealed container, and the national stock number has not been removed or obliterated.

3.6.4.  The Materiel Management Activity will not accept serviceable property less than a full Unit of Issue (UI). If returned serviceable property contains less than a full UI (i.e., 57 EA and

the UI is HD), the organization will keep the items as work order residue or add them to existing bench stock.

3.6.5.  IAW DAFI 24-301, Vehicle Operations will incorporate collection/pickup into their documented cargo sweeps, according to the schedule set by the LRS. They will deliver recovered consumable materiel to FSC for processing.

**3.7.  Return of Equipment Items.**  Equipment custodians or their designated representatives may request the turn-in of EAID equipment items.  To do this, the custodian will prepare and send 2 copies of an AF Form 2005 to the Equipment Accountability Element located in LRS. Refer to AFMAN 23-122 for the general AF Form 2005 requirements.

**3.8.  Repair Procedures for Equipment.**  Current Air Force policy allows the repair of all spare parts and equipment items when economically feasible. When repair actions are necessary, the custodian will properly identify the condition of the item on DD Form 1577-2 and attach the tag to the equipment. When the custodian is not sure of the condition of the item, another qualified maintenance technician or inspector will be asked to help determine the condition of the materiel. Unserviceable equipment items for which there is no local repair capability should be sent to a contractor for repair. The repair contractor should provide a repair cost estimate prior to repair. If the repair cost exceeds the estimated replacement cost, then the item should be turned in as condemned and, if necessary, a replacement ordered.

**3.9.  Condemned Equipment Item Process.**  Equipment assets that are beyond economical repair, require the signature of a qualified maintenance technician on DD Form 1577 or the repair cost estimate from the repair center. Either of these actions must take place before the turn-in process can be accomplished. When a repair cost estimate is used, the custodian will enter the required repair actions, estimated repair cost, and the estimated replacement cost (if requesting a replacement) in the remarks block of the DD Form 1577.

**3.10.  Identifying the Serviceability Condition of Equipment Materiel.**  Equipment custodians are responsible for identifying the condition of the item prior to returning it to the Materiel Management activity. If the condition cannot be determined, then Inspection Section personnel will assist in this process. The Department of Defense utilizes standard set of labels that supply customers are authorized to use to identify the serviceability condition of materiel.

3.10.1.  DD Form 1574. Use for identifying serviceable materiel.

3.10.2.  DD Form 1577. Use for identifying unserviceable condemned materiel.

3.10.3.  DD Form 1577-2. Use for identifying unserviceable reparable materiel.

**3.11.  Special Handling Procedures for Unique Items.**  This section describes the procedures used by retail supply customers to return unique items that require special handling and references additional guidance. In some cases, these items will be returned to supply.  In other cases, the items may be returned to other responsible activities (i.e., Base/Tenant Equipment Control Office, Weapons Repair Facility, DLADS, Hazardous Materiel Facility, etc.).

**3.12.  Returning Hazardous Materiel.**  Hazmat disposal must be coordinated through local environmental staff using EESOH-MIS for an evaluation of hazardous waste regulations and requirements.

**3.13.  Return of Bench Mockups or Sets.**  The equipment custodian must state disassembly is complete when returning a bench mockup or set. Follow equipment return procedures in **paragraph 3.7** using activity code E, for returns of each component of the mockup or set.

**3.14.  Special Purpose Recoverable.**  Authorized Maintenance (SPRAM). Returns for SPRAM items must contain demand code I (when reducing or deleting authorized detail) or demand code R (when requesting replacement item).

**3.15.  Safe and Filing Cabinet Returns.**  Return documents for safes and filing cabinets with combination locks will include combination settings. When locksmith services are available, the combination settings will be changed to 50-25-50 prior to return. If a locksmith is unavailable, returns may be accomplished without changing combination settings. If so, in addition to writing the settings on the return document also notate the combination on the tag or label attached to the safe or cabinet.

**3.16.  Multiple DIFM Indicator.**  When using a multiple DIFM indicator, there is only one DIFM document number. Additional processing will be required if returning partial quantities or using separate conditions. Example: DIFM quantity is 10. If returning five each with an action taken code 9 and the other five with an action taken code B, it will be necessary to process separate returns with the same document number.

**3.17.  Non-Accountable Equipment.**  Non-accountable equipment GPC purchased items must be processed through the ILS-S to ensure the assets are not on any accountable records. Process returns for non-EAID equipment items that do not affect in-use detail records. The requester provides the org/shop code. Materiel Management personnel will process the return.

**3.18. Precious Metals.** Safeguard these items according to locally established procedures to prevent theft.  To minimize the possibility of theft, turn the items in promptly when no longer required. All items issued must have corresponding paperwork to indicate proper disposal. At a minimum, accumulated returns will be disposed of every 180 days regardless of amount accumulated. Disposal paperwork with applicable signature or stamp will be maintained for a minimum of 2 years. See **Ch. 1 paragraph 1.14**.

**3.19.  Returning Incomplete Items.**  Enter in bold face letters "INC-G" in the reason for reparable condition block. List missing components in the Remarks block or on the reverse side of the DD Form 1577-2, Unserviceable (Reparable) Tag Materiel. Refer to T.O. 00-20-3, section III for specific procedures for returning incomplete items.

**3.20.  Returning Condemned Items.**  When the supply customer prepares the DD Form 13481A for the return of condemned materiel to the Materiel Management activity, they must annotate the specific reason for the condemnation. The specific reason may be stamped, typed, or hand-scribed. The reason for condemnation will also be entered on the DD Form 1577 (Unserviceable (Condemned) Label-Materiel). Refer to T.O. 00-20-3 for specific procedures for returning condemned items to the Materiel Management activity. Here is an example of a specific reason when the property was consumed during testing: "The unserviceable document will be stamped or typed with the following statement: Property Reflected on This Document Has Been Consumed during Routine Testing IAW (applicable directive)."

**3.21.  Direct Transfer to DLADS.**  These procedures are primarily used to transfer scrap to DLA by authorized base organizations. Since organizational transfers of materiel to DLADS are not processed through the ILS-S, the initiating organizations are responsible for hand scribed or typed

DD Form 1348-1A documenting the transfer. There are two methods available for producing the documentation. Organizations will use DLA's Electronic Turn-in Document (ETID) system or manually produce the transfer shipment documentation if IT is limited. For items authorized direct transfer to DLADS see **Table 3.1**.

**3.22. General Disposal Procedures.** Property shall be turned in to the DLADS Site IAW DLM 4000.25, and DoD 4160.21, Ch. 3 all returns will be on DD Form 1348-1A.

3.22.1. Segregate scrap materiel to minimize DLA handling costs and to ensure maximum returns from the sale of disposed materiel. Segregation of scrap materiel shall be accomplished by the base organizations initiating materiel for all transfers.

3.22.2. If purchased items using Government Purchase Card (GPC), the organization will contact the Materiel Management Activity to ensure the assets are not on any accountable records. For "Scrap Materiel," organization will make every effort possible to return the items directly to DLADS.

3.22.3. Property shall be turned in using the DLADS Site at: **http://www.dla.mil/dispositionservices**

3.22.4. Preparation for Direct Delivery to DLADS. Before any item is returned to DLADS, there are a number of actions required by the customer:

3.22.5. Ensure the item authorized for return by the customer to DLADS (see **Table 3.1** above).

3.22.6. The item must have all available documentation (DD Form 1348-1A) and any other required documentation for the materiel being returned.

3.22.7. If applicable, ensure scrap demilitarization procedures are accomplished.

3.22.8. Property shall be turned in using the DLADS Site at: **http://www.dla.mil/dispositionservices**

3.22.9. Obtain signatures on the DD Form 1348-1A from DLADS representative.

3.22.10. Ensure proper demilitarization actions are taken on materiel that is coded for is demil action. When items are coded as such, disposing organizations items must be demilitarized prior to transfer. Demilitarization is necessary to preclude the unauthorized use of military items; destroy the military advantages inherent in certain types of property; render dangerous property harmless; protect the national interest; and preclude the compromise of security requirements. For demilitarization codes see **Table 3.2**.

3.22.11. Turn-in of computers. These items require a unique document number that denotes that is assigned for the management of small computers. Customers must coordinate the return of these items and gain approval from the Base/Tenant Equipment Control Officer (ECO). The ECO will assign a unique document number prior to the customer disposing of computers.

3.22.12. Unserviceable scrap materiel to DLADS. Organizational activities may transfer unserviceable scrap materiel directly to DLADS. The organization prepares the DD Form 1348-1A Shipping Document.

3.22.13. The requesting organization coordinates with DLADS at **http://www.dla.mil/dispositionservices**

**Table 3.1.  Items Authorized for Direct Transfer to DLADS.**

| ITEM TYPE | DESCRIPTION/OTHER INFO |
|---|---|
| Consumable Scrap | Unserviceable materiel with an ERRCD equal to XB3 that was downgraded to scrap after all demilitarization actions are completed. For demilitarization codes see **Table 3.2**. |
| Other Scrap and Waste Materiel | Refer to DAFMAN 23-122, Sec 6 for a detailed description of these items |
| Locally Manufactured Items (nonnational stock numbered) | Items that have been locally manufactured by the base. |
| Commissary Store Type Equipment | Items not on an equipment custodian's account for which disposal actions are authorized |
| Computers Managed by the Base/Tenant Equipment Custodian's Office (ECO) | Items not on an equipment custodian account. |
| Contractor Operated Parts Store(COPARS) Serviceable Excess | Items no longer required by the customer that have no expected use, where the contractor or vendor no longer grants credit. |

**Table 3.2.  Standard Demilitarization Codes.**

| CODE | EXPLANATION |
|---|---|
| A | Non-MLI (Non-Munitions List Item)/Non-SLI (Non-Strategic List Item). Demilitarization not required. |
| B | MLI (Non-SME) (Non-Significant Military Equipment).  Demilitarization not required. Trade Security Controls (TSCs) required at disposition. |
| C | MLI (SME) - Remove and/or demilitarize installed key points as prescribed in Defense Demilitarization Manual (DOD 4160.21- M-1). Remove and/or demilitarize lethal parts, components and accessories. |
| D | MLI (SME) - Demilitarize by mutilation (total destruction of item and components) by melting, cutting, tearing, scratching, crushing, breaking, punching, neutralizing, etc. (As alternate, burial or deep water dumping may be used when authorized by the DOD Demilitarization Office.) |
| E | MLI (Non-SME) - Additional critical items/materiel determined to require demilitarization, either key point to total destruction. Demilitarization instructions to be furnished by the DOD Demilitarization Program Office. |
| F | MLI (SME) - Demilitarization instructions to be furnished by item manager. |

| CODE | EXPLANATION |
|---|---|
| G | MLI (SME) - Demilitarization required – ammunition, explosive, and dangerous article (AEDA). Demilitarization, and, if required, declassification and/or removal of any sensitive markings or information, will be accomplished before physical transfer to DLADS. This code will be used for all AEDA items, including those which also require declassification and/or removal of sensitive markings or information. This code is used by the Air Force for classified items. |
| P | MLI (SME) - (Security Classified Item) Declassification and any other required demilitarization and removal of any sensitive markings or information will be accomplished prior to accountability or physical transfer to a DLADS. This code will not be assigned to AEDA items. |
| Q | Strategic list item (SLI). Demilitarization not required. Strategic List Items (SLIs) are non-MLI and identified, licensed, and controlled by the U.S. Department of Commerce through the Export Administration Regulations (EAR), 15 CFR, and indicated on the Commerce Control List (CCL), Part 799.1. Each CCL entry is preceded by a 5-digit export control classification number (ECCN), and those ECCNs ending in the letter "A" or "B" are defined by DOD as SLI.  These items are subject to import certification and delivery certification (IC/DV) control and other trade security controls at disposition. |

**3.23.  Types of Items Materiel Management Activity Delivers to DLADS.**  There are items that the Materiel Management activity delivers to DLADS. All the items listed below must be processed through the Materiel Management activity for transfer to DLADS:

**Table 3.3.  Items Materiel Management Delivers to DLADS.**

| Materiel Management Items | Notes |
|---|---|
| Serviceable Consumable Items | Items in a serviceable condition with an ERRCD equal to XB3. |
| Serviceable Equipment Items | Equipment items which are serviceable and not on an equipment custodian's account. |
| * Consumable Scrap | Unserviceable items with an ERRCD equal to XB3 that was downgraded to scrap after all demilitarization actions are completed. |
| Unserviceable Non-Accountable Equipment | Unserviceable equipment items, not on an equipment custodian's account, and managed by the local Retail Sales activity. Usually these items have an ERRCD equal to NF1. |

| Materiel Management Items | Notes |
|---|---|
| Other Unserviceable Equipment Items | Unserviceable equipment items, not on an equipment custodian's account, and not managed by the local Retail sales activity; e.g., desk, chairs, etc…) |
| **Note:** The asterisk (*) denotes items that either Materiel Management or customer can deliver to DLADS. | |

**3.24. Returning Serviceable Equipment Items (Not on Custodian's Account) to DLADS.** Supply customers should call these items into their local Equipment Accountability (EAE) for processing to DLADS.

**3.25. Return of Containers for DLADS.** When a container is turned in, either through LRS or directly to DLADS, the organization must furnish a signed certificate on the Disposal Turn-in Documentation (DTID) stating the following: "I certify that the container listed hereon is empty."

**3.26. Electronic Turn-In Document (ETID).** Process. ETID is a Web-based DD Form 13481A. The intent of using a web-based document is to simplify the turn-in process and help DRMS toward its goal of receiving turn-in information electronically.

**3.27. ETID Functionality.** ETID eliminates the hand scribed/typewritten preparation of the DD Form 1348-1A, making it easier to turn property in to DLA Disposition Services. It reduces the time required to complete a DD Form 1348-1A. ETID also pre-populates a large portion of the required information automatically when there is a National Stock Number (NSN) item. This saves generators time from looking up codes and information about the item when processing it for turn-in. ETID also helps reduce property rejections. It enables DLA Disposition Services to review the information about the property and contact the generator to resolve discrepancies prior to actual acceptance of the turn-in. ETID will also help assist generators in meeting in transit accountability requirements. ETID is flexible and used for either physical turn-in or receipt in place turn-in.

**3.28. ETID Specific Turn-In Guidance. T** he ETID specific turn-in guidance can be accessed online **http://www.dla.mil/DispositionServices/Offers/Disposal/TurnIn/Forms**. The ETID turn-in training course can be accessed at **http://www.dla.mil/ddsr** .

