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AIR FORCE MATERIEL COMMAND

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PROVISIONING

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This manual implements AFI 20-101/63-101, *Integrated Life Cycle Management*. It establishes provisioning guidance in support of United States Air Force aerospace equipment. It applies to provisioning activities and provisioning support activities provided to Air Force Materiel Command and United States Space Force. This manual does not apply to United States Air Force Reserve or Air National Guard units or their members. **Note:** All contractor requirements contained within this manual must be contained within the contract/grant/agreement to be enforceable. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using an 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 must be routed to the Office of Primary Responsibility for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. Submit requests for waivers using DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*, through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication Office of Primary Responsibility for non-tiered compliance items. All waiver requests will be routed to the Office of Primary Responsibility for approval prior to implementation. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, Records Management and

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SUMMARY OF CHANGES

This manual is a rewrite of AFMCI 23-101, *Air Force Provisioning Instruction*, 30 April 1999, AFMCI 23-104, 2 August 1995, *Functions and Responsibilities of the Equipment Specialist During Provisioning*, and AFMCI 23-106, *Initial Requirements Determination*, 3 February 1997. The changes are manifold, the most significant being the product support manager, who reports directly to, and is accountable to the program manager for the execution of all product support requirements, has the lead responsibility for provisioning and enters into agreements with materiel managers and primary inventory control activities (contractor or organic) to perform the provisioning function. In addition, chapters on Initial Requirements Determination and Contractor Supported Weapon System provisioning have been added to this manual.

Chapter 1

PRINCIPLES

1.1. Overview. Provisioning is the management process for determining and acquiring the range and quantity of support items necessary to operate and maintain an end item of materiel for an initial period of service. The goal of this process is to have the support items available in time to meet/accommodate the operational need date. The availability of support in time to meet delivery schedules of the end article requires that maintenance and logistics planning and programming be started with and accomplished progressively from the conception phase. This planning results in formal provisioning actions being started during the Engineering and Manufacturing Development phase, so that shortly after production contract award, spare orders can be submitted. Provisioning is a team effort that requires the active participation of personnel in the program office. The program manager selects the prime provisioning activity, (if organic support is selected) and enters into agreements with the prime provisioning activity to have them perform the provisioning actions. The program manager/product support manager ensures item management and equipment specialist, contractor, supply chain personnel, both contractor and organic sustainment organizations, and the using command functions are covered by the agreement. Close cooperation among these activities is essential to ensure timely support is achieved. Support items are items subordinate to, or associated with, an end item (e.g., spares, tools, test equipment and sundry materials) and required to operate, service, repair or overhaul an end item. The acquisition of spares needs to be integrated with other elements such as support equipment, technical manuals, training and facilities. Successful provisioning depends on early planning to develop the best-value, outcome-based product support strategy that optimizes life cycle costs and readiness. All contractor requirements need to be included in a contract to be enforceable.

1.2. Objectives.

1.2.1. The main objective of provisioning is to assure the timely availability of initial stocks of spares at all levels of supply and maintenance. These initial stocks are intended to support the end item through the program forecast period at the least cost to the government until normal replenishment can be affected. The activities involved in processes participate in technical interchange meetings covering Repair Level Analysis and Logistics Support Analysis. The early integration of the inventory management activities is essential to ensure both the contractor and the Air Force reach a mutual understanding of the maintenance concept. **Note:** This establishes a precedence for the contractor recommended Source, Maintenance, and Recovery codes, indentures, etc., that will be submitted on the Provisioning Technical Documentation.

1.2.2. Every attempt will be made to procure initial spares at fair and reasonable prices, to include procuring initial spares from the original manufacturer. The Air Force will limit its acquisition of initial spares to the minimum amount necessary to support the process.

1.2.3. The Air Force will seek to maximize use of items already in the Department of Defense inventory to minimize the proliferation and use of nonstandard items.

1.2.4. Provisioning lays the foundation for sustainment when the initial period of performance ends. During the initial support period, usage/demands, procurement, repair, and condemnation history is being captured and overlaid to the government supply systems for a

smooth transition into sustainment support. Expectation is for the sustainment supply systems to be a mirror image of the authoritative data source for the product structure (e.g. Illustrated Parts Breakdown list [-4 of Technical Order]).

1.3. Basic Provisioning Concepts.

1.3.1. Plans for provisioning are developed as soon as the end item of materiel is conceived. In order to ensure end item performance parameters are met during the initial period of performance, training on provisioning is available. Contact your local organization's training monitor for assistance.

1.3.2. The following acquisition documents are required for acquisition and modification programs. These documents are used for obtaining Logistics Product Data, Engineering data for Provisioning, Technical Requirements Document, Systems Engineering Plan, Environmental Safety and Occupational Health Plan, and Programmatic Environment, Safety, and Occupational Health Evaluation.

1.3.2.1. Draft Statement of Work, or Statement of Objectives or Performance Based Work Statements

1.3.2.2. Data Item Descriptions

1.3.2.3. Contract Data Requirements List

1.3.2.4. Packaging Forms

1.3.3. Establish a contract based on essential Data Item Descriptions which satisfies the specific acquisition and provides the most effective initial support by the operational need date.

1.3.4. If Interim Contract Support is planned using a contractor supported weapon system approach, the product support manager, prime provisioning activity, and Air Force Sustainment Center, and other organizations follow the guidance contained in **Chapter 22**. **Note:** The inventory management activity may defer initial requirements computation if an item is under warranty or covered by Interim Contract Support. This deferral is valid until the warranty or interim contract support is within 180 days of expiring. Requirements for these items are computed with initial requirements determination methodology if they are not stock-listed.