**Chapter 4**

**REPAIR CYCLE**

**4.1. Repair Cycle Procedures Chapter Summary.** This chapter explains the concept of the repair cycle process. This process establishes control of all unserviceable repair cycle assets from the time they are generated until returned to the LRS/Flight Service Center (FSC) as serviceable or unserviceable. The Flight Service Center is the function responsible for managing the repair cycle process. Repair cycle assets are items with ERRCD of XD(x) or XF(x).  They are also known as Due-In From Maintenance (DIFM) items.  The objective of the repair cycle concept is to obtain the greatest benefit from base maintenance shops.  The process establishes firm control over repair cycle assets to make sure they are repaired at base-level or sent to a repair facility as soon as possible. When DIFM assets are not returned to supply in a timely manner, it negatively affects the supply system, i.e., *Brakes have a demand level of 3, 1 is in supply on the shelf, AMXS back shop has 1 DIFM yet to be returned to supply and MXS has 1 DIFM yet to be returned to supply. The supply system will not order another asset as the supply system counts all 3 assets as meeting the requirement of 3.* Thus, the demand for the item is not being met because the assets have not been returned to supply in a timely manner. The repair cycle time of an item starts when the unserviceable item is removed from the aircraft or piece of equipment, and a demand is made on the LRS for a replacement.  It stops when the item, either serviceable or unserviceable, is returned. Status of repair cycle items must be continually maintained and updated according to **Table 4.1**.

**4.2. Maintenance Activity Requirements.** A primary and alternate DIFM monitor will be appointed in writing for each maintenance activity to manage their own individual DIFM program and liaison with the FSC. These individuals are required to attend Block IIB Repair Cycle Training IAW AFI 23-101, Chapter. 4, **paragraph 4.3.2.1**. It is also recommended that they attend Block I training.

**4.3. DIFM Procedure.**

4.3.1. DIFM Control.  Issue requests for ERRCD XD or XF with activity codes X (expedite), R (routine maintenance), or S (supply point) and with demand code R (recurring) or N (nonrecurring) will place that transaction and the item under DIFM control. All issues to Contract Maintenance (activity code C) are put under DIFM control regardless of the ERRCD or demand code.

4.3.2. Multiple DIFM Indicator.  Usually, DIFM issues are for a quantity of one each; therefore, the computer system in the Materiel Management activity is programmed to reject a DIFM issue for more than one each of an item.  The major reason behind this is the possibility of having a different maintenance action taken codes assigned when multiples are issued on the same document number.  Although the norm is one each per document number, there may be cases where this is not reasonable (for example, turbine blades and tires). If more than one of a particular item needs to be requested, the customer will submit a multiple DIFM request (with document justification, e.g., TO reference) to the Materiel Management Activity for approval. The FSC will retain document justification for duration of the DIFM indicator.

4.3.3. Base Contract Maintenance. Any item in stock requiring contract maintenance will issued using activity code C. This type of issue will result in DIFM control regardless of ERRCD or demand code. Demand data is not updated when activity code C is used.

**4.4. Maintenance Turnarounds.** Repair cycle items may be removed from the end-item, repaired, and reinstalled without a demand being placed on the Materiel Management activity or after the Materiel Management activity confirms that the serviceable asset is not available from their stocks. The repaired asset is not physically processed through the LRS; however, the maintenance activity must give the FSC the information needed to update supply records. The term frequently used to record this type transaction is maintenance TRNs. It is very important to document each repair made on repair cycle items. Inform the FSC every time a repair action is taken and prepare the necessary documentation, AFTO Form 350, Reparable Item Processing Tag. Send the bottom portion of the AFTO Form 350 to the FSC; ensure it is completely filled out to include the maintenance action taken code. The maintenance action taken code for TRNs must be A, F, G, K, L, or Z. Invalid AFTO Forms 350 will be returned to the appropriate maintenance activity for action. Failure to inform the FSC about TRNs reduces the number of serviceable items the LRS can keep on hand. LRS's objective is to have serviceable items on hand to replace an item that has failed. This allows the unserviceable item to be processed through the repair cycle process on a scheduled basis.

**4.5. DIFM Turn-In.** DIFM assets are returned to the FSC. The FSC processes and controls all DIFM assets. Proper documentation includes: AFTO Form 350, Reparable Item Processing Tag, condition tags and DD Form 1348-1A, Issue, Release/Receipt Document or AMS label.

**4.6. DIFM Update.** DIFM status/location update. To accurately control, DIFM assets, the status and location of the item will be known and appropriately reflected at all times. Customers with a maintenance information system will update DIFM location and status Customers without a maintenance information system will notify FSC of any status changes so appropriate inputs are reflected in the materiel management IT system. DIFM items must be returned to the FSC as quickly as possible. The DIFM managers in the Materiel Management activity and Maintenance must make every effort to process repair cycle items as fast as possible. MAJCOMs may assign other status codes to cover special situations in their command. (See **Table 4.1** for DIFM status codes.) Each day, the SBLC generates a repair cycle asset management list (D23/NGV905). This listing is forwarded to each shop and the FSC as an aid in managing and controlling DIFM assets. When differences exist between the DIFM status or location as shown on the DIFM list and the actual status or location, the FSC must be informed to ensure updates are made.

**4.7. DIFM Inventory.** The D23 will be used to manage and control DIFM assets on a daily basis. A DIFM inventory will be conducted on a quarterly basis with the appointed shop DIFM monitor and FSC personnel. Note: When discrepancies are discovered between DIFM record balances and the physical count, the FSC will request a special inventory.

**4.8. Discrepancy Report Exhibits.** Items identified to show materiel deficiencies conditions are processed as unserviceable Discrepancy Report exhibit turn-ins by the FSC. Action taken code C is used on turn-ins for Discrepancy Reports according to TO-00-35D-54. If storage space is available, the FSC stores Discrepancy Report exhibits until final disposition instructions are received.

**4.9. Buildup Items.** The individual XD2/XF* components of buildup items will be identified and accounted for separately on supply point detail records. Expendable items (XB3) required for a buildup item do not need to be accounted for separately. Expendable items can be obtained by submitting normal issue requests.

**4.10. Time Change Requirements.** The time change manager will coordinate time change requirements with maintenance and will maintain supporting documentation IAW DAFI 21-101, *Aircraft and Equipment Maintenance Management* and TO 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*. For maintenance activities that are non-Aircraft, refer to DAFPD 21-1 *Maintenance of Military Materiel* for the governing maintenance publication.

**4.11.  TCTO Kits.**

4.11.1. Time Compliance Technical Order (TCTO) information. TCTOs are intended to expedite the accomplishment of retrofit changes to end articles/items, parts, and materiel within specific time periods and reduce the probability of accidents/unreliability of systems or equipment due to non-compliance IAW DAFI 21-101 *Aircraft and Equipment Maintenance Management.*

4.11.2.  Kit Guidance.

4.11.2.1. TCTO kits will contain all parts/material necessary to accomplish the modification.

4.11.2.2.  Kitted TCTOs are assembled at the wholesale level and provided free of charge to base units.

4.11.2.3.  Non-kitted TCTOs are assembled by the end user or customer at the base level when directed by AFMC and lead command concurs.

4.11.3.  TCTO Kits Requirements.  TCTOs will indicate how the kits will be assembled, obtained, and funded.

4.11.4.  TCTO kit reconciliations. These assets are reconciled with the Materiel Management Activity on a monthly basis. The purpose of this reconciliation is to validate kit availability, shortages, excesses, due-outs, and due-ins.

4.11.5.  Control of TCTO Kits.  The FSC stores kits and establishes controls to prevent loss or unauthorized use of kits and their components.

**4.12. Awaiting Parts (AWP) Procedures.** A primary and alternate AWP monitor will be appointed in writing for each maintenance activity to manage their own individual AWP program and liaison with the Materiel Management Activity. These individuals are required to attend Supply Course - Block IIB training. This certification will be documented in training records IAW AFMAN 23-122 Chapter 4 Paragraph 4.3.6.

4.12.1. Monitors will closely monitor the AWP program to ensure assets are returned to serviceable condition as soon as possible and to determine if cross cannibalization of serviceable bits and pieces is feasible.

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

**Chapter 5**

**MANAGEMENT PRODUCTS**

**5.1.  Management Products Listings and Reports Chapter Summary.**  This chapter describes some of the SBSS management products, reports, and listings that have a direct bearing on supply customers.  The management products discussed herein can be downloaded via the AF Portal, contact your local LRS/Customer Support Liaison Element for assistance.

**5.2.  Management Products.**

5.2.1.  Daily Document Register (D04).  This register provides a means for organizations to review all document numbers processed during the day by the SBSS.  The listing can be run organization and shop code sequence.  The documents are then listed in document number sequence for each activity code.  Monetary totals are given for each organization code. **Table 5.1** lists codes used on the Daily Document Register.

5.2.2.  Priority Monitor Report (D18).  This listing (**see Figure 5. A5.1**) provides data for current review of priority, UND A and B due-out of requirements (see AFH 23-123V2PT2).

5.2.3.  Organization Effectiveness Report (M-24). This report provides a management product to monitor the issue and bench stock support effectiveness for each organization supported by the Materiel Management activity.  The report also provides the annual Organization Cost Center Record Review List which contains the specific supply data elements provided by each organization which are used by Materiel Management to support the organization.

5.2.4.  Due-Out Validation List (M30).  This monthly listing provides a means to monitor and verify that each due-out is still a valid requirement, except UND C equipment items which are provided quarterly (see AFH 23-123V2PT2).

5.2.5.  AWP Validation List (D19).  This listing shows all repair cycle items in AWP status and the status of bits and pieces that are on order to fix the repair cycle end-item.  The information is used by Maintenance to plan and schedule the end-item into repair shops. It is also used by LRS-Supply to expedite receipt of bits and pieces needed to repair AWP end items.

**5.3.  Funds Management.**

5.3.1.  PFMR and Organization Cost Center Record Update and Reconciliation (D11).  This report shows the status and internal balance of the PFMR by supplies and equipment.  Cumulative balances are shown for fund target, obligated due-outs, cumulative issues, cumulative turn-ins, and available balance (see **Figure 5. A6.1**).

5.3.2.  Organization Cost Center Report (M03). This report provides cost center managers a product showing issue, due-out, and obligation data by Supply Management Activity Group (SMAG) division and element of expense or investment code (see **Figure 5. A7.1**).

5.3.3.  Project Funds Management Report (M35).  This report provides each responsibility center manager with a product disclosing FY-to-date reimbursable issues or sales, creditable returns, obligated due-outs, fund balance, and unobligated due-outs by current or prior FY for both supplies and equipment.  Additional management information is provided for SMAG and resource managers [see **Figure 5. A6.1** (sample D11), for most of this information].

**5.4. Bench Stock Listings.**

5.4.1. Bench Stock Recommended Additions (M04).  This listing provides the individual organizations with the necessary products to determine the need to add, change, or delete items from bench stocks (see AFH 23-123V2PT2).

5.4.2. Organization Bench Stock Listing (S04).  This listing provides the individual organizations a summary of items authorized on bench stocks, controls the assignment of bench stock document numbers, and assists shop personnel in the location of bench stock items (see AFH 23-123V2PT2).

**5.5. Miscellaneous Listings.**  Contact Customer Support Liaison Element if one of the following listings is needed for additional management information.

5.5.1. Due-out Status List (R31).  This listing provides data for review of current due-out requirements and provides optional due-in and status information for selected due-outs.

5.5.2. Repair Cycle Data List (Q04).  This listing provides maintenance activities with a product reflecting repairable returns with the action taken codes for each repair cycle item. These data are used to review the base in-house repair capability program.

5.5.3. Custodian Authorization and Custody Receipt List (R14).  This is a listing of authorized and in-use equipment for each custodian account.  It serves as a custody receipt when signed by the custodian and identifies quantities authorized and on-hand within organizations and shops (see AFH 23-123V2PT2).

5.5.4. Supply Point Listing (Q13).  This listing shows items maintained on detail records known as "supply points".  The Materiel Management activity maintains the accountability and control of assets on supply point details.  Supply points may be established by the combat operations support officer in coordination with the applicable maintenance control officers or other appropriate organizational managers.  The organizations requesting a supply point must provide the necessary space and facilities, and their personnel may manage the supply point for certain large items (for example, propellers and booms).  Supply points may also be established for conventional munitions.  See AFMAN 23-122, Chapter 5 for more detailed information on supply points.

**5.6. Supply Assistance.**

5.6.1. Point of Contact.  The point of contact within LRS is the Materiel Management Customer Support Liaison Element.  As a matter of rule, do not contact other Materiel Management offices unless referred to by Customer Support Liaison Element.

5.6.2. Research.  Management products in Customer Support Liaison Element can be researched to check or correct most errors or problems.  Customer Support Liaison Element personnel can also provide general guidance on how to read and use the many management products available from the Materiel Management activity. In addition to those products listed in this chapter, the following products are available for research, information, etc., Daily Transaction Register, Daily Reject Listing, UMMIPS Surveillance Listing, Stock Number Directory, and Interchangeable and Substitute Group Listing.

5.6.3. Due-Out Update.  When a due-out requires updating (for example, change in UND, Required Delivery Date, etc.), the requesting activity will submit the following information to Customer Support:  1) Stock number of item required, 2) Document number of the request, 3)

Requisition number, if applicable, 4) Justification for follow-up or updating action, and 5) Name and telephone number of individual requesting change.

**5.7.  Supply and Accounting Data Elements.**

5.7.1.  Purpose**.** To list codes used on the Daily Document Register.

**Table 5.1.  Supply and Accounting Data Elements.**

| Field Designation | Explanation |
|---|---|
| Stock Number | NSN issued or due-out |
| ERC | Expendability, Recoverability, Reparability, Cost Designator (XF*, ND*, XB3) |
| FIA | Financial Inventory Accounting Code |
| IP | Issue Priority |
| RID | Routing Identifier |
| UI | Unit of Issue |
| Nomenclature | Name of Item |
| CAGE | Commercial and Government Entity |
| Qnty | Quantity |
| Extended Cost | |
| AC | Action Quantity |
| Mark For | Used to further identify & specify end-item applications |
| TRIC | Transaction that has occurred |
| Document | Document number assigned to transaction |

**5.8.  Document Identifier Code (DIC)/Transaction Identification Code (TRIC).**

**Table 5.2.  DIC/TRIC Explanation.**

| DIC/TRIC | EXPLANATION |
|---|---|
| DIT | Due-in or Due-out Update |
| DOC | Due-out Cancellation |
| DOR | Due-out Release |
| DUO | Due-out |
| FCI | Equipment In-use Detail Change or Delete |

| DIC/TRIC | EXPLANATION |
|---|---|
| FEC | Terminate EAID Accounting |
| FER | Equipment Identity Change |
| FET | Equipment Inter-account Transfer |
| ISU | Issue |
| MSI | Issue, Supply Point or MRSP |
| REC | Receipt |
| TIN | Turn-in |
| A5J | Transfer to DRMO |
| 1PU | Direct charge/forced no credit return generated by customer request for cancellation of an obligated due-out |

**5.9.  Transaction Phrase Code (TTPC).**

5.9.1. Purpose**.** These codes are designed to further identify and explain the transactions appearing on the Daily Document Register.