1.3.5. Notify all involved stakeholders anticipated for the life of the system for the scheduled guidance and spares conferences. There are functions that require organic supply chain intervention, and not involving the supply chain before the supply support strategy is executed causes problems in the future. Prepare and forward detailed minutes to all activities for each conference.

1.3.6. The purpose of the initial requirements determination process is to provide spares support just prior to or in conjunction with the delivery of the weapon system. Initial spares and repair parts requirements provide support for anticipated end article deliveries through a Program Forecast Period. Stockage criteria are determined during the provisioning process. This involves decisions whether or not each item will be stocked and, if stocked, how it is to be managed. All items that pass from D220 to the inventory management activity for initial requirements determination are stocked items. The Source, Maintenance, and Recovery code and the Total Organizational and Intermediate Maintenance Demand Rate are used to

determine if an item will be an insurance or a demand-based item. **Note:** If utilized, the D220 Provisioning System contains both of these elements.

1.4. Roles and Responsibilities.

1.4.1. Headquarters Air Force Materiel Command/Logistics, Civil Engineering, Force Protection and Nuclear Integration Directorate (AFMC/A4/10), retains provisioning policy and procedural control over Readiness-Based Sparing tools and processes. They also retain such control over provisioning models to compute wholesale materiel requirements for Air Force centrally procured items, including items subject to coordinated procurement by other agencies and military departments.

1.4.2. Headquarters Air Force Materiel Command, Studies and Analyses Division (AFMC/A9A), reviews and provides recommendations on proposed changes to provisioning models.

1.4.3. Program manager.

1.4.3.1. Ensure that the logistics business processes implemented within their applicable programs are aligned with provisioning guidance contained in this manual.

1.4.3.2. Selects the prime provisioning activity (if organic support is selected) based upon Core designation assignment of airframe/propulsion and/or product support integration is assigned. Enters into agreements with the prime provisioning activity to have them perform the provisioning actions. The program manager ensures item management and equipment specialist functions are covered by the agreement.

1.4.4. Product support manager.

1.4.4.1. Reports to and is accountable to the Program Manager for the execution of all product support requirements, has the lead responsibility for organic and contractor provisioning. (For contractor support see **Chapter 22** for additional information.)

1.4.4.2. Orchestrates data calls/data collected and information to ensure life-cycle data can be used throughout the program by all system development and sustainment partners. Ensures that all required provisioning and cataloging data and technical data requirements/information is captured in a government information management system.

1.4.4.3. Certify that Readiness-Based Sparing techniques will be used in Performance Based Weapons System Product Support Arrangements to include provisioning. Ensures information systems used by contractors to compute initial requirements determinations are in accordance with this manual and computation records are retained in accordance with retention policy.

1.4.4.4. Nominate weapon systems to Headquarters Air Force Materiel Command Logistics Readiness Division (AFMC/A4R) to be included in the weapon system support program no later than 4 months prior to the provisioning process.

1.4.4.5. For nuclear systems or related components ensure the appropriate nuclear regulations are applied in addition to the guidance in this Air Force Materiel Command Instruction. Where there is conflicting guidance, the nuclear regulations take precedence.

1.4.4.6. Establishes Programming Check List for their program prior to the Provisioning Guidance Conference.

1.4.4.6.1. The requirements data bank, D200H Initial Requirements Determination Subsystem is the preferred input source for program checklist.

1.4.4.6.2. Appoints a Programing Check List focal point(s) responsible for.

1.4.4.6.2.1. Obtaining access to D200H, if system is selected by program manager or product support manager.

1.4.4.6.2.2. Creating and file maintenance of Programing Check List as the program progresses or when milestones change.

1.4.4.6.2.3. The Programing Check List Focal Point develops a manual Programing Check List on AFMC Form 27, *Programming Checklist*, when D200H is not selected or as an interim product to present at the Provisioning Guidance Conference while access to D200H is obtained. **Note:** When the interim AFMC Form 27 is used, the systemic D200H Program Check List needs to be accomplished 60 calendar days prior to first provisioning technical documentation delivery per the AFMC Form 718, *Provisioning Performance Schedule*.

1.4.5. Primary control activities (materiel manager, logistics officer, equipment specialist, or item manager) on provisioning team.

1.4.5.1. Identify logistics planning requirements and related supply chain costs (e.g., materiel, storage, packaging and transportation) within the total life-cycle systems management and applies the procedures in this manual to determine quantitative requirements for new items.

1.4.5.2. Ensure that item logistics data relevant to end item supply support sustainment are documented and accessible to Department of Defense and commercial materiel managers responsible for provisioning, follow-on support, and evaluation of supply chain performance. The objective of provisioning data management is the timely access to all data required to identify, acquire, and assess support items.

1.4.5.3. Catalog items repeatedly used, bought, stocked, or distributed. Generally, catalog new items before first units are equipped. Emphasize reduction of the variety of parts and associated documentation required by weapon systems or end items through provisioning screening.

1.4.5.4. Provide materiel management information regarding provisioning goals and objectives for inclusion in the product support strategy, inclusion and update in the product support strategy as part of the acquisition strategy without exception. Provisioning goals and objectives need to be consistent with system readiness goals and objectives and Department of Defense supply chain management objectives.

1.4.5.5. Participate as early as feasible for each weapon system acquisition program to ensure effective provisioning support of the warfighter.

1.4.5.6. Make the maximum use of the Air Force Materiel Command Provisioning System, D220; the Initial Requirements Determination System, D200H; and Readiness-Based Sparing techniques, if applicable.

1.4.6. Prime provisioning activity.

1.4.6.1. Prepares provisioning management control records for assigned contracts by analyzing programming documents, statements of work, data calls, and purchase requests, as well as, cataloging, developing, validating, and processing of item identification data.

1.4.6.2. Provides policy and procedural guidance to customers in processing provisioning documentation, and planning guidance in preparation of new acquisition efforts. Also determines priority actions to expedite the delivery of urgent required items.

1.4.6.3. Plans, schedules, and chairs a variety of meetings such as the Provisioning Guidance Conferences and Spares Provisioning Conference. Also prepares reports, briefings, and documents consistent to type of conference required.

1.4.7. Equipment specialist in Air Force Sustainment Center, when organic supply support is selected.

1.4.7.1. Assist the product support manager and prime provisioning activity in establishing contractual and management requirements for technical data, support equipment, and maintenance procedures.

1.4.7.2. Initiate, participate in, and/or chair meetings and conferences with stakeholders to identify potential support problems.

1.4.7.3. Identify elements of existing policy, procedures, and systems which adversely impact overall effective implementation of the acquisition and fielding of Foreign Military Sales/United States Air Force technical manuals. Assist in review and preparation of documents for technical manual planning and support.

1.4.8. Equipment Specialist in Air Force Life Cycle Management Center or Air Force Nuclear Weapon Center, as appropriate, when contractor support is selected.

1.4.8.1. Work with the product support manager and prime provisioning activity in establishing contractual and management requirements for provisioning and cataloging data, technical data, support equipment, and maintenance procedures.

1.4.8.2. Provide technical support on contractor managed National Stock Numbers when requested by Air Force personnel/organizations.

1.4.8.3. Assist contractor materiel managers on all aspects of supply support including the requirements contained in **Chapter 22** of this manual.

1.4.8.4. Identify elements of existing policy, procedures, and systems which adversely impact overall effective implementation of the acquisition and fielding of Foreign Military Sales/United States Air Force technical manuals. Assist in review and preparation of documents for technical manual planning and support.

Chapter 2

PROVISIONING PLANNING

2.1. General. Provisioning planning begins with program initiation for the planning and acquisition of initial spares to support a new or existing weapon system modification or major end item and continues through the lifecycle. A provisioning strategy is developed on all new acquisition programs and on major modification programs. The strategy is formulated at program initiation and finalized prior to the beginning of the Engineering and Manufacturing Development phase and documented in the Life Cycle Sustainment Plan.

2.1.1. Initial spare parts include peculiar and common repairable and consumable components, assemblies, and subassemblies that must be available for issue at all levels of supply in time to support newly fielded end items during their entire production run and initial retail fielding efforts. Whole spare engines are classified as initial spare parts through the life of the system. End items include major items of inventory such as aircraft, missiles, vehicles, and pieces of support equipment.

2.2. Planning Factors. Essential factors to be considered include.

2.2.1. Maintenance concept.

2.2.2. Reliability and maintainability factors.

2.2.3. Program business strategy.

2.2.4. Developmental versus commercial items.

2.2.5. Contractor support options.

2.2.6. Open systems architecture.

2.2.7. Logistics requirements and related supply costs (e.g. materiel, storage, and transportation).

2.3. Provisioning Techniques. Techniques that ensure spares and repair parts are available by the operational need date at a reasonable cost include:

2.3.1. Interim release. This allows the contractor to begin work on spares with a long production or procurement lead time prior to receipt of a Provisioned Item Order.

2.3.2. Breakout of initial spares using the Air Force Spare Parts Breakout Program. The objective of this technique is to reduce cost by procuring initial spares directly from the actual manufacturer (see **Chapter 17**).

2.3.3. Procuring Provisioned Support Items. Per DoDM 4140.01, Vol 2, *DoD Supply Chain Materiel Management Procedures: Demand and Supply Planning*:

2.3.3.1. When selected as the preferred source of supply, procuring Air Force activities:

2.3.3.1.1. Create interactive support management plans that enable incremental scheduling and implementation of support, based on configuration indenture and delivery of weapon systems and equipment.

2.3.3.1.2. Develop and implement.

2.3.3.1.2.1. Provisioning retail procurement levels based on end item density factors and site activation schedules.

2.3.3.1.2.2. Provisioning wholesale procurement levels based on a time-weighted average month's program, which is the average number of end items supported each month.

2.3.3.2. Air Force activities release procurement orders for provisioned support items incrementally, so the funds are obligated based on the procurement lead time required to ensure the support items arrive for the scheduled initial outfitting support dates. When releasing orders incrementally is uneconomical, the procuring Department of Defense component may use an alternative method to ensure the support items arrive for the scheduled initial outfitting support dates. Funding for procurement items needs to comply with the Full Funding of Procurement Programs as directed in DoD Financial Management Regulation 7000.14-R, Vol 2A, *Budget Formulation and Presentation (Chapters 1-3)*.

2.3.3.3. The product support providers/materiel managers, with product support managers and product support integrators selected by product support managers, acquire initial spares and replenishing spares as early in the production process as possible.

2.4. Provisioning Methods.

2.4.1. Spares Provisioning conference. This is the normal method for accomplishing data verification for larger systems. The conference may be held at the contractor's facility.

2.4.2. The in-house/desktop or depot committee Provisioning Conference, held at the prime provisioning activity location, is preferred for smaller systems (See **Chapter 13**).

2.4.3. Resident Provisioning Team or Resident Integrated Logistics Support Activity. This method which employs an Air Force provisioning team permanently assigned to the contractor's facility may be used for major system acquisitions to expedite the processing of a large workload and reduce temporary duty costs.

2.4.4. Contractor-Conducted Provisioning. This consists of the contractor performing the provisioning function of a contractor-provided initial supply support period where the contractor is given the responsibility for supporting the end item during its initial period of service.