**Table 5.3.  TTPC Explanation.**

| TTPC | EXPLANATION |
|---|---|
| 1A-Item Record | Issue |
| 1B+Item Record | Turn-in |
| 1K-In-Use Det | Equipment Turn-in |
| 1L+In-Use Det | Equipment Issue |
| 2A-DO Det | Due-out Release or Cancellation (issue request by |
| 2M-DIFM Det | Partial DIFM Turn-in |
| 2N+ DIFM Det | Partial DIFM Issue or Due-out Release |
| 2O- DEL DIFM | Total DIFM Turn-in |
| 2P+ ADD DIFM | DIFM Issue or Due-out Release |

**5.10.  Supply Status, Cancellation Codes, and Phrases Purpose.**  These codes provide supply status information or the reason for cancelling a due-in or due-out.  These are the more commonly used codes and the phrases that apply.

**Table 5.4.  Status Explanation.**

| STATUS | EXPLANATION |
|---|---|
| B5 | The RID activity is in receipt of your follow-up request. Action to determine status and/or improve the ESD is being attempted.  Further status will be furnished within 7 calendar days. |
| BA | Item being processed for release and shipment. |
| BB | Item back ordered against a due-in to stock. Use of BB status is appropriate for local manufacture item. |
| BD | Requisition is under review.  Additional status will be provided with action taken. |
| BF | No record of requisition. Reorder if still needed. |
| BG | Stock number changed or NSN assigned to a part number submitted or unit of issue changed. |
| BH | Substitute or interchangeable being supplied. NSN of item in the stock number field of the status input. |
| BQ | Cancelled.  Result of receiving cancellation request. |
| BV | Item procured and on contract for direct shipment. |
| CG | Rejected.  Unable to identify requested item.  Resubmit with correct NSN or part number.  If correct part number was submitted or if the correct NSN or part number are unknown, resubmit on DD Form 1348-6. |
| CJ | Rejected.  Item coded or being coded obsolete.  If still needed, resubmit requisition on DD Form 1348-6. |
| CK | Rejected. Item not available. Requisition next higher assembly. |
| N | Rejected.  Source is local manufacture or fabrication. |
| FF | Rejected.  Item not authorized stockage or issue.  Resubmit requisition providing full justification. |
| FO | Rejected.  Incomplete or invalid TO reference.  If TO is correct, resubmit on DD Form 1348-6 citing complete reference, end item, etc. |
| ZE | Contracting unable to buy due to inadequate description. |
| ZS | Due-out cancellation resulting from daily or weekly due-out validation. |
| ZU | Due-out cancellation resulting from aircraft record validation. |
| ZW | Due-out cancellation resulting from monthly or quarterly due- out validation. |
| ZX | Due-out cancelled as a result of end-item being turned in with maintenance action taken code 4 (not repairable this station due to lack of parts). |

| STATUS | EXPLANATION |
|---|---|
| 99 | Follow-up.  This code will be decreased by one each time subsequent follow-up action is taken; that is, 96 would represent four follow-up actions. |
| **Note:** | |
| A single character alpha or numeric (A/N) indicates the initial method of movement by the shipper (mode of shipment). | |

**Figure 5.1.  Priority Monitor Report D18/Part 5, Supply/Equipment.**

**Figure 5.2.  D11, PFMR/OCCR Update and Reconciliation.**



**Figure 5.3.  Organization Cost Center List M03/Page 1, Organization Cost Center List.**

**Figure 5.4.  D04/Part 1, Daily Document Register.**

**Chapter 6**

**DATA ELEMENTS AND DEFINITIONS**

**6.1.  Data Elements and Definitions.**

6.1.1.  Purpose. To define data elements consisting of codes, flags, numbers, or quantities used internally or externally to the Air Force Logistics legacy systems.

6.1.1.1.  Arrangement. The elements are listed alphabetically by full name. (Some entries are also listed under their acronyms, with cross-references to the full names and definitions.)

6.1.1.2.  Contents. Each entry includes the title of a data element, followed by the number and type of digits it contains. The purpose of each element is explained, and cross references to applicable chapters.

**6.2.  Glossary of Terms.**

6.2.1.  ACCOUNTING AND DISBURSING STATION NUMBER (ADSN) (6-position N). Identifies the Accounting & Finance Office that disburses, collects, reports, or accounts for materiel transactions. These data elements are recorded on output documents and PFMR.

6.2.2.  ACQUISITION ADVICE CODE (AAC) (1-position A).   Indicates how (as distinguished from where) and under what restrictions an item will be acquired. The AAC will reflect applications of three basic methods:  (1) by requisition; (2) by fabrication or assembly; (3) by local purchase. See DoD Cataloging Data and Transaction Standards, Vol 10, **Table 58**, for a list of these codes.

6.2.3.  ACQUISITION METHOD SUFFIX CODE (AMSC) (2-position A).  This code reflects the decision of the Primary Inventory Control Activity (PICA) from a planned procurement review. A combination of the two codes is required. See DoD Cataloging Data and Transaction Standards, Vol 10, **Table 71**, for a list of codes.

6.2.4.  ACTION CODE--AFEMS (C001) TRANSACTION (1-position A).  This is a standard code for on-line transactions in the AFEMS (C001).

**Table 6.1.  Action Code--AFEMS.**

| Code | Value |
|------|-------|
| A | Add a record |
| C | Change a record |
| D | Delete a record |

6.2.5.  ACTION FLAG—VENDOR/AF-OWNED CONTAINERS (1-position A). Indicates the action the program should take on certain input formats.

6.2.6.  ACTION TAKEN CODE--MAINTENANCE (1-position A/N).  Indicates maintenance actions which dictate Integrated Standard Supply-System (ILS-S) updating of repair cycle records. See **Table 4.2**.

6.2.7.  ACTIVITY CODE (1-position A).  Identifies the method that an organization uses when submitting an issue or turn-in request to the supplies and equipment manager. This code appears in the first position of an organization document number. The activity codes are listed below:

**Table 6.2.  Activity Codes.**

| Code | Description |
|------|-------------|
| A | Special level. |
| B | Bench stock (bench stock issues). |
| C | Contract maintenance/in-house repair/ Unsatisfactory Report (UR) exhibits. |
| D | Special Purpose Recoverables Authorized Maintenance (SPRAM) issues. |
| E | Equipment Manager. |
| F | Internally assigned to the local manufacturer receipts of stock funded (budget code 9) items. For transaction identification codes (TRIC) other than receipts, this code is the service code portion of the MILSTRIP document number. Also, the organizations and/ or LRS/Materiel Management Activities use this code for miscellaneous DO NOT POST transactions. Such transactions are not processed through the SBSS but are transferred to DLADS. |
| J | Maintenance (IMDS/CAMS- FM) issues. |
| K | Retail outlet transactions. General outlet (BSS/TIC) uses this code for issues and turn-ins. |
| L | Bulk issue point (Base Service Store, Individual Equipment Element, and GSA Self-Service Store). |
| M | Mission support kit (MSK). |
| P | Non- Equipment Authorization Inventory Data (EAID) Equipment. Equipment items (ERRCD NF/ND) for which authorized or in-use detail records are not maintained. |
| R | Routine maintenance. |
| S | Identifies a transaction related to a supply point. It is used for a cross-the counter issues, for turn-ins, and for action between the supply point and the CSB account. |
| U | RSP. |
| W | War Reserve Materiel consumables and spares. |
| X | Expedite. |

| Code | Description |
|------|-------------|
| Y | Identifies file maintenance transactions that were assigned document numbers under program control. |
| Z | Internal transactions. |

6.2.8. ACQUISITION ADVICE CODE (AAC) (1-position A).  Indicates how (as distinguished from where) and under what restrictions an item will be acquired. The AAC will reflect applications of three basic methods: (1) by requisition; (2) by fabrication or assembly; (3) by local purchase. See DoD Cataloging Data and Transaction Standards, Vol 10, **Table 58**, for a list of these codes.

6.2.9. BASIS OF RELATIONSHIP CODE (2-position N).  Identifies the source from which the relationships within this Interchangeable and Substitute Group (ISG) were obtained or determined. The sources for these codes are listed below:

**Table 6.3.  Basis of Relationship Code.**

| Code | Source |
|------|--------|
| 01 | From comparison of T.O. data |
| 02 | Physical installation and test |
| 03 | Physical comparison |
| 04 | Part number and manufacturer |
| 05 | Other |

6.2.10. COMMERCIAL AND GOVERNMENT ENTITY (CAGE) (5-position A/N). Identifies the manufacturer of an item. Can be found in WEBFLIS.

6.2.11. COMMODITY GROUP CODE (1-position A).  Determines the classification of scrap material and the sequence of that material by content classification. See the table below for a list of codes used on the Scrap Classification and Segregation Guide.

**Table 6.4.  Scrap Classification and Segregation Guide.**

| Commodity Group Code | Description |
|------|-------------|
| A | Paper - 1. Tabulating Cards; 2. Ledgers; 3. Newspaper; 4. Books and Magazines; 5. Mixed Paper; 6. Cardboard |

| Commodity Group Code | Description |
|---|---|
| C | <u>Textiles</u> - 1. Burlap; 2. Canvas; 3. Rags; 4. Webbing; 5. Rope; 6. Rayon Rags; 7. Nylon Rags; 8. Wool Rags; 9. Cotton Rags; 10. Silk Rags; 11. Textile Scrap; 12. Cotton Comforters Scrap; 13. Cotton Mattresses Scrap; 14. Hawser Scrap; 15. Polyester Scrap; 16 116. Poncho Scrap; 17. Rubberized Clothing and Equipage, Scrap; 18. Sleeping Bags Scrap. |
| D | <u>Nonferrous Metals</u> - 1. Aluminum a. Foil and screen b. Obsolete solids (cable, utensils, castings, forgings) c. Iron (borings, turnings, shavings); 2. Copper base alloys; 3. Copper a. Cable and wire (insulated or lead covered) b. Brass c. Bronze d. Electric motors, transformers; 4. Lead a. Batteries b. Battery plates; 5. Magnesium; 6. Zinc. |
| E | <u>Ferrous Metals</u> - 1. Iron; 2. Steel. |
| F | <u>Wood</u> – 1. Scrap. |
| G | <u>Rubber</u> - 1.Tires, Aircraft; 2. Tires, Automotive; 3. Inner Tubes, Aircraft; 4. Inner Tubes, Automotive; 5. Miscellaneous. |
|  | <u>Miscellaneous Scrap and Waste</u> - 1. Asbestos; 2. Chemicals, Scrap, and Related Scrap Materials; 3. Dehydrating Agency, Grade A; 4. Exposed Film; 5. Glass Cullet (Broken Glass); 6. Tile, Concrete, Bricks, Clay, and Crockery; 7. Leather; 8. Plastic; 9. Electrical and Electronic Residue. Reclaimed or demilitarized end items and electrical and electronic property which has no value except for basic ferrous or nonferrous content whenever practical; 10. Ashes, Waste (Coal or Wood); 11. Electronic Tube; 12. Residue; 13. Miscellaneous Scrap not otherwise Classifiable; 14. Magnetic Tape. (Use ADP computer magnetic tape no longer suited for ADP operations); 15. Lubricating Oil Waste (motor vehicle types and similar); 16. Fuel, Oil, Jet Fuel, Waste, and Similar Types; 17. Oil, Lubricants, Grease, Waste, Miscellaneous Types; 18. Synthetic Base Aircraft Turbine Engine Oil, Waste (MIL-L-7808, 8188, and 13699); 19. Wax, Scrap, and Related Scrap. |
| P | Precious Metals – 1. Unsegregated Platinum (Platinum pointed spark plugs, magneto point assemblies, and other items containing platinum; 2. Platinum and Platinum Group (Includes noble metals such as palladium, rhodium, iridium, osmium ruthenium, etc.; 3. Silver Scrap; 4. Gold Scrap; 5. Platinum-plated Scrap; 6. Silver-plated Scrap; 7. Gold-plated Scrap. |
| S | Stainless Steel - 1. Alloy Group 1 a. Materiel Specifications: AISI 302, 303, 304, 305, 308, 316, 321, 347, 17-7PH, PH15-7MO, 321, and Inconel W when joined. b. Percent of Principal Elements: 7-13 Nickel (Ni), 17-19 Chromium (Cr).  2. Alloy Group 2. a. Materiel Specifications: AISI 403, 405, 410, 414, 416, 420, |

| Commodity Group Code | Description |
|---|---|
|  | 430, 431, 440. b. Percent of Principal Elements: 0-2 Ni, 12-16 Cr.; 3. Stainless Steel, Nonmagnetic; 4. Stainless Steel, Magnetic 5. Chrome Nickel 6. Nickel, Miscellaneous. 6. Alloy Group 12. a. Materiel Specifications: 17-4PH, AM 355, AMS 5355, 5359, 5368, 5398, 5547, 5548, 5549, 5554, 5643, 5775, 5780, 5781, PH 15-7MO, Inconel W and AMS 321 when joined. b. Percent of principal elements: 4 Ni, 17 Cr. 7. Alloy Group 21. a. Materiel Specifications: AMS 5700 (TPA) valves, PWA 143, WAC 8163. b. Percent of Principal Elements: 14 Ni, 14 Cr. 8. Alloy Group 24. a. Materiel Specifications: HR Crown, PWA 785, WAC 8338. b. Percent of Principal Elements: 12 Ni, 25 Cr. |
| T | High Temperature Alloys. |

6.2.12. CONTROLLED ITEM CODE (1-position A/N). Indicates the degree of security handling that a particular item requires. The controlled items can be classified, sensitive, or pilferable. See DoD Cataloging Data and Transaction Standards, Vol10, **Table 61**, for list of codes.

6.2.13. DATE OF FIRST DEMAND (DOFD) (7-position N). Indicates the Ordinal date of the first request for issue, regardless of demand code or TEX code. It is included on the item record and the master bench stock record.