2.5. Additional Considerations.

2.5.1. Budgeting and funding. Early planning for the availability of funds to purchase spares, provisioning data, etc., is critical. To obtain the necessary stock funding of initial spares, the product support manager identifies the initial spares requirements in conjunction with developing the cost estimate for the program. Depot level reparable initial spares are funded by procurement appropriations, but the Defense Working Capital Fund, Consolidated Sustainment Activity Group-Supply procures the items and the procurement appropriations reimburse Consolidated Sustainment Activity Group-Supply upon delivery of the initial spares to the Air Force inventory. See DAFI 65-601, Vol 1, *Budget Guidance and Procedures*, and DAFMAN 65-604, *Appropriation Symbols and Budget Codes (Fiscal Year 2023)*, for provisioning funding guidance. It is the responsibility of the product support manager to ensure that adequate amounts of both stock fund obligation authority and central procurement funds are requested and budgeted lead time away from need.

2.5.2. Scheduling of provisioning events. Provisioning events begin depending on the design stability of the item and/or interfacing items being provisioned.

2.5.2.1. Provisioning begins after the physical configuration audit on Acquisition Category I and II acquisitions or modification programs which have a high degree of instability.

2.5.2.2. For all other acquisition or modification programs provisioning begins after Critical Design Review.

2.5.3. Air Force Preliminary Item Entry Control System screening is accomplished in-house electronically through the Air Force Materiel Command Provisioning System (D220) along with Air Force Provisioning System (D155) when determined.

2.5.4. Deferred procurement. During the initial support period, provisioning activities may defer procurement of partial quantities of computed requirements for selected support items when operating program uncertainties or other special circumstances make such risks acceptable in the context of available resources and readiness goals.

2.5.5. Warranty considerations. Warranties impact the timing and/or extent of provisioning. If a warranty applies to the end item or major components, provisioning may be delayed until the end of the warranty period only if all pipeline spares and condemnations are also to be provided by the contractor.

2.5.6. Inter-Service considerations. In joint service/agency acquisitions, Air Force provisioning strategy, planning and contracting needs to be coordinated with those of the other services/agencies.

2.5.7. Foreign military sales considerations. For programs which include or consist of acquisition for foreign military sales customers, the considerations of the foreign military sales customers are included in the strategy, planning and contracting.

2.5.8. Readiness Spares Packages. For new weapon systems, the initial step in Readiness Spares Packages development is a preliminary meeting between the product support manager and Major Command, chaired by the product support manager or delegated alternate, to determine when and by what method the initial Readiness Spares Packages provisioning quantities are computed and passed to the product support manager. Minutes of the meeting are prepared to document the specific ground rules and method of operation. Copies of the minutes are provided to Air Force Materiel Command, the Major Command Readiness Spares Packages manager, Air Force, Force Development (AF/A4L), prime provisioning activity, and all attendees. Selection of newly designed non-stocklisted items for inclusion in Readiness Spares Package needs to be a joint decision of the product support manager and the Major Command. The provisioning quantities are computed to the greatest extent possible using the Aircraft Sustainability Model. Close coordination in this process is required by Air Force Materiel Command and the Major Command Office of primary responsibilities. **Note:** If decision is made to include readiness spares package requirements during provisioning efforts that decision is to be included in provisioning minutes.

2.5.9. Special Purpose Recoverables Authorized Maintenance. Items used by maintenance to perform functions (e.g. detecting or isolating a fault, calibrating or aligning equipment, etc.) identified and selected during the provisioning process and provided by the product support

manager. Product support manager approval is required for provisioning Special Purpose Recoverables Authorized Maintenance authorizations. Note: Ensure requirements are included in provisioning minutes.

2.5.10. Items not associated with the acquisition of a new major system. Air Force and Defense Logistics Agency activities may provision these items. Examples include newly introduced items and items associated with the modification of a system or the introduction of a new subsystem or component. In such cases, materiel managers, together with user representatives, set support goals according to DoDM 4140.01, Vol 2, Enclosure 3, section 4, and evaluate various supply support strategies (e.g., organic and contractor) as described in DoDM 4140.01, Vol 3, *DoD Supply Chain Materiel Management Procedures: Materiel Sourcing*. **Note:** Special procedures for introducing new clothing and textile items are in DoDM 4140.01, Vol 9, *DoD Supply Chain Materiel Management Procedures: Materiel Programs*.

2.5.11. Readiness-Based Sparing versus Demand-Based methodologies. To determine the inventory investment required for the fielding of a new weapon system, Air Force Materiel Command activities use the Readiness-Based Sparing methods, where feasible. Feasibility is determined by (1) readiness requirements for systems or end items are stated and (2) data availability for use in Readiness-Based Sparing models. Readiness-Based Sparing is normally the most cost-effective methodology.

2.5.11.1. Consider end item population build-ups during provisioning for demand and supply planning. When procuring support items for Air Force stocks, Air Force Materiel Command activities (1) phase procurement of support items based on weapon system or end item program development and delivery schedules, and (2) procure support items a procurement lead time before the fielding of an organically supported weapon system or end item.

2.5.11.2. Establish quality standards to measure the effectiveness of provisioning performance, tools, and process improvement initiatives.

2.5.11.3. When Demand-Based methodology is used, the limitations below apply.

2.5.11.3.1. When using Demand-Based Sparing processes, minimize the costs of achieving a targeted supply performance goal.

2.5.11.3.2. Total provisioning stockage computed by Demand-Based methodologies will not exceed 1-years' worth of projected demand at each echelon in question.

2.5.11.3.3. With Demand-Based methodologies, no safety level quantities are authorized for provisioning.

2.5.11.3.4. When anticipated demands are insufficient to justify stockage, only limited-demand, Insurance, or Numeric Stockage Objective items are stocked.

2.5.11.3.4.1. Insurance items are coded with Source, Maintenance, and Recoverability code of "PB" or "PG" and typically have both Total Organizational Maintenance Demand Rate and Overhaul Replacement percent of 0.

2.5.11.3.4.2. The inventory management activity may elect to manage some items as non-demand based Numeric Stockage Objective items.

2.5.11.4. Product support managers obtain the data to support Readiness-Based Sparing and Demand-Based methodologies. (1) When Department of Defense components and/or Defense Logistics Agency are selected as the preferred source of supply and (2) when transitioning from Interim Contractor Support or Contractor Logistics Support to Organic Supply support.

2.5.11.5. For contractor supported systems or end items, the product support manager encourages the use of Readiness-Based Sparing techniques. Note: Use of these techniques maximize availability at the least cost to the supply provider more efficiently than Demand-Based methodologies.

2.5.12. Provisioning performance measures.

2.5.12.1. When Air Force activities are approved as the preferred source of supply, they develop and maintain provisioning performance measures. The product support manager tracks these metrics and report them to their Center's Logistics Office. The product support manager enters into agreements with the sustainment activity to capture and report metrics to the program manager. The individual product support manager and sustainment activity assesses the value of the projected support items to the programs and make continuous process improvements.

2.5.12.2. Air Force product support managers and sustainment activities include measurement criteria in the following Customer-Oriented and Performance-Oriented measurement goals.

2.5.12.2.1. Assessment of provisioning contribution to readiness or other Performance-Based Logistics objectives in program performance agreements. Readiness-Based Sparing models can be used to perform this assessment.

2.5.12.2.2. Accuracy of provisioning buys (projected use versus actual use). Projected factors and other requirements computation data will be evaluated for accuracy and improvement.

2.5.12.2.3. Ability to meet provisioning milestones.

2.5.12.2.4. Accuracy of provisioning documentation.

2.5.12.2.5. Inventory efficiency, as measured by minimal inactive inventories. Projected factors and other requirements computation data will be evaluated for accuracy and improvement.

2.5.12.2.6. When first-year production quantities are less than ten percent of total production quantities, a request for waiver for an additional two years of provisioning support may be submitted. The waiver, if granted, would apply to a particular program and may cover all or part of the new, peculiar items applicable to that program. The waiver request should include complete justification and a statement of the anticipated impact on funds. It should also include a statement about the type of procurement proposed e.g., competitive on a Purchase Request, non-competitive on a Purchase Request, or Provisioning Item Order and will be submitted for approval to the HQ AFMC/A4/10.

2.5.12.2.7. Security Assistance initial requirements are un-programmed and therefore not included in the Air Force initial requirements computation process. However, they

may be included as an additive when computing a consolidated requirement. Note: If Provisioning Item Orders are used to procure the requirement, the security assistance requirement and the Air Force requirement cannot be consolidated on a single Provisioning Item Order because the fund-cites are different and a Provisioning Item Order relates to a single contract line item.

2.5.12.2.8. Support Equipment Recommendation Data are used to determine the full support equipment requirement footprint (home station, contingency/forward support, and depot). Note: Support Equipment Recommendation Data and hand tool requirements are being covered in Air Force Acquisition and Life Cycle Management policy (63 series).

2.6. Implementation.

2.6.1. Plans. Overall supply support planning, of which provisioning strategy and schedules are a part, is documented by the product support manager, with the assistance of the product support integrator and the prime provisioning activity, in the appropriate program documentation such as the Life Cycle Sustainment Plan.

2.6.2. Contract Requirements. Whenever possible, the program manager/product support manager includes provisioning requirements in the Engineering and Manufacturing Development or Production contract, a separate spares contract or a combination of the above. Contractual considerations are required during all program phases. They include:

2.6.2.1. Program initiation. The implementing organization, whether through a program manager or product support manager (if action is delegate), should notify its supporting activities (including those responsible for provisioning) of new system/end article requirements as early as possible during development of the acquisition plan. This allows the supporting activities to determine and forward provisioning requirements to the implementing organization.

2.6.2.2. Integration. All provisioning requirements are constructed to comply with the overall acquisition and sustainment strategy. They also are integrated with other integrated logistics elements of the program such as engineering, manufacturing, quality, configuration management, test and evaluation, and Air Force Technical Orders.

2.6.2.2.1. All essential provisioning requirements (interim release and provisioning Data Item Descriptions) in support of the provisioning strategy are specified in the appropriate part of the Engineering and Manufacturing Development request for proposal, statement of work/statement of objectives, performance-based work statements, or contract data requirements list. This is done to identify the data to be developed during the Engineering and Manufacturing Development for later delivery in the Engineering and Manufacturing Development or Production Phase. When provisioning requirements cannot be put on an Engineering and Manufacturing Development contract, they are considered prior to the production contract and included in the production contract or a separate spares contract. The data authorized for acquisition from the contractor by the Air Force are prescribed in the Acquisition Streamlining and Standardization Information System, the database for military specifications and standards (**http://quicksearch.dla.mil/qsSearch.aspx**). **Note:** For documents referenced in Acquisition Streamlining and Standardization Information

System that need to be purchased from commercial organizations (e.g., SAE GEIA-STD-0007-B, Logistics Product Data (subsequent versions), etc.), Air Force Materiel Command organizations should jointly consider access to commercial libraries (e.g., Information Handling Services, etc.), (**https://cs.eis.afmc.af.mil/sites/AeroEngDisciplines/ENGSTDS/default.aspx**) to save the Air Force money.