6.2.14. DATE OF LAST DEMAND (DOLD) (7-position N). Indicates the ordinal date of the most recent transaction in which a recurring demand was processed. This date is stored on the item record and the master bench stock record.

6.2.15. DEFENSE LOGISTICS AGENCY DISPOSITION SERVICES (DLADS). DLA Disposition Services (formerly known as the Defense Reutilization and Marketing Service) is part of the Defense Logistics Agency. Their mission is to oversee the reuse, transfer, donation, sale or disposal of excess property within the DoD.

6.2.16. DEFENSE LOGISTICS AGENCY TRANSACTION SERVICES (DLATS). DLATS' mission is to receive, edit, and route logistics transactions for the Military Services and Federal Agencies. The term "DLATS" is also used to refer to the system that provides information on Communication Routing Identifiers (COMMRI), Distribution Codes, DoD Activity Address Codes (DODAAC), National Item Identification Number (NIIN), Routing Identifier Codes (RIC), and Military Assistance Program Address Codes (MAPAC).

6.2.17. DELIVERY DESTINATION (3-position A/N). Indicates the location for delivery of supplies and equipment by building, room, and work area.

6.2.18. DELIVERY PRIORITY (1-position Numeric). Same as SUPPLY RESPONSE PRIORITY DESIGNATOR

6.2.19.  DEMAND CODE (1-position A).  Indicates how to accumulate demand information about stock leveling and DIFM control.  See DLM 4000.25, Vol 2, Appendix 7.8 for a list of these codes.

**Table 6.5.  Demand Code.**

| Code | Explanation |
|---|---|
| I | INACTIVATED ITEM DEMAND.  This code will be entered only in requisitions (DI A0_) applicable to inactivated items by the DLA Transaction Services (DLATS). |
| N | NONRECURRING DEMAND.  A request made for a requirement known to be a one-time occurrence; for example, a Modification Work Order (MWO) kit for application or an initial request for storage. |
| O (Alpha) | NO DEMAND.  To be assigned by requisitioning activities in submitting requisitions for substitute items which are acceptable in lieu of previously requisitioned but delayed items and for initial fill of Prepositioned War Reserve Materiel Stock (PWRMS) consumable item requirements. |
| P | NONRECURRING DEMAND FOR SPECIAL PROGRAM REQUIREMENTS. <br><br> Entered in requisitions by a requisition initiator to identify a requisition for special program/requirements for which stocks were known to have been acquired by the ICP in anticipation of such demands. |
| R | RECURRING DEMAND.  A request made periodically or anticipated to be repetitive by an authorized requisitioned for consumption or use or for stock replenishment. |
| S | COMMISSARY RESALE DEMAND.  A demand for perishable and nonperishable subsistence items only for resale. |

**Table 6.6.  Intra-Air Force Demand Codes.**

| Code | Explanation |
|---|---|
| C | Initial issues to contractor activities. To be entered in contractor issue requests when a like item will not be returned to supply. Due-in from maintenance controls do not apply to demand code "C" issues. |
| J | Initial issues to training aids. |
| K | Initial issues to special projects. |
| L | Initial issues to maintenance for assembly, disassembly and TCTO installation including TCTO kit buildup. |

| Code | Explanation |
|------|-------------|
| M | Initial issues to mockups or test stands. |

6.2.20.  DEMILITARIZATION CODE (1-position A).  Indicates if demilitarization is needed and how to carry it out. These DOD standard codes are located on the item record and provided to the bases via SNUD. The managing service assigns the codes to NSN items. If assigned to the item records, these codes are printed in clear text on the transfer to disposal (DEMIL A). If these codes are unassigned, the computer will print DEMIL X. See DoD Cataloging Data and Transaction Standards, Vol 10, **Table 38** for a list of these codes.

6.2.21.  DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DODAAC) (6-position A/N).    Identifies the name and address of the activity to which materiel, documentation, and billing are to be submitted. The first character identifies the appropriate military service or the government ownership or sponsorship (MILSTRIP service code). The next five characters identify the name and address of the specific activity, unit, or organization. The codes and their corresponding names and addresses are published and cross-referenced in the DOD Activity Address Directory found DLM 4000.25, Vol 6, *Logistics Systems Interoperability Support*.  **Note:**  This manual also refers to these codes as ship-to account code, SRAN, and supplementary address.

6.2.22.  DUE-IN FROM MAINTENANCE (DIFM) STATUS CODE (3-position A).  Reflects the current and previous status of the asset. These codes are loaded to the DIFM detail record with a DIFM input.

6.2.23.  DUE-IN FROM MAINTENANCE (DIFM) STATUS FLAG (1-position N).  Used in reporting to reflect the current and previous status of an asset and to identify assets removed. This flag is used on the DIFM detail record in the requirements computation, assigned through internal programming, and updated by the issue, turn-in, and due-out release programs. The DIFM status flags are listed below:

**Table 6.7.  DIFM Status Flags.**

| Code | Description |
|------|-------------|
| 0 | Indicates that quantity due-in from maintenance is firm |
| 1 | Indicates a quantity due-out |
| 2 | Indicates a credit quantity (the requested item is still due-out but the exchanged item has already been turned in) |
| 3 | Indicates a firm DIFM detail with a C activity code issued free of charge to the customer. Used on budget code 8 DIFM details for functional check or TCTO modification. |
| 4 | Indicates a firm DIFM detail that has been charged to the customer at standard price and is over 60 days old. Used on recurring budget code 8 DIFM details. |

6.2.24. EQUIPMENT CODE (1-position A).   Identifies which specific categories of equipment are authorized and/or in-use. If none of the categories listed below apply, the field on the authorized and/or in-use detail record remains blank:      **EQUIPMENT MANAGEMENT CODE (1-position N).**  Identifies the requirement for reporting equipment assets. These codes are located on the item record in the third position of the ERRC field. See **Table 6.17**.

**Table 6.8.  Equipment Codes.**

| Code | Description |
|------|-------------|
| A | Locally manufactured, non-stock listed items |
| C | Bench mockup sets |
| D | Controlled mission equipment (CME) |
| H | Vehicles, not USAF owned, provided by Host Nation |
| L | Vehicles, not USAF owned, economical lease |
| P | Vehicles, not USAF owned, POV (privately owned vehicle) and NAF (non-appropriated funds) |
| Q | Quick reaction capability (QRC) assets |
| R | Rental equipment |
| U | Vehicles, not USAF owned, uneconomical lease |
| V | Vehicles, USAF owned and leased |
| W | Expendable WRM items authorized by the allowance standard (AS) |
| X | See REGISTERED EQUIPMENT MANAGEMENT |
|   | (REM) COMPONENT FLAG |

6.2.25. EXPENDABILITY/RECOVERABILITY/REPARABILITY/COST  DESIGNATOR (ERRCD) (3-position A/N).  Designates the expendability status, level of repair, and cost category of an item. See DoD Cataloging Data and Transaction Standards, Vol 10, **Table 69** for a list of these codes.

6.2.26. FEDERAL SUPPLY CLASS (FSC) (4-position N).  Identifies the commodity class of an item and appears in the first four positions of an NSN. (See STOCK NUMBER, NIIN, and NSN.) This was previously called NATIONAL SUPPLY CLASS (NSC). See DLA Handbook for a list of these codes.

6.2.27. FEDERAL SUPPLY GROUP (2-position N).  Identifies the commodity group of an item. This is a component code which occupies positions 1 and 2 of the FSC and of the NSN.

6.2.28. FORCE ACTIVITY DESIGNATOR (FAD) (1-position N). Signifies the relative order of importance of the activities requesting supplies and equipment. See DoD 4140.1-R, Appendix 9.

6.2.29. HAZARDOUS MATERIEL IDENTIFICATION CODE (HMIC) (1-position A). Identifies items that require special handling, storage, use, transportation, and disposal because of hazardous material. Reference DoD 4100.39 -M, Vol 10 for a list of these codes.

6.2.30. HEALTH HAZARD FLAG (1-position binary). Identifies items that have been reviewed by DMS and/or Inspection but were not assigned IEX 9. This flag appears in the item record data control flag field. Items listed in AFJMAN 23-209, *Storage and Handling of Hazardous Materials*, AFMAN 40-201, *Material Safety Data, Transportation Data, And Disposal Data, For Hazardous Materials Furnished to Government Activities* must be reviewed by the base BES to determine the specific health hazard. When suspected hazardous commodities are received into the materiel management account and have not been reviewed by the BES, Inspection personnel will notify BES and the Base Safety Office. A complete list of chemical contents and nomenclature must be provided. Inspection personnel will see that potential health hazard items are assigned an IEX 9 or a Health Hazard Flag (HHF). The BES may advise Inspection to assign IEX 9 to items that require surveillance or waiver and are not specifically mentioned above. See AFH 23-123, Vol 2, Pt 1, **Chapter 2** loading this flag to the item record.

6.2.31. MAJOR COMMAND CODE (2-position A/N). Identifies the command to which an organization is assigned. These codes, which designate Air Force organizations, are the only codes authorized for loading to organization cost center records. This manual also refers to these codes as parent command code, using command code, gaining command code, and reporting command code. The codes listed below are just some of the major commands. **Table 6.10** contains MAJCOM and agency codes a complete service list can be located on **https://www.dla.mil/** (search for Air Force Major Command Code).

**Table 6.9. Major Command Code.**

| Command Code | Title |
|---|---|
| 02 | Air Force Inspection Agency (FO) |
| 03 | Air Force Op Test & Eval Ctr |
| 05 | Air Force Intelligence Analysis Ag |
| 06 | Air Force Audit Agency |
| 07 | Air Force Off Spec Investigation |
| 08 | HQ USAF Security Forces Ctr |
| 09 | Air Force Personnel Ctr |
| 0B | US Air Force Academy |
| 0D | US Air Forces in Europe |
| 0J | Air Education & Training Cmd |

| Command Code | Title |
|---|---|
| 0M | HQ Air Force Reserve Command |
| 0N | Headquarters USAF |
| 0R | Pacific Air Forces |
| 0U | Air Force ISR Agency |
| 0V | Air Force Spec Opns Cmd |
| 0W | HQs Field Activities |
| 11 | Air Force Manpower Agency |
| 12 | Air Force Public Affairs Agency |
| 13 | HQ USAF And Support Elements |
| 1A | AFC2ISRC |
| 1C | Air Combat Cmd |
| 1K | Air Force Cyber Command |
| 1L | Air Mobility Cmd |
| 1M | Air Force Materiel Cmd |
| 1P | Air Force Real Property |
| 1Q | HQ Air Force Flt Std Ag |
| 1R | United States Africa Command |
| 1S | HQ Air Force Space Command |
| 1W | Engr & Spt Ag |
| 1Y | Air Force Civ Career Trng |
| 20 | Air Force Ag For Modeling / Sim |
| 21 | Air Force Nuc Weapons Ag |
| 24 | HQ USAF Direct Spt Elements |
| 25 | Air Force Wide Spt Elements |
| 26 | AFELM BMDO |
| 27 | Air Force Ag For Modeling & Sim |
| 29 | Air Force Nat Sec Eme Pre |
| 2A | Air Force Cost Ana Ag |

| Command Code | Title |
|---|---|
| 2D | Air Force Personnel Op Ag |
| 2E | Air Force Legal Op Agency |
| 2F | Air Force Medical Support Agency |
| 2H | Air Force Operations Gp |
| 2I | ANG Readiness Center |
| 2K | Air Force Hist Res Ag |
| 2L | Air Force Tech Appl Center |
| 2M | Air Force Review Boards Agency |
| 2N | Air Force Studies And Analyses Ag |
| 2Q | HQ Air Force Weather Ag |
| 2R | Air Force Program Executive Office |
| 2S | AFELM NORAD |
| 2T | Air Force Safety Center (Fo) |
| 2U | Air Force Services Agency |
| 2Z | Air Force Medical Operations Ag |
| 30 | AFELM DISA |
| 31 | AFELM DFAS |
| 33 | AFELM DLA |
| 34 | Air National Guard |
| 35 | AFELM DIA |
| 37 | AFELM DEF Threat Red Acy |
| 38 | AFELM JCS |
| 39 | AFELM OSD |
| 3A | Defense Contract Mgt Ag |
| 3C | AFELM Us Central Cmd |
| 3D | AFELM Us Special Ops Cmd |
| 3G | Air Force Elements – NATO |
| 3K | AFELM USEUCOM |

| Command Code | Title |
|---|---|
| 3M | AFELM Us Southern Command |
| 3N | AFELM Us Joint Forces Cmd |
| 3O | AFELM Us Pacific Command |
| 3P | Counter Intel Field Activity |
| 3Q | AFELM USSTRATCOM |
| 3T | AFELM USTRANSCOM |
| 3V | Air Force Elements |
| 3W | Air Force Ctr For Eng & Environment |
| 41 | National Geospatial-Intel Ag |
| 4D | US Northern Command |
| 4L | Future Financials |
| 4W | Air Force District of Washington |
| 5J | Air Force Financial Services Center |
| 5K | Air Force Petroleum Agency |
| GS | Air Force Global Strike Command |
| HQ | Not For Use on UMD Code |

6.2.32.  MARK-FOR (14-position A/N).  The mark-for field is used for a variety of purposes on customer issue requests. Mark-for requirements are normally based upon the type of maintenance organization and/or the type of item being requested. The mark-for is also used to further identify and specify end-item applications.

6.2.33.  MODE OF SHIPMENT (1-position A/N).  Indicates the initial method of moving a shipment. This code is stored on the status detail record. For a list of these codes see DoD 4500.9-R, Part II, Appendix I.

**Table 6.10.  Mode of Shipment Codes.**

| Code | Description |
|---|---|
| A | Motor, truckload |
| B | Motor, less than a truckload |
| C | Van (unpacked, uncrated personal and/or government property) |
| D | Driveaway, truck away, towaway |

| Code | Description |
|---|---|
| E | Bus line |
| F | AMC |
| G | Surface, parcel post |
| H | Air, parcel post |
| I | Government truck, including common service |
| J | Air, small package carrier |
| K | Rail, carload |
| L | Rail, less than one carload |
| M | Freight forwarded |
| N | Contract air (LOGAIR/QUICKTRANS) |
| O | Organic military air |
| P | Through bill of lading |
| Q | Air freight |
| R | Air express |
| S | Air charter |
| T | Air freight forwarded |
| U | Air, van |
| V | Sea-van service |
| W | Water, river, lake, coastal (commercial) |
| X | Sealift express service (SEA-EX) |
| Y | Intra-theater airlift system |
| Z | MSTS (controlled, contract, or arranged space) |
| 2 | Government watercraft (barge or lighter) |
| 3 | Roll-on, roll-off service |
| 4 | Armed Forces Courier Service (ARFCOS) |
| 5 | United Parcel Service |
| 6 | Military ordinary mail (MOM) |

| Code | Description |
|------|-------------|
| 7 | Weapon Systems Pouch |
| 8 | Pipeline |
| 9 | Local delivery, including deliveries to Port of Embarkation (POE) from adjacent LRS/Materiel Management Activities |

6.2.34.  MULTIPLE-DIFM (1-position binary).  Indicates the repair cycle assets that can be issued in quantities greater than one. This flag, located on the item record, is loaded by FCD input. A value of zero shows an issue quantity of one only. A value of one shows an issue quantity of more than one.