2.6.2.2.2. The initial Provisioning Performance Specification and Provisioning Performance Schedule needs to be incorporated into the Request for Proposal for the Engineering and Manufacturing Development contract; negotiated and incorporated in the Production contract. In addition, the Air Force furnishes the contractor a Programming Checklist containing sufficient programming data to enable the contractor to forecast initial support requirements.

2.6.2.2.3. Pre-proposal conference. These conferences are held to ensure potential offerors understand contract requirements. The potential offeror is provided information on specific Air Force provisioning documentation, data submittal media, interim release and long lead time items list concepts, etc., to permit them to develop realistic responses to the request for proposal.

2.6.3. Provisioning actions.

2.6.3.1. Engineering and Manufacturing Development phase.

2.6.3.1.1. Provisioning guidance conference is required after contract award.

2.6.3.1.2. Validation of Source, Maintenance, Recoverability and Packaging, Handling, Storage, and Transportation codes. This review is accomplished by the prime provisioning activity equipment specialist, in conjunction with program office equipment specialists, prime packaging specialist, and using command representatives, who is be responsible for post-acquisition support of each major assembly, subassembly, line replaceable unit, or shop replaceable unit. Changes to Source, Maintenance, Recoverability codes are coordinated with the product support manager and using command when repair level decisions are affected.

2.6.3.1.3. Processing of Long Lead Time Item Lists.

2.6.3.1.4. Provisioning Technical review.

2.6.3.2. Production phase.

2.6.3.2.1. Release of Supply Support Requests, Non-consumable Item Materiel Support Requests, Cataloging Requests, Provisioned Item Orders, and Purchase Requests/Military Interdepartmental Purchase Requests can be initiated as funding becomes available. After award of the Production contract and when all provisioning actions have been completed, these documents are released.

2.6.3.2.2. Processing of Design Change Notices, Administrative Change Notices, etc.

2.6.3.2.3. Any of the actions in **paragraph 2.6.3** above which remain to be accomplished.

2.6.4. Provisioning for transition support.

2.6.4.1. When transitioning from Initial Contractor Support to Organic supply support, the product support manager, in conjunction with the prime provisioning activity's sustainment activity logistics reassignment office of primary responsibility, develops a transition schedule based on design stability and supply support concept compatibility with maintenance concepts and other logistics support elements including Logistics Data. The schedule will be consistent with the system and equipment logistics support plan. Phased support consideration allows for a cost-effective transition to Organic supply support.

2.6.4.2. When transitioning from Organic supply support to contractor supply support, the transition of some or all of the support for the weapon system comes from organic assets if possible, including supply support for established items.

2.6.5. Provisioning Screening. This is the operation whereby all known reference numbers associated with an item of supply are screened against data maintained in the Federal Logistics Information System prior to procurement or initiation of item introduction actions. Air Force activities include the following.

2.6.5.1. Screen manufacturers' part numbers and other reference numbers during the provisioning process to prevent unnecessary or duplicate items from entering the supply system. Ensure that provisioning screening is applied to all items being recommended or considered for procurement.

2.6.5.2. When provisioning screening reveals that a support item or an acceptable substitute item is already established (that is, already assigned a National Stock Number), fill the requirement from existing stocks or through normal replenishment procurement. This additional provisioning requirement needs to be coordinated with the applicable materiel manager.

2.6.5.3. Facilitate electronic access to Federal Catalog System files for contractors who are under current weapon system development or production contracts.

2.6.5.4. Use the Defense Logistics Agency Logistics Information Service for additional screening support as needed and to enter new state-of-the-art technology into the supply system by developing new cataloging nomenclature and descriptive methods.

2.6.5.5. To the maximum extent possible, introduction of new items to the Federal Logistics Information System is done concurrent with provisioning. The number of new and common items entering the Federal Logistics Information System is minimized through the use of standardization, parts control, and item entry control processes. The detailed procedures for the Federal Logistics Information System are in DoDM 4100.39, *Federal Logistics Information System (FLIS) Procedures*.

2.6.5.5.1. Items entering the Department of Defense inventory are assigned to a single Department of Defense component for materiel management. Department of Defense personnel need to work to eliminate duplicate national inventory management functions for those items being used by more than one Department of Defense component or participating federal agency. They are to follow the guidance and operating procedures for applying primary inventory control activity and secondary inventory control activity materiel management objectives to assure that only one Department of Defense component provides certain logistics support functions to all registered users of the same items. See DoDM 4140.68, *Integrated Materiel*

Management of Non-consumable items, and DoDM 4140.26, Vol 2, *DoD Integrated Materiel Management for Consumable Items: Logistics Assignments*, for more details.

2.6.5.6. Prepare and submit provisioning screening requests directly to the Defense Logistics Agency Logistics Information Service, or arrange for contractors to make direct submissions to the Defense Logistics Agency Logistics Information Service using the prescribed provisioning screening procedures as defined in Defense Logistics Agency Federal Logistics Information System Technical Procedures, Vol 5 (Data Bank Interrogation/Search), Chapter 2 (Search by reference number or national item identification number). Ensure the requirements for the use of the procedures cited in Vol 5, Chapter 2 and any supplementary data needed is cited on DoD Form 1423, *Contract Data Requirements List*, and included in all contracts where provisioning screening data is to be prepared by contractors. Place a requirement on the contractor or government activity to furnish all known reference numbers for each item to be screened prior to procurement or initiation of item introduction actions. See Vol 7, Chapter 2 for procedures to register users of the Defense Logistics Agency Logistics Information Service provisioning screening services and to record such activities and their requirements in Table 23. of Defense Logistics Agency Federal Logistics System (FLIS) Technical Procedures: Cataloging Data and Transaction Standards (CDTS), Volume 10 (**https://www.dla.mil/Logistics-Operations/Training-and-Reference/Defense** Logistics Agency Logistics Information Service Provisioning Screening Master Address Table.

2.6.6. Provisioning data management.

2.6.6.1. Material managers collaborate with the prime provisioning activity to:

2.6.6.1.1. Provide product support managers with logistics data requirements and deliverables for incorporation into end item acquisition solicitation documents. (See **paragraph 2.6.7** below.)

2.6.6.1.2. Submit logistics data requirements such as Logistics Product data and Engineering Data for Provisioning according to Government Electronics and Information Technology Association Standard 0007-B (SAE GEIA-STD-0007-B (subsequent versions)), Logistics Product Data (subsequent versions), and Military Handbook 502 (MIL-HDBK-502A), Product Support Analysis, which gives guidance on SAE TA-STD-0017, *Product Support Analysis*.

2.6.6.1.2.1. GEIA-STD-0007-B (subsequent versions) users may make use of GEIA-HB-0007, Logistics Product Data Handbook, a guide for tailoring and contracting for the data used in GEIA-STD-0007-B (subsequent versions).

2.6.6.1.3. Verify that the Logistics Product data and Engineering Data for Provisioning are sufficient to support procuring additional required support items. Identify and correct data deficiencies during the provisioning review process if possible, but, if not possible, before the end item contractual obligations expire.

2.6.6.2. During acquisition, materiel managers ensure that provisioned support items are coded and reviewed for shelf-life considerations and assign a shelf-life code according to the Department of Defense Shelf-Life Item Management Program as described in DoDM 4140.01, Vol 5, *DoD Supply Chain Materiel Management Procedures: Delivery of*

Materiel; the procedures of DoDM 4140.27, Vol 1, *DoD Shelf-Life Management Program: Program Administration*; and the codes identified in Federal Logistics Information System Procedures.

2.6.6.2.1. Emphasize identification of shelf-life characteristics of an item and ascertain the identification and potential use of non-hazardous, non-shelf-life, longer shelf-life, or recycled items where possible.

2.6.6.2.2. Use of Data Item Description DI-MISC-80489, Stocked Item Storage and Serviceability Analysis, as a task requirement delineated in a contract, may be useful provided that the Data Item Description is updated and maintained to reflect accurate and current data tables per DoDM Manual 4140.27, Vol 1.

2.6.6.3. During provisioning, equipment specialist ensures that the engineering support activity performs a criticality determination for each new item. (The engineering support activity supports said function at the materiel manager's request.) Aviation items that have flight safety critical characteristics have additional requirements outlined in DoDM 4140.01, Vol 11, *DoD Supply Chain Materiel Management Procedures: Inventory Accountability and Special Management and Handling.* Identify and assign a criticality code as identified in the Defense Logistics Agency Federal Logistics Information System Technical Procedures to all critical safety item parts or components during the provisioning process.

2.6.7. Provisioning data procedures.

2.6.7.1. Use provisioning data to.

2.6.7.1.1. Assign Source, Maintenance, Recoverability coding (**Chapter 16**).

2.6.7.1.2. Do provisioning screening.

2.6.7.1.3. Review for parts standardization.

2.6.7.1.4. Review for potential interchangeability and substitutability. **Note:** When it is determined that related items as well as the master item will satisfy anticipated provisioning requirements on a technical/engineering basis, the provisioning Service makes preliminary determinations of the interchangeability and substitutability relationships and coding assignments.

2.6.7.1.5. Assign item names as prescribed in DoDM 4100.39. (**http://www.dla.mil/HQ/InformationOperations/Offers/Services/TrainingandReference/FLISProcedures.aspx**.)

2.6.7.1.6. Assign item management codes. Assign uniform Item Management Codes to support items during provisioning, as prescribed in DoDM 4140.26, Vol 2.

2.6.7.1.7. Prepare item identifications for assigning National Stock Numbers as prescribed in DoDM 4100.39.

2.6.7.1.8. Prepare allowance and issue lists.

2.6.7.1.9. Determine initial spares requirements.

2.6.7.1.10. Plan for initial support.

2.6.7.1.11. Procure packaging, handling, storage, and transportation data. See AFMCI 24-201, *Packaging, Handling, Storage, and Transportation Acquisition and Sustainment Product Support Instruction*.

2.6.7.2. For joint military Service acquisition programs, establish uniform Logistics Product data and Engineering Data for Provisioning requirements. The materiel manager of the lead Department of Defense component coordinates provisioning requirements with the supporting Department of Defense components to avoid unnecessary duplication of data, formats, procedures, and operations.

2.6.7.3. Digital format is preferred for generating and accepting the Logistics Product data and the Engineering Data for Provisioning in accordance with Initial Provisioning Performance Specification.

2.6.7.4. For non-developmental items, use contractor commercial data products as much as possible to satisfy provisioning data requirements. Whenever possible, materiel managers adopt commercial-off-the-shelf software to exchange product data and adopt commercial product data exchange standards as they develop.

Chapter 3

DATA CALL AND PURCHASE REQUEST/MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

3.1. General. Air Force policy is to buy only the necessary contractor-prepared Logistics Product data/Engineering Data for Provisioning. Determination of this data is based on the complexity of the system/end articles and on whether or not they are initial or follow-on requirements. Data requirements are identified in the contract solicitation for Provisioning or are requested by the product support manager using the formal Data Call process.

3.2. Data Call.

3.2.1. A contractor Data Call is the process used by the data management office to identify and record, on a DD Form 1423, the data requirements necessary to develop support for a system/end article to be acquired.