6.2.35.  NATIONAL ITEM IDENTIFICATION NUMBER (NIIN) (9-position A/N).  Serves to fix the identity of an individual item of supply and to distinguish it concisely and permanently from all other items. The national item identification number occupies positions 5-13 of the NSN. NSNs are constructed with the FSC in positions 1-4, the NIIN in positions 5-13, and the MMAC in positions 14-15. An NIIN cannot be used with more than one federal supply class/materiel management code. Unlike the FSC, which indicates the relationship of an item to other items in the same FSC, there is no relationship between one NIIN and other NIIN in numerical sequence. The NIIN is a semi-significant number; that is, the first two positions contain the National Codification Bureau (NCB) code identifying the country that assigns the number. The remaining seven positions contain a nonsignificant serially assigned number.

**Table 6.11.  National Codification Bureau (NCB) Code.**

| Code | Country |
|------|---------|
| 00 | United States |
| 01 | United States |
| 11 | NATO |
| 12 | Germany |
| 13 | Belgium |
| 14 | France |
| 15 | Italy |
| 17 | Netherlands |
| 18 | South Africa |
| 21 | Canada |
| 22 | Denmark |
| 23 | Greece |

| Code | Country |
|------|---------|
| 24 | Iceland |
| 25 | Norway |
| 26 | Portugal |
| 27 | Turkey |
| 28 | Luxembourg |
| 29 | Argentina |
| 66 | Australia |
| 98 | New Zealand |
| 99 | United Kingdom |

6.2.36. NATIONAL STOCK NUMBER (NSN) (13-position A/N).  An identification number associated with a specific item. It is made up of the FSC – 4 digits and the NIIN – 9 digits. A two digit Material Management Code (MMAC – 2 digits) may be assigned to the NSN, but it is not part of the NSN. Note: The first two digits of the FSC are the FSG and identify the commodity of an item. Likewise, the first two digits of the NIIN are the NCB Code and identify the country that assigns the number. See also STOCK NUMBER.

6.2.37. NOMENCLATURE (19-position A/N).  Describes on the item record those items which are identified by a unique NSN. Nomenclature identifies items in graphic and specific terms (for example, LUMBER 2X4X4X GR2, or SUIT FLY SIZE 46S).

6.2.38. NOT REPARABLE THIS STATION INDICATOR (NRTS) (1-position N).  NRTS code 1 identifies repair cycle items that are restricted from base repair. For NSNs identified as NRTS-1, the phrase NRTS-1 BENCH CHECK is printed on the ISU, DOR, and I004 management notice. The NRTS-1 indicator is placed in the Repair Cycle Asset Management Listing (D23/NGV905) to allow LRS/Materiel Management Activity and Maintenance to speed up bench check and shipment.  Reference **Table 4.2**. Action Taken Codes for NRTS items.

6.2.39. ORGANIZATION      CODE      (BASE      SUPPLY      INTERNAL      FUNCTION DESIGNATOR) (3-position N).  Identifies an organization, unit, or detachment receiving logistical support from the LRS CC/AO and/or identifies internal functions of the LRS CC/AO. Many A&F and Supply internal program decisions are made based on a specific organization code or on a series of these codes. The organization code occupies positions 2, 3, and 4 of the organization document number.

6.2.40. ORGANIZATION IDENTIFICATION CODE (12-position A/N).  Identifies users of supplies and equipment on the organization cost center record. The structure of this code is built using the organization number, the unit kind code, the level code, and the detachment number.

6.2.41. ORGANIZATION TITLE (22-position A/N).  Identifies a specific organization, unit, detachment, function, etc., for which an organization record is established.

6.2.42. PRECIOUS METALS INDICATOR CODES (PMIC) (1-position A/N).  Identifies defense materiel items that contain precious metals and indicates the content value of the metal. For a list of these codes see DoD Cataloging Data and Transaction Standards, Vol 10, **Table 160**.

6.2.43. PRIORITY DESIGNATOR (2-position N).  Identifies the priority assigned to MILSTRIP requisition and issue transactions. LRS/Materiel Management Activity, depot materiel management or an equivalent activity will determine the priority designator by relating the assigned FAD to the appropriate UND.

**Figure 6.1.  FAD and UND Conversion Charts.**



UNIFORM MATERIEL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)

Force Activity Designators for Air Force and Military Assistance Program (MAP) activities and projects are determined by the precedence ratings assigned by HQ USAF/PR and published in the current Program Documents.

| PRECEDENCE RATING | FORCE ACTIVITY DESIGNATOR CODE | ASSIGNMENT AUTHORITY |
|---|---|---|
| 1-1 THRU 1-20 | I * | JCS |
| 2-1 THRU 7-20 | II | HQ USAF |
| 8-1 THRU 13-20 | III | HQ USAF |
| 14-1 THRU 19-20 | IV | HQ USAF |
| 20-1 THRU 25-20 | V | HQ USAF |

* Not used in peacetime unless programs are approved by the President, declared emergencies, or when projects or programs are specifically designated by the JCS.

FORCE ACTIVITY DESIGNATORS (FAD) CODES

| I | II | III | IV | V |
|---|---|---|---|---|
| COMBAT | COMBAT READINESS | DEPLOY READINESS | ACTIVE & RESERVE | OTHER |

URGENCY OF NEED (UND) DESIGNATORS

| A | B | C |
|---|---|---|
| CANNOT PERFORM MISSION | MISSION CAPABILITY IMPAIRED | FIRM FUTURE RQMT & STOCK REPLENISHMENT |

URGENCY OF NEED DESIGNATOR

| FAD | A | B | C |
|---|---|---|---|
| I | 1 | 4 | 11 |
| II | 2 | 5 | 12 |
| III | 3 | 6 | 13 |
| IV | 7 | 9 | 14 |
| V | 8 | 10 | 15 |

(--------- PRIORITY---------)

6.2.44. PROJECT FUNDS MANAGEMENT RECORD (PFMR) CODE (3-position N). Identifies the PFMR and the subdivision of available funds designated for the purchase of materiel from divisions of the Air Force SMAG. When loaded to organization cost center records, these locally assigned codes (100-999) identify the PFMR which contains the funds for purchase of materiel for the organization.

6.2.45. PROJECT NUMBER (3-position N).  Identifies by NSNs those items which are included in a specific cross-system repair contract. The project number is assigned by the Air Logistics Complex IM/SSM who administers the contract.

6.2.46. QUANTITY UNIT PACK (QUP) CODE (1-position A/N).  Indicates the number of units normally contained in the packaging container. For example, if an item has a unit of issue of gallons and normal container of 55 gallons in a drum, the QUP code will be M. If the unit of issue for this same item is drum, the QUP code will be 1. If no QUP code identifies the specific unit pack quantity, the code identifying the quantity nearest to the unit pack will be

used. The list of QUP codes is provided in DoD Cataloging Data and Transaction Standards, Vol 10, **Table 56**.

6.2.47.  RELATIONSHIP CODE (RC) (1-position A).  Indicates on the item record or ISG record how items within an ISG are related to one another.

**Table 6.12.  Relationship Codes (RC).**

| Code | Description |
|------|-------------|
| M | Master item |
| I | Interchangeable item |
| S | Substitute item |
| H | Next higher assembly |
| K | Repair kit |
| C | Component part |

6.2.48.  REQUIRED DELIVERY DATE (3-position N).  Identifies the date a requisition is to be delivered in the event that the actual delivery date is not compatible with the priority delivery date (PPD). In the SBSS, the primary use of the RDD is to identify MICAP requirements. For a list of these codes see DLM 4000.25.

6.2.49. REQUISITIONING OBJECTIVE (RO) (6-position N).  Indicates the maximum quantity that should be on hand and/or on order to sustain current operations.

6.2.50.  SHELF-LIFE CODE (1-position A/N).  Indicates on the item record the number of months a new item may remain unused in storage before it must be reconditioned or condemned. The shelf life code is used by the requirements routine to compute the maximum quantity that should be on hand and due-in at any one time. This code cannot identify the shelf life remaining on any particular unit(s) of stock on hand nor should it be confused with service life (a measurement of anticipated total in-use time). For a list of these codes see DoD Cataloging Data and Transaction Standards, Vol 10, **Table 50**.

6.2.51.  SPECIAL PACKING INSTRUCTION (SPI) NUMBER (5-position binary).  Assists LRS/transportation activity personnel in properly preparing items for movement. This number is stored on the item record in the MANUFACTURERS-IDCODE field and is printed on all DD Form 1348-1A*, Issue Release/Receipt Document*, shipping, issue, and due out release documents.

6.2.52.  SPECIAL PROGRAM REQUIREMENT (SPR) STATUS CODE (2- position A).  Used to inform forecasting activities submitting SPR documents of action taken. For a list of these codes see DLM 4000.25.

6.2.53. SPECIAL   PURPOSE   RECOVERABLES   AUTHORIZED   MAINTENANCE (SPRAM) FLAG (1-position A).  Indicates on the SPRAM detail (type-K detail) the type of spares authorized.

**Table 6.13.  SPRAM Flag.**

| Flag | Description |
|------|-------------|
| A | Stand-alone spares |
| B | Test station spares |
| D | -21 TO/alternate mission equipment spares |
| F | Fault isolation spares |
| S | Shop standard spares |
| T | Training spares |
| Z | Other |

6.2.54.  STANDARD REPORTING DESIGNATOR (SRD) (3-position A/N).  Identifies the type of aircraft, major end item, or system for TRIC (1SR) input format and entry requirements.

6.2.55.  STOCK RECORD ACCOUNT NUMBER (SRAN) (6-position A/N).  Identifies a ship-to activity, ship-from activity, SUPPLEMENTARY ADDRESS, consignor, consignee, etc. The structure of stock record account numbers includes three parts:  an alpha MILSTRIP service code in position 1, an alpha type account code in position 2, and a unique numeric serial number in positions 3-6. The SRAN is also used to identify the address of each account. (This application of SRANs is referred to as the ACTIVITY ADDRESS CODE.)

6.2.56.  SUPPLEMENTARY ADDRESS (6-position A/N).  Identifies on requisitions a site or location under the jurisdiction of the support base to which materiel is to be shipped. The supplementary address (if applicable) is maintained in the first six positions of the ORGANIZATION TITLE field on the organization cost center record. The presence of a supplementary address will be indicated by the letters FY in positions 1-2. Changes to these addresses are accomplished by an FOR input. For more information see DLM 4000.25.

6.2.57.  SUPPLY CONDITION CODE (SCC) (1-position A).  Identifies the condition of an item as either serviceable or unserviceable. Supply condition codes are used on AF Form 2005, *Issue/Turn-In Requests*, documents. Supply condition codes B and G apply to Defense Logistics Agency transactions and to document identifier codes FEX,

6.2.58.  SUPPLY RESPONSE PRIORITY DESIGNATOR (1-positionN).  Defines the level of Supply response time allowed for each priority designator.

6.2.59.  SUSPECT MATERIEL FLAG (1-position A/N).  Upon notification and subsequent identification of an unsuitable item, Inspection personnel process a stock control data load input (FCD) with an S in position 48 to load the suspect materiel flag to the item record. The length of time an item should be coded as suspect materiel should be published in the applicable directive.

6.2.60.  TRANSPORTATION ACCOUNT CODE (TAC) (4-position A/N).  Identifies which agency will pay the transportation costs for the movement of assets.

6.2.61.  TRANSPORTATION CONTROL NUMBER (TCN) (17-position A/N).  Identifies a shipment control number as assigned by LRS/transportation activity for use from origin to destination.

6.2.62.  TYPE CARGO CODE (1-position A/N).  Indicates to transportation facilities the type of cargo being handled so appropriate freighting and safety precautions may be observed.  See AFH 23-123, Vol 2, Pt 2, Chapter. 8 for more information.

6.2.63.  TYPE ORGANIZATION CODE (1-position A/N).  Identifies on organization cost center records the activity/contractor responsible for funding. When the type organization code does not meet one of the descriptions below and the host base is providing funds for supplies and equipment, the type organization code field will blank. (Generally, when the tenant is funded from the same appropriation as the host, the host will provide funds for individual clothing, hand tools, and equipment). If tenant funds are applicable, they will be used to reimburse the SMAG directly; no refunds or reimbursements will be made between tenant and host for SMAG items.

**Table 6.14.  Type Organization Code.**

| Code | Description |
|------|-------------|
| 3 | Identifies Flying Hour supported organization that is supported through Centralized Asset Management. |
| 6 | Reimbursable contractor activity performing maintenance which is supervised by the Chief of Aircraft or Missile Maintenance. DO NOT use this code if 8 applies. |
| 7 | Organizations consuming supplies to perform maintenance on aircraft or missile weapon systems and related support equipment. |
| 8 | Contractor activity using government furnished materiel and performing maintenance on aircraft or missile weapon system and related support equipment. |
| 9 | Replaced by code 7. |
| A | BCE. This will be applicable only to non-Interim Work Information Management System (IWIMS) activities. |
| B | BCE organizations using the IWIMS system. This code will trigger the inclusion of the transactions in the daily D10 data file which serve as the basis for material accounting in IWIMS. Not all CE organizations will have a type organization code B assigned. For example, ground fuels are not reported to IWIMS. The option to assign type organization code B is a Base Civil Engineering decision. |
| D | AFMC industrial activities performing depot maintenance. |
| E | Reserved for AFMC SCM-R Information Technology Activity |

| Code | Description |
|------|-------------|
| F | Reserved for AFMC SCM-R Information Technology Activity |
| G | Maintenance activities not otherwise described. DO NOT use this code if code 7 applies. |
| I | Replaced by code G. |
| K | Organization cost center records established to record expenses incurred in base buildup of a TCTO that was authorized by HQ USAF. |
| M | Medical organizations. |
| N | Reserved for AFMC SCM-R Information Technology Activity. |
| P | Organization cost center record established for processing issue and turn-in transactions of aviation fuels to aircraft. These transactions are not charged or credited to the base operating budget. |
| Q | Communications Maintenance Organization. |
| R | MWR organizations. These no appropriated fund activities receive O&M support (reported in the Appropriated Fund Support to MWR Activities). |
| S | Organizations providing funds for all materiel. The organization reimburses procurement funds (3010, 3020, 3080) for issues of centrally procured (CP) materiel and reimburses the host base for base funded investment equipment. All non-Air Force activities (Army, Navy, etc.) provide appropriation reimbursement. |
| V | Vehicle maintenance activity accumulating costs under the SBSS computer system OLVIMS system. |

6.2.64.  UNIT OF ISSUE (U/I) (2-position A).  Indicates the minimum quantity of an item that may be requisitioned, received, stored, or issued. These two-letter abbreviations are contained on stock lists under the heading Unit of Issue. Authorized codes are listed in C-1AF, Introduction to Federal Supply Catalog. Locally assigned units of issue may be used. For unit of issue and unit price changes input FCU. For a list of these codes see DoD Cataloging Data and Transaction Standards, Vol 10, **Table 53**.

6.2.65.  UNIT PRICE (8-position N).  Indicates the cost or value of one unit of issue of an item. The unit price will be expressed in dollars and cents except for Fuels account items, which reflect dollars, cents, and mills. If the actual unit price is less than one cent, 00000001 will be used in this system. If the actual unit price is one million dollars or more, the unit price 99999999 will be used. For unit of issue and unit price changes input FCU.

6.2.66.  UNIT TYPE CODE - UTC (6-position A/N).  Describes a specific capability. All approved UTC(s) are found in Volume 3 of the War Mobilization Plan (WMP) and are used by unified and specified commands, HQ USAF, and the JCS to identify forces and property

required to support contingency plans. The sixth position of the UTC is the UTC's suffix code which identifies the status of a UTC package. Values are 0-9.

6.2.67.  URGENCY JUSTIFICATION CODE (UJC) (2-position A/N).  Indicates on SBSS issue requests the urgency of need and the type of requirement (that is, the justification). The first position will contain the UND. See **Figure 6.1**.

6.2.68.  URGENCY OF NEED DESIGNATOR (UND) (1-position A/N).  Identifies how seriously mission capability is hindered when required materiel is unavailable. Requisitioning programs also use this code to determine priority. The urgency of need designator occupies the first position of the UJC assignment and application. For a list of these codes see DLM 4000.25.

6.2.69.  USE CODE (1-position A).  Indicates the intended use of vehicles and equipment.

**Table 6.15.  Use Codes.**

| Code | Description |
|------|-------------|
| A | Mobility equipment |
| B | Support equipment |
| C | Joint-use equipment |
| D | WRM equipment and supplies |
| J | Vehicle asset (mobility)  Note |
| K | Vehicle asset (support)  Note |
| L | Vehicle asset (joint-use)  Note |
| M | Vehicle asset (WRM)  Note |
| **Note:** These codes are reflected on the 214-REM-VEHICLES-ONLYDETAIL. | |

6.2.70.  WAREHOUSE LOCATION CODE (11-position A/N).  Identifies on the item record the location of items stored by the LRS CC/AO.

6.2.71.  WORK UNIT CODE (WUC) (5-position A/N). The WUC is a five-position alpha/numeric field displaying a reference code identifying the relationship between an item and its subassembly.

**6.3.  Expendability, Recoverability, Reparability, Cost Designator (ERRCD).**

6.3.1.  Purpose.  To identify on the item record Air Force items according to three categories.

6.3.2.  Assignment (3-position A/N).  These codes are assigned to items for management purposes. Items not obtained, stocked, and issued by AFMC will be assigned (ERRCD) XB3, XF3, or NF3, based on the nature and cost of the item.

6.3.2.1. Expendability (position 1). The first position indicates whether an item may be consumed in use or may lose its original identity during periods of use (X = expendable, N = nonexpendable).

6.3.2.2. Level of Repair (position 2). The second position indicates the HIGHEST level of repair allowed (B = user, F = field, D = depot).

6.3.2.3. Cost Category (position 3). The third position indicates the cost category to which an item belongs. This designator is obtained from stock lists. **Note:** For equipment items (ND_ or NF__), position 3 will contain the equipment management code (see note 2 below).

**Table 6.16. ERRCD Breakout.**

| ERRC Designator | ERRC | Expendable | Authorized Repair Level | | | Invest/Exp |
| --- | --- | --- | --- | --- | --- | --- |
| | | | User | Field | Depot | |
| XD1 | C | Yes | Yes | Yes | Yes | Investment Item |
| XD2 | T | Yes | Yes | Yes | Yes | Investment Item |
| XF3 | P | Yes | Yes | Yes | No | Expense Item |
| XB3 | N | Yes | Yes | No | No | Expense Item |
| ND | S | No | Yes | Yes | Yes | Investment Item |
| NF | U | No | Yes | Yes | No | Investment Item |

**Table 6.17. EMC Codes.**

| Code | Description |
| --- | --- |
| 1 | An item for which base-level accounting/reporting of assets is not economical or practical. |
| 2 | An item assigned EMC 1 in the cataloging system for which an Air Force base desires visibility for local use. SBSS accounting will be maintained but will not be reported to the USAF Equipment Data Bank. |
| 3 | An item which requires SBSS accounting and reporting to the USAF Equipment Data Bank but does not justify transaction reporting. Overlay type reporting to the USAF Equipment Data Bank is required. |

| Code | Description |
|------|-------------|
| 4 | An item of such logistics significance that transaction reporting to the Equipment Data Bank is required. |
| 5 | An item requiring EMC 4 accounting/reporting except the individual assets will be identified by a serial or registration number. |
| **Note:** | |
| 1. In the above, INVEST/EXP indicates an item's monetary value and, in most cases, the source of funding. Investment (INVEST) indicates an expensive item. When the LRS/Materiel Management Activity issues these items, there will be some form of accounting for the items. In most cases, investment items are paid for by the depot, | |
| MAJCOM, or Air Force. Expense (EXP) indicates an inexpensive item. When the LRS/Materiel Management Activity issues these items, no accounting is required except for XF items. Expense items are paid for with base-level funds (organization). | |
| 2. For equipment items, the last position will contain the EMC. These codes are pushed by the item manager, except EMC 2 which is major command directed. EMC codes apply as explained above. | |

**Table 6.18.  Budget Codes.**

| Budget Code | Budget Program | Stock Fund Division |
|-------------|----------------|---------------------|
| A | 12 Aircraft Support Equipment | |
| B | 17 War Consumable Spares | |
| C | 18 E/R | |
| D | 19 E | |
| E | 22 E | |
| F | 28 E/R | |
| G | 29 E | |
| H | 81 E | |

| Budget Code | Budget Program | Stock Fund Division |
|---|---|---|
|  |  |  |
| I | Department of Energy (DOE) Owned Nuclear Ordnance Components |  |
| J | 82 E |  |
| K | 83 E/R/I (Electronic and Telecommunications Equipment, ESC) |  |
| L | 83 E |  |
| M | 84 E |  |
| N | 87 E/R |  |
| O | 83 R/1 (Electronics and Telecom Spares, |  |
| P | 20E Missile Weapon Systems and Peculiar Support Equipment |  |
| Q | 10E Aircraft Weapon Systems and Peculiar Support Equipment |  |
| R | 11 E |  |
| S | 15 R/161 Aircraft Spares |  |
| T | 25 R/261 Missile Spares |  |
| U | 81 R/I Munitions Spares |  |
| V | Vehicle |  |
| W | 84 R/I Other Base Main Support Spares |  |

| Budget Code | Budget Program | Stock Fund Division |
|---|---|---|
|  |  |  |
| X | 82 R/I Vehicular Spares |  |
| Y | Selected Equipment Items With a Unit Price of Less Than $250,000 That Are Centrally Procured With MAJCOMs O&M Funds |  |
| Z | 84 E |  |
| @ | (AFMC SCM-R Information Technology Activity pseudo code) |  |
| 8 |  | CSAG-S |
| 9 |  | Supply Management Activity Group – Retail (SMAG-R) |
| * | 84E ($250,000 or >) | SMAG-R (<$250,000) |
| # | Unique Multi- Service (Joint) items managed in support of special activities. |  |

**Table 6.19.  Centrally Managed Budget Programs Codes.**

| Category | Budget Program | Budget |
|---|---|---|
| **Centrally-Managed Investment Items** |  |  |
| Equipment Items are all Air Force centrally managed investment items with ERRC "ND2" or "NF2" (except munitions). |  |  |
| Aircraft Weapon Systems and Peculiar Support Equipment | 10 | Q |
| Aircraft Modifications | 11 | R |
| Ground Support Equipment | 12 | A |
| Procurement Other Than Air Force (Appropriation 3010) | 18 | C |

| Category | Budget Program | Budget |
| --- | --- | --- |
| Other Charges | 19 | D |
| Missile Weapon Systems and Peculiar Support Equipment | 20 | P |
| Missile Replacement Equipment | 22 | E |
| Procurement Other Than Air Force (Appropriation 3020) | 28 | F |
| Other Charges | 29 | G |
| Vehicular, non-REMS | 82 | J |
| Vehicular, REMS | 82 | V |
| Cryptology and Other USAF Security Service Equipment (BPAC 831-832) | 83 | K |
| Electronic and Telecommunications Equipment, non-AFLC (UPAC 832-838) | 82 | L |
| Other Base Maintenance and Support Equipment | 84 | M |
| Procurement Other Than Air Force (Appropriation 3080) | 87 | N |
| Selected Equipment Items With a Unit Price of Less Than $250,000 That Are Centrally Procured With MAJCOMs O&M Funds | | Y |
| Replenishment Spares Items are all Air Force centrally managed investment items ERRC "XD1," "XD2" or "XD3"(except | | |
| Aircraft Spares | 15 | S |
| War Consumable Spares | 17 | B |
| Missile Spares | 25 | T |
| Vehicular Spares | 82 | X |
| Electronics and Telecommunications | Spares, AFMC | 83 |
| Electronics and Telecommunications Spares, non-AFLC | 83 | O |
| Other Base Maintenance and Support Equipment Spares | 84 | W |
| **Base-Managed Investment Items** | | |

| Category | Budget Program | Budget |
|---|---|---|
| Equipment Items are all Air Force decentralized managed investment items (ERRC "NF2" with unit cost $250,000 or greater) which are requisitioned or procured at the base/retail level from either DLA, GSA, other services, field manufacture or commercial vendors. They must be a proper charge to appropriation 3080. | 84 | Z |
| **Depot Plant Equipment Program Items** | | |
| Investment equipment items | 12 | A |
| | 84 | M |
| | 84 | Z |
| **Munitions Items** | | |
| Principal or major end items are | | |
| Operational munitions rounds, associated launchers and dispensers, and components (not common repair parts) required to assemble a complete operational round and associated launchers arid dispensers. This determination is made regardless of ERRC assignment. | | |
| Munitions test equipment with ERRC "ND1" or | | |
| Armament training devices with ERRC "ND1" or "NF2." | | |
| Hand and shoulder weapons with ERRC "ND2" or "NF2." | | |
| Nuclear ordnance (FSG11, MMAC "CM") with ERRC "ND2" or "NF2." | 81 | H |
| Nuclear Ordnance War Reserve (FSG11, MMAC "CM") with ERRC "ND2" or "NF2." | DOE | I |
| Replenishment spares items are | | |

| Category | Budget Program | Budget |
|---|---|---|
|  |  |  |
| Explosive and non-explosive repair parts which are peculiar to munitions rounds, components, and associated launchers and dispensers, and which are not considered principal or major end items. This determination is made regardless of ERRC assignment. (ERRC "XB3" and "XF3" investment items with FSG 11, MMACs "CM" and "MN," and certain FSG 13 items are managed according to munitions management selection criteria). |  |  |
| Munitions test equipment spare parts with ERRC "XD1," |  |  |
| Armament training devices spare parts with ERRC "XD1," |  |  |
| Hand and shoulder weapons spare parts with ERRC "XD1," "XD2," or "XD3." |  |  |
| Nuclear Ordnance (FSG 11 MMAC "CM") spare parts with ERRC "XD1," "XD2," or "XD3." | 81 | U |
| Nuclear Ordnance War Reserve (FSG 11, MMAC "CM") spare parts with ERRC "XD1," "XD2," or "XD3." | DOE | I |
| **Air Force Stock Fund** |  |  |
| SMAG-R items are all Air Force decentrally managed expense items (ERRC "XB3" and "NF2" with unit cost less than $250,000) which are requisitioned or procured at the base/retail level from either DLA, GSA, other services, depot maintenance service, Air Force industrial fund, or field manufacture or commercial vendors. |  | 9 |
| CSAG-S items are those Air Force centrally managed investment items (ERRC "XB3"," XF3", "XD1" and "XD2") |  | 8 |
| **Special** |  |  |
| Decentrally managed equipment items whose price will be determined at time of procurement are indicated by an asterisk in the budget code field. These items, with ERRC "NF2," are considered GSD items if the unit cost is less than $250,000.00. |  | * |

| Category | Budget Program | Budget |
|---|---|---|
| They are considered HP 84 E items (BC Z) if the unit cost is $250,000 or greater. | | |
| Non-reportable items are items processed within a special project pseudo code used by AFMC SCM-R Information Technology Activity. No interface with existing data systems is involved. | | @ |
| Unique Multi- Service (Joint) items managed in support of special activities. | | # |

**6.4. Custody Receipt Account Code/Shop Code.** Purpose. Identifies functions within an individual organization. The shop code and custody Receipt account code are synonymous within the SBSS; they are distinguishable only by their application. Each organization assigns and controls these codes to identify its own functions. These codes appear in positions 5 and 6 of the organization document number and must not be duplicated within the same organization. Some of these codes are required for specific inputs. For example, code NS must be used on FCH inputs for identity changes. However, this does not prevent organizations from duplicating this code for other functions. The following list provides suggested examples:

**Table 6.20.  Custody Receipt Account Codes.**

| Code | Shop |
|---|---|
| AD | Assembly/Disassembly |
| AE | Aircraft/Missile Equipment Property Record |
| AG | Aerospace Ground Equipment (AGE) |
| AH | Appliance Holding Account (CE) |
| AM | ADPE (for correction of records, etc.) |
| AP | Autopilot Shop |
| AR | Armament Shop |
| BA | Battery Shop |
| BS | Bench Stock Support Element |
| CA | Carpenter Shop (structural) |
| CH | Chaplain |
| CL | Cleaning Activity (for individual equipment) |

| Code | Shop |
|------|------|
| CM | Contract Maintenance |
| CO | Commander |
| CP | Civilian Personnel |
| CR | Contractor and/or Other DOD Service Agency Into-Plane Refueling Fuels transactions are no longer processed in the SBSS, but the code is listed for reference. |
| CW | Chemical Warfare Defense Equipment |
| DP | Demand Processing Element |
| DS | Data Services |
| EA | Equipment Authorization Element |
| EG | Egress Shop |
| EL | Electrical Shop |
| EM | Engine Manager |
| EP | Electroplating Shop |
| ES | Engine Shop |
| EX | Executive |
| FB | Central Base Fund |
| FD | Fire Protection |
| FM | Records Maintenance Element |
| FS | Fill stand Fuels transactions are no longer processed in the SBSS, but the code is listed for reference |
| FU | Fuels transactions are no longer processed in the SBSS, but the code is listed for reference |
| GF | Ground Fuels (non-VIMS) Fuels transactions are no longer processed in the SBSS, but the code is listed for reference |
| GP | Group Headquarters |
| GS | Ground Safety |
| GT | Ground Training |
| GY | Gymnasium |

| Code | Shop |
|------|------|
| HA | Military Family Housing (MFH) |
| HF | Female Issue |
| HO | Hobby Shop |
| HP | Hospital |
| HS | Hydraulic Shop |
| IE | Individual Equipment Section |
| IG | Inspector General |
| IN | Instrument Shop |
| IR | Item Research Element |
| JA | Judge Advocate |
| JE | Jet Engine Shop |
| KS | Munitions Account |
| LA | Laundry and Dry Cleaning |
| MC | Maintenance Materiel Control |
| MF | Materiel Facilities Flight |
| MI | Male Issue |
| MK | Mobility Kit (individual equipment) |
| MM | Munitions Maintenance |
| MP | Motor Pool |
| NS | Inspection Section |
| NV | Inventory Section |
| OD | Officers Open Mess |
| OP | Operations |
| PA | Paint Shop (protective coating) |
| PE | Personal and Survival Equipment |
| PH | Photographic Shop |
| PL | Precision Measurement Equipment Laboratory (PMEL) |

| Code | Shop |
|------|------|
| PO | POL (Petroleum) |
| PP | Plans and Programs |
| PR | Propeller Shop |
| PS | Parachute Shop |
| QC | Quality Control |
| Q5 | C-5 items (applicable to the AMC Forward Supply System when processing an issue or a MICAP) |
| Q7 | C-17 items (applicable to the AMC Forward Supply System when processing an issue or a MICAP) |
| RB | Requirements Element (equipment) |
| RC | Repair Cycle Support Section |
| RD | Research and Development Equipment |
| RE | Reciprocating Engine Shop |
| RF | Refrigeration Shop |
| RG | Grounds |
| RH | Refueling Hydrant Fuels transactions are no longer processed in the SBSS, but the code is listed for reference |
| RM | DLADS |
| RN | Individual Equipment Section (personal retention items) |
| RP | Civil Engineering Real Property (installed equipment) |
| RQ | Requirements Section (Stock Control) |
| RR | Reports Section |
| RT | Refueling Tanker Fuels transactions are no longer processed in the SBSS, but the code is listed for reference |
| RU | Refueling Section Fuels transactions are no longer processed in the SBSS, but the code is listed for reference |
| RV | Receiving Station |
| SC | Stock Control Section |
| SF | Space Flight |

| Code | Shop |
|------|------|
| SG | Surgeon |
| SI | Storage and Issue Section |
| SM | Sheet Metal Shop |
| SP | Special Projects |
| SQ | Squadron Headquarters |
| SR | Support Records Section |
| SS | Base Service Store |
| TA | Transient Alert |
| TC | Tool Crib |
| TM | Traffic Manager |
| TS | Commissary |
| TO | TOC Kit Section |
| TP | Transportation |
| UR | UR Exhibits |
| VP | VIP VV Ground Fuels (VIMS vehicle) Fuels transactions are no longer processed in the SBSS, but the code is listed for reference |
| WG | Wing Headquarters |
| WS | Welding Shop |
| ZAZZ | Deployed Equipment/MRSP |

**6.5.  Status/Cancellation Justification Code/Phrase.**

6.5.1. Purpose. Provides a means for identifying status codes on management notices that result from status processing. The phrase provides information or explains why a due-in or due-out was canceled. See DLM 4000.25.

6.5.2. Intra-Base Status Codes.  The following status codes will be used for retail Materiel Management Activity intra-base transactions only and will not be used in off-base MILSTRIP requisitions.

**Table 6.21.  Intra-Base Status Codes.**

| Code | Phrase/Explanation |
|------|--------------------|
| Z1 | Cancellation of CE BEAMS due-out. |

| Code | Phrase/Explanation |
|------|--------------------|
| ZC | The customer has initiated a due-out cancellation request (AC1) to the source of supply through a REC TEX E input. Due-out canceled. |
| ZF | LRS/Materiel Management Activity has canceled the request before procurement. |
| ZJ | Contract canceled by mutual agreement at the Air Force's request. |
| ZK | Contract unilaterally canceled by the Air Force. |
| ZL | Contract canceled by mutual agreement at the vendor's request. |
| ZM | Contract unilaterally canceled by vendor due to failure to perform. |
| ZO | Due-out cancellation of an obligated due-out. |
| ZP | The quantity in positions 25-29 has been canceled. |
| ZQ | The due-out was canceled through the S04 bench stock semiannual review. |
| ZR | Canceled. The extended dollar value is greater than the maximum limit of a federal supply schedule. Requisition from appropriate GSA region. |
| ZS | The due-out has been canceled through the daily or weekly review of due outs. |
| ZW | The due-out has been canceled through the monthly or quarterly validation of due-outs. |
| ZU | The due-out has been canceled through the aircraft records validation required by DAFI 21-101. |
| ZX | The Awaiting Parts (AWP) due-out has been canceled because the end item has been turned in with Maintenance Action Taken Code 4 (Not Reparable This Station (NRTS) due to lack of parts). |
| ZY | Canceled. This requisition's dollar value exceeds the limitation for commodity assignment that overseas bases can purchase. Prepare an offline requisition with a new document number and current Julian date to the source of supply assigned responsibility for the commodity (GSA, DLA, or the applicable AF item manager). |
| 99 | Follow-up Counter. Assigned by the retail supply system to record follow-up action on due-in details without status. The counter begins with "99" and decreases by one each time another follow-up transaction is created. For example, 96 would represent four follow-up transactions. |

**6.6.  MICAP Codes.**

6.6.1.  Purpose.  To describe different codes utilized and reported in the base MICAP process. Several codes are used on MICAP report transactions to accurately reflect actions affecting MICAP incidents. These codes are explained and listed as follows.

6.6.2. MICAP Cause Code.  For MICAP Cause Codes, see Stocked Item Due-Out Cause Codes and Non-stocked Item Due-Out Cause Codes.

6.6.3. MICAP Condition Code Purpose. To explain the purpose and usage of MICAP condition codes. A MICAP condition code is assigned to each MICAP incident and describes the type of requirement (aircraft, AGE, spares, etc.) and how the MICAP end-item is functioning. The MICAP condition code is entered in position seven of the MICAP report (B9M) transaction.

6.6.4. MICAP Hour Codes Purpose. To identify the time in hours for each MICAP start and stop occurrence. The MICAP hour code is entered in position 48 of MICAP notification (NOR) transactions and position 44 of MICAP report (B9M) transactions.

**Table 6.22.  MICAP Hour Codes.**

| Hour | Code | Hour | Code |
|---|---|---|---|
| 0001-0059 | A | 1200-1259 | N |
| 0100-0159 | B | 1300-1359 | P |
| 0200-0259 | C | 1400-1459 | Q |
| 0300-0359 | D | 1500-1559 | R |
| 0400-0459 | E | 1600-1659 | S |
| 0500-0559 | F | 1700-1759 | T |
| 0600-0659 | G | 1800-1859 | U |
| 0700-0759 | H | 1900-1959 | V |
| 0800-0859 | J | 2000-2059 | W |
| 0900-0959 | K | 2100-2159 | X |
| 1000-1059 | L | 2200-2259 | Y |
| 1100-1159 | M | 2300-2400 | Z |
| **Note:** Hour codes I and O are not used. | | | |

**Table 6.23.  Classes of Supply.**

| Class | Major Classification | Subclassification (See Note 1) |
|---|---|---|
| I | Subsistence | -- Air (in-flight rations)<br><br>-- Refrigerated subsistence<br><br>S – Non-refrigerated subsistence (less combat rations)<br><br>C -- Combat rations (see Note 2) |
| II | Clothing, individual equipment, tentage, organizational tool sets, and tool kits, hand tools, administrative and housekeeping supplies and equipment. | B -- Ground support materiel (see Note 3)<br><br>-- General supplies<br><br>-- Clothing and textiles<br><br>M – Weapons<br><br>T -- Industrial supplies (see Note 4) |
| III | POL. Petroleum fuels, lubricants, hydraulic and insulating oils, preservatives, liquid and compressed gasses, bulk chemical products, coolants, de-icing and antifreeze compounds, together with components and additives of such products, and coal. | A – Air<br><br>W -- Ground (surface) |
| IV | Construction. Construction material to include installed equipment, and all fortification/barrier material. | |
| V | Ammunition. Ammunition of all types (including chemical, biological, radiological, and special weapons), bombs, explosives, mines, fuses, detonators, pyrotechnics, missiles, rockets, propellants, and other associated items. | A – Air<br><br>W -- Ground |

| Class | Major Classification | Subclassification (See Note 1) |
|---|---|---|
| VI | Personal demand items (nonmilitary sales items) | |
| VII | Major end items. A final combination of end products which is ready for its intended use; such as, launchers, tanks, mobile machine shop, vehicles. | – Air<br> -- Ground support materiel (see Note 3)<br>D -- Administrative vehicles (see Note 5)<br>G – Electronics<br>-- Tactical vehicles<br>Missiles<br>Weapons<br>-- Special weapons |
| VIII | Medical materiel including medical peculiar repair parts. | |
| IX | Repair parts (less medical peculiar repair parts). All repair parts and components to include kits, assemblies, and sub- assemblies, reparable and nonrepairable, required for maintenance support of all equipment. | – Air<br> -- Ground support materiel (see Note 3)<br>D -- Administrative vehicles (see Note 5)<br>G – Electronics<br>-- Tactical vehicles<br>Missiles<br>Weapons<br>-- Special weapons<br>T -- Industrial supplies (see Note 4) |

| Class | Major Classification | Subclassification (See Note 1) |
|-------|----------------------|-------------------------------|

**Note**

1. The alpha code for subclassification of classes II, VII, and IX represents materiel category designators used in supply management, with the exception of "A" (Air) which is used throughout all classes of supply, as applicable. Alpha codes not utilized as materiel category designators have been assigned to the subclassifications for classes I, III, and V. The subclassification materiel designators ("A" through "T") may be used in combination with the designated subclassifications, when appropriate and if desired, to further define a portion of a class of supply for planning purposes; that is, use of Class V "AL" to designate ammunition, air missile. Additional codes may be utilized by the services to satisfy a specific requirement; for example, to designate reparable or nonrepairable, high dollar items, or for other selective management purposes. This additional permissive coding is to be utilized in lieu of that designated for the major classification and subclassifications.

2. Includes gratuitous health and welfare items.

3. Includes power generators and construction, barrier, bridging, firefighting, petroleum, and mapping equipment.

4. Includes bearings, block and tackle, cable, chain, wire rope, screws, bolts, studs, steel rods, plates, and bars.

5. Commercial vehicles utilized in administrative motor pools.

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**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

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T.O. 00-25-113, *Conservation and Segregation of Critical Alloy and Precious Metal Bearing Parts and Scrap,* 15 September 2013

TO 00-35D-54, *USAF Deficiency Reporting, Investigation, and Resolution*, 1 September 2015

*Prescribed Forms*

None

***Adopted Forms***

DD Form 250, *Material Inspection and Receiving Report*

DD Form 1149, *Requisition and Invoice/Shipping Document*

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

DD Form 1348-6, *DoD Single Line-Item Requisition System Document (Manual - Long Form)*

DD Form 1574, *Serviceable Tag – Materiel*

DD Form 1575*, Suspended Tag – Materiel*

DD Form 1576*, Test/Modification Tag – Materiel*

DD Form 1576-1*, Test Modification Label – Materiel*

DD Form 1577, *Unserviceable (Condemned) Tag – Materiel*

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

AF Form 9 - *Request for Purchase*

AF Form 86, *Request for Cataloging Data/Action*

AF Form 465 - *AF Form 465, Bench Stock Inventory*

AF Form 601, *Authorization Change Request*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1230, *Standard Reporting Designator (SRD) Candidate Information*

AF Form 1297, *Temporary Issue Receipt*

AF Form 1445*, Materials and Equipment List*

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

AF TCTO*, Notification of TCTO Kit Requirements*

AFTO Form 350, *Reparable Item Processing Tag*

***Abbreviations and Acronyms***

**AAC**—Acquisition Advice Code

**AF**—Air Force

**AFGSC**—Air Force Global Strike Command,

**AFGSCH**—Air Force Global Strike Command Handbook

**AFH**—Air Force Handbook

**AFI**—Air Force Instruction

**AFIT**—Air Force Institute of Technology

**AFMC**—Air Force Materiel Command

**AFRC**—Air Force Reserve

**AFSCDB**—Air Force Supply Centralized Database

**AFSOC**—Air Force Special Operations Command

**ALC**—Air Logistics Complex

**ALT**—Administrative Lead Time

**AMARG**—Aerospace Maintenance and Regeneration Group

**AMC**—Air Mobility Command; Acquisition Method Code

**AMSC**—Acquisition Method Suffix Code

**ANG**—Air National Guard

**AO**—Accountable Officer

**APO**—Accountable Property Office

**AOR**—Area of Responsibility; Accumulated Operating Result

**AS**—Allowance Standard

**APSR**—Accountable Property System of Record

**ASL**—Adjusted Stock Level

**AWP**—Awaiting Parts

**BC**—Budget Code

**BES**—Bioenvironmental Engineering Services; Budget Estimate Submission

**CA/CRL**—Customer Authorization/Custody Receipt Listings

**CAGE**—Commercial and Government Entity

**CBRN**—Chemical, Biological, Radiological, Nuclear

**CCI**—Controlled Cryptographic Item

**COMSEC**—Communication Security

**CSAG**—Consolidated Sustainment Activity Group

**CSAG-S**—Supply division of CSAG (CSAG M Maintenance division)

**DAF**—Department Air Force

**DAFI**—Department Air Force Instruction

**DAFMAN**—Department Air Force Manual

**DFAS**—Defense Finance and Accounting System

**DIFM**—Due-In From Maintenance

**DISA**—Defense Information Systems Agency

**DLA**—Defense Logistics Agency

**DLM**—Defense Logistics Management

**DMS**—Decentralized Materiel Support

**DOLD**—Date of Last Demand

**DPAS**—Defense Property Accounting System

**DVR**—Document Validation Report

**EAE**—Equipment Accountable Element

**EESOH-MIS**—Enterprise Environment, Safety, and Occupational Health Management Information System

**EOQ**—Economic Order Quantity

**ERAA**—Equipment Review Authorization Activity

**ERRCD**—Expendability, Recoverability, Reparability Category Designator

**ERRC**—Expendability, Recoverability, Reparability Category

**FOB**—Found on Base

**FSC**—Federal Supply Class and/or Flight Service Center

**GFE**—Government Furnished Equipment

**GFM**—Government Furnished Materiel

**G-ICP**—Government-Inventory Control Point

**GSA**—General Services Administration

**GSD**—General Support Division

**HAZMAT**—Hazardous Material

**HMMP**—Hazardous Materials Management Process

**HPMSK**—High Priority Mission Support Kit

**HQ**—Headquarters

**I&SG**—Interchangeable and Substitution Group

**I&S**—Interchangeability and Substitutability

**IBA**—Individual Body Armor

**ICP**—Inventory Control Point

**ICS**—Interim Contractor Support

**ICBM**—Intercontinental Ballistic Missile

**ILS-S**—Integrated Logistics Support-Supply

**IM**—Item Manager

**IMDS**—Integrated Maintenance Data System

**IPE**—Individual Protective Equipment; Industrial Plant Equipment

**IUID**—Item Unique Identification

**IAW**—In Accordance With

**JCS**—Joint Chief of Staff

**LDL**—Low Density Level

**LGRM**—Materiel Management Flight

**LIMFAC**—Limiting Factor

**LRS**—Logistics Readiness Squadron

**LRU**—Line Replaceable Unit

**MAJCOM**—Major Command

**MCD**—Mission Change Data

**MICAP**—Mission Impaired Capability Awaiting Parts

**MILSTRIP**—Military Standard Requisition and Issue Procedures

**MRSP**—Mobility Readiness Spare Package

**MSK**—Mobility Spare Kit

**MX**—Maintenance

**NAF**—Numbered Air Force; Non-Appropriated Fund

**NATO**—North Atlantic Treaty Organization

**NRTS**—Not Reparable This Station

**NSN**—National Stock Number

**NWRM**—Nuclear Weapons-Related Materiel

**OCCR**—Organization Cost Center Record

**OPR**—Office of Primary Responsibility

**PACAF**—Pacific Air Forces

**PBL**—Performance Based Logistics

**PICA**—Primary Inventory Control Activity

**PMIC**—Precious Metals Indicator Code

**PMRP**—Precious Metals Recovery Program

**QAE**—Quality Assurance Evaluator

**QDR**—Quality Deficiency Report

**RDS**—Records Disposition Schedule

**RFID**—Radio Frequency Identification

**RID**—Routing Identifier

**RSP**—Readiness Spares Package

**SA/LW**—Small Arms/Light Weapons

**SAS**—Storage Aid System

**SBSS**—Standard Base Supply System

**SCM**—Supply Chain Management

**SDR**—Shipment Discrepancy Report

**SECAF**—Secretary of the Air Force

**SICA**—Secondary Inventory Control Activity

**SMAG**—Supply Management Activity Group

**SNUD**—Stock Number User Directory

**SPRAM**—Special Purpose Recoverable Authorized Maintenance

**SRD**—Standard Reporting Designator

**SSM**—System Support Manager

**TACR**—Allowance Change Request (equipment transaction)

**TCTO**—Time Compliance Technical Order

**TO**—Technical Order

**TRN**—Turnaround

**TSP**—Transition Support Plan

**UDM**—Unit Deployment Manager

**UII**—Unique Item Identifier

**UJC**—Urgency Justification Code

**USSF**—United States Force Space Force

**WCDO**—Wartime Consumable Distribution Objective

**WCF**—Working Capital Fund

**WRM**—War Reserve Materiel

*Office Symbols*

**AFGSC/A4R**—Air Force Global Strike Command Logistic Readiness

**AFGSC/A4RM**—Air Force Global Strike Command Logistic Readiness Materiel Management

**Attachment 2**

**DIFM STATUS CODES**

**Table A2.1.  Maintenance Status Codes.**

| CODE | DEFINITION | DETERMINED BY |
|---|---|---|
| Blank | No location established | Maintenance/Notes 3,1 |
| AWF | Awaiting testing | Maintenance/Note 3 |
| AWM | Awaiting maintenance | Maintenance/Note 3 |
| AWP | Awaiting parts with one AWP due-out details | Program Control/Notes 4, 6, 15 |
| AWR | Tires Awaiting Recap | Maintenance/Note 1 |
| AXC | Aircraft cross-country | Maintenance/Note 1 |
| BFN | Base funded, nonstandard MAJCOM peculiar repair cycle items | Note 1 |
| CEH | Scheduled work order item in BCE Holding Area | Civil Engineer/Notes 1, 17 |
| CMD | CEM Mobile Detachment | Maintenance/Note 1 |
| CTE | Contract maintenance (equipment) | Maintenance/Note 3 |
| CTR | Contract maintenance/Technical Repair Center | Maintenance/Notes15, 16 |
| DWO | UJC AR/BR retained on system | Maintenance/Notes 1, 7 |
| DWP | Repair cycle item which is a component of a repair cycle item that is in AWP | Maintenance/Notes 4, 15 |
| FEM | Forecasted engine maintenance | Program Control/Notes 1, 8 |
| FWP | Previous AWP item ready for scheduling and repair | Program Control/Notes 3, 9 |
| IID | In transit Issue to Deployed Location | Materiel Management Activity Note 3 |
| INO | In-transit issue (off-base only) | Materiel Management Activity Note 3 |
| INR | In-transit return (off-base only) | Materiel Management Activity Note 3 |

| CODE | DEFINITION | DETERMINED BY |
|------|-----------|---------------|
| INW | In shop | Maintenance/Note 3 |
| IRD | In transit Return from Deployed Location | Materiel Management Activity Note 3 |
| MDR | Deficiency Reports Exhibit | Maintenance/Note 2 |
| MTM | Maintenance to maintenance | Maintenance/Note 3 |
| MWI | ICBM item awaiting installation | Maintenance/Notes 1, 13, 15, 18 |
| MWP | Awaiting Parts with Bits and Pieces Due-out MICAP against the end item | Maintenance/Notes 4, 14,15 |
| OAM | Retained on system | Maintenance/Notes 1, |
| PDM | Programmed Depot Maintenance | Maintenance/Notes 13, 15 |
| RFS | Warehouse refusal | Materiel Management Activity Note 2 |
| RPR | Repair and return | Maintenance/Note 3 |
| TCG | Time change | Maintenance/Note 13, 15 |
| TIN | Turn-in to LRS/Materiel Management Activity | Maintenance/Notes 2, 10 |
| TOC | TCTO required on end item | Maintenance/Notes 13, 15 |
| TWP | Bit and pieces required for repair action in transit | Materiel Management Activity Note 4 |
| VHM | Vehicle Maintenance Work Order Holding | Maintenance/Notes 1, 11 |
| Z(NN) | Reserved for Assignment by Major Command | Command/Note 5 |
| Z(XX) | Reserved for Assignment by Major Command | Command/Note 1 |
| (NN)P | AWP with two or more AWP due-out Details | Program Control/Notes 4, 6 |
| **Notes:** | | |

| CODE | DEFINITION | DETERMINED BY |
|---|---|---|
| 1. DIFM status codes that count as pre-repair (before) delayed maintenance days. | | |
| 2. DIFM status codes that count as post-repair (after) delayed maintenance days. | | |
| 3. DIFM Status codes that count as repair cycle days. | | |
| 4. DIFM status codes that count as awaiting part(s) days. See AFI 23-101, Sec. 2C, Financial Management for examples of AWP time computations. | | |
| 5. DIFM status code that counts as repair cycle days for ACC and PACAF only. For all others, these codes count as delayed maintenance days. | | |
| 6. When the first AWP due-out is established, the code on the end item DIFM detail record will be changed to AWP under program control. When the second AWP due-out is established, the code will change from AWP to 02P. Subsequent processing will increment or decrement the status code counter as appropriate, i.e., sequential processing will result in a code assignment: AWP, 02P, 03P, 04P, etc. 03P, 02P, AWP, FWP. DFM inputs attempting to change the DIFM status code from AWP or P will reject 325. | | |
| 7. DWO should be assigned to UJC AR/BR requirements when Maintenance determines the asset must be retained on the system. This status code applies when an asset request for an AWP requirement results in a due-out. There will be no status automatically assigned to the DIFM detail that is created and Maintenance has 3 days to determine if the reparable asset should be removed from the AWP end item for a bench check, or if it is more practical to leave the AWP end item on the system and wait for a subcomponent replacement item. If Maintenance decides to keep the asset on the system, they will assign DIFM status code DWO (UJC AR/BR, retained on system). If Maintenance decides to remove the asset for bench check, normal procedures for local repair or delivery to a central repair facility apply. | | |
| 8. Status FEM will be assigned when the request has AU, BU, or CU, and the delivery destination field contains FEM. | | |
| 9. When the last AWP due-out is released or canceled, the code on the end item DIFM detail record will be changed to FWP under program control. DIFM codes attempting to change the DIFM status code to FWP will also output a 318 REJ notice (Status Field Blank or in Error). When the status of an item changes from FWP, the DFM input must contain a force code (F) in position 62 in addition to the new status code. Without the force code, a 318 REJ notice will occur. | | |
| 10. FSC may assign TIN status code when the item is in their possession and the turn-in cannot be processed because the item is frozen, an identity problem exists, or similar conditions exist. Ensure that processing standards for NRTS code 1 items are adhered to and assign a DIFM location code indicating the supply location. All credit DIFM details will have status code TIN (Turn-in to FSC) assigned under program control at time of turn-in. | | |
| 11. Status VHM can only be applied against type organization V or T. | | |

| CODE | DEFINITION | DETERMINED BY |
|------|-----------|---------------|

12. These codes count as repair cycle days when changed to a repair-type DIFM status code.

13. MWI, PDM, TCG, and TOC are considered a separate category of delayed maintenance time and stored in the Delayed Other Days field on the DIFM detail record.

14. Status code MWP counts as awaiting parts days and must be manually updated using DFM input processing.

15. Days are not counted as issued DIFM days when items are in DIFM status codes AWP, CTR, DWP, MWI, MWP, PDM, TCG, and TOC.

16. When the DIFM status field is changed to CTR, an I125 MGT notice (Contract Repair Only the Quantity Indicated Time XXXX) will be printed. This notice will reflect the number of items that should be repaired based on the computed requirements. When items are no longer required for base support, the number shown in the condemn field of the management notice will be for the entire DIFM detail quantity. In this instance, status code CTR will not be loaded to the DIFM detail, and the items no longer needed should be turned in as excess to the base requirements. The TIN (transaction identification number) input should have the action taken code 7 in pos. 62 and TRM in pos. 48-50. When a known requirement exists, but it is not apparent from the computed requirement, a force code (F) in position 62 of the DFM input will allow status code CTR to be assigned and the repair field of the management notice will show the entire DIFM quantity.

17. When DIFM status CEH is used the last three digits of the CE work order number must be entered in positions 52-54 of the DFM input or reject 429 will occur.

18. MWI is authorized for use by ICBM and Remote Alaskan Radar Sites maintenance only.

**Status codes ALT, AWI, EWI, RSP, FTL, and TNB are to be no longer used since they indicate status of issued serviceable parts.**

**Attachment 3**

**MAINTENANCE AND SUPPLY ACTION TAKEN CODES.**

**A3.1.  Purpose.**  To provide a list of the action taken codes used on turn-in requests for DIFM items to indicate the actions taken by maintenance and Supply.

**Table A3.1.  Action Taken Codes.**

| CODE | DESCRIPTION |
|------|-------------|
| A | Benched checked and repaired |
| B | Benched checked--serviceable (no repair required) |
| C | Benched checked--repair deferred.  (This code is issued for turn-in of Discrepancy Report exhibits, to include latent defects.) |
| D | Benched checked--transferred to another base (for bench check, calibration, |
| F | Repaired.  (This code will not be used to code on equipment work if another code applies.) |
| G | Repaired and/or replaced attaching units, seals gaskets, packing, tubing, etc. |
| J | Calibrated--no adjustment required |
| K | Calibrated--adjustment required |
| L | Adjusted |
| R | Unserviceable turn-in of an item from other than a maintenance activity.  If the item has been NRTS or condemned by maintenance, use the appropriate maintenance action taken code (1-7 or 9). |
| S | Serviceable turn-in of an item originally requested as an initial issue. |
| T | Serviceable turn-in of WRM spares, supply point, MRSP, and MSK assets, and other situations where demand data would not be affected. |
| U | Serviceable turn-in of an item originally requested as a replacement issue. (Cumulative recurring demands data is reduced by the quantity turned in. |
| V | Cleaned |
| X | Tested, inspected, serviced |
| Z | Painted |
| 1 | Bench checked (NRTS)--repair not authorized |
| 2 | Bench checked (NRTS)--lack of equipment, tools, or facilities |
| 3 | Bench checked (NRTS)--lack of technical skills |

| CODE | DESCRIPTION |
|------|-------------|
| 4 | Bench checked (NRTS)--lack of parts |
| 5 | Bench checked (NRTS)--shop backlog |
| 6 | Bench checked (NRTS)--lack of technical data |
| 7 | Bench checked (NRTS)--lack of resources.  (The repair is authorized by the -6 maintenance TO but not accomplished due the lack of authority to possess or obtain resources.) Bench checked--return to depot facility by direction of system manager or item manager |
| 9 | Condemned |
| Blank | Action taken code used for turn-in of EOQ items will be blank with the following exceptions:<br><br>a. Serviceable turn-in from detail records such as WRM will contain supply action taken code T.<br><br>b. Action taken code U will decrease the cumulative recurring demands by the quantity turned in.<br><br>c. When the item turned in is a Deficiency Report exhibit, use supply condition code Q and action taken code C. For Deficiency Report credit policy, see the materiel deficiency procedures. |