3.2.2. Information contained in the use/relationship paragraph of a Data Item Description, provides a basis for selecting appropriate data items. Use the latest Data Item Description, published in Acquisition Streamlining and Standardization Information System. If the acquisition is a follow-on, use the Data Item Descriptions applied to the original contract.

3.2.3. When furnishing requirements for a Data Call, indicate on the Contract Data Requirements List, use the Data Item Description number. The use of only a portion of the Data Item Description (such as, paragraphs, parts) is not authorized without prior written approval by the Headquarters Air Force Materiel Command/Supply Chain Management Branch/Transportation & Packaging Policy Branch, (A4RM/A4RT) and Air Force Sustainment Center/ Strategic Polices and Processes Branch (AFSC/LGXB). Further, no deviations, deletions, or changes of provisioning data requirements as prescribed in the Acquisition Streamlining and Standardization Information System received or initiated by any Air Force activity are authorized without prior written approval by the Headquarters Air Force Materiel Command/Supply Chain Management Branch/Transportation & Packaging Policy Branch, (A4RM/A4RT) and Air Force Sustainment Center/ Strategic Polices and Processes Branch (LGXB).

3.2.4. The product support manager/product support integrator or any other organization reviewing data requirements during the Data Call cycle or Purchase Request/Military Interdepartmental Purchase Request coordination are not authorized to change provisioning data requirements without the approval of the prime provisioning activity.

3.2.5. In response to a Data Call before or with a Purchase Request that results in an Air Force contract, the prime provisioning activity.

3.2.5.1. Selects the minimum essential data item descriptions required to satisfy the provisioning requirements of the data call from the Acquisition Streamlining and Standardization Information System website. The selected data item descriptions are recorded on the DD Form 1423. The selected data item descriptions are coordinated with the product support manager/product support integrator and equipment specialists.

3.2.5.2. Identifies and applies applicable military standards, or their replacements, such as SAE GEIA-STD-0007-B (subsequent versions) and their updated versions. In the case of a follow-on effort the applicable military standards are then applied to the original contract.

3.2.5.3. Ensures drawings are requested in sufficient quantities for the prime provisioning activity and for each pre-provisioning review activity (e.g., Defense Logistics Agency Logistics Information Service).

3.2.5.4. Submits the completed Provisioning Contract Data Requirements Lists, if required, to the data manager for formal approval by the product support manager and inclusion with the system/end article data package.

3.2.6. In response to a Data Call before or with a Military Interdepartmental Purchase Request, the prime provisioning activity.

3.2.6.1. Determines the Department of Defense activity assigned contracting responsibility for the system/end article involved.

3.2.6.2. Ensures the data items applicable to SAE GEIA-STD-0007-B (subsequent versions) are indicated on the DD Form 1423. In the case of a follow-on effort the applicable military standards for the original contract are indicated on the Contract Data Requirements List.

3.2.6.3. Ensures that block 6 and 14 of the Do\D Form 1423 shows the sustainment location having the product support manager/product support integrator end article item manager responsibility and the functional address symbol of the prime provisioning activity.

3.3. Purchase Request/Military Interdepartmental Purchase Request Coordination. The Purchase Requestor Military Interdepartmental Purchase Request is used to request contracting action for new systems/end articles or follow-on action for additional programmed requirements. Documents include, when applicable, provisions for the acquisition of initial spares and citation of funds for the required initial support. During the coordination of a Purchase Request or Military Interdepartmental Purchase Request, the prime provisioning activity.

3.3.1. Ensures the Purchase Request or Military Interdepartmental Purchase Request reflects the appropriate acquisition documents, including spares data line items.

3.3.2. Ensures the provisioning Data Item Descriptions shown on the DD Form 1423 as a result of the Data Call are compatible with the requirements of the Purchase Request or Military Interdepartmental Purchase Request.

3.3.3. Ensures the Initial Provisioning Performance Specification data elements selected satisfy the provisioning effort for the system/end article being acquired.

3.3.4. Ensures the AFMC Form 718, is included.

3.3.5. Ensures the above forms are compatible with one another.

3.3.6. Provides for provisioning management control of the provisioning effort as applicable using existing data systems and future systems as they become available.

3.3.7. Completes all provisioning requirements.

3.4. Release of the Purchase Request/Military Interdepartmental Purchase Request.

3.4.1. Release of the coordinated Purchase Request/Military Interdepartmental Purchase Request by the initiating organization to the contracting activity initiates purchasing action which results in award of a contract. Include the DD Form 1423, the Initial Provisioning Performance Specification, and AFMC Form 718 as attachments to the contract.

3.4.2. The program manager/product support manager/product support integrator provides the prime provisioning activity with the Programing Check List and/or the Application Program Designation number at the time of the contract award or not later than the Provisioning Guidance Conference (referenced in **Chapter 6**). The Application Program Designation number is used to locate the Programming Check List in the Initial Requirements Determination System. The checklist is to be used in determining initial support requirements.

3.5. Follow-up on Purchase Requests Military Interdepartmental Purchase Requests.

3.5.1. During the period of time between coordination on the Purchase Request/Military Interdepartmental Purchase Request and contract award, maintain continued surveillance throughout the acquisition negotiation cycle concerning acquisition status and receipt of copy of the contract. The copy of the contract sent to the prime provisioning activity provides milestones for provisioning actions. The prime provisioning activity needs to maintain continuing surveillance throughout the contracting cycle. If the Weekly Item Manager/Product Support Manager Status Report (J041-4PJ-W2-820) does not reflect contract information by the end of a 60-day period, the prime provisioning activity needs to take the following actions.

3.5.1.1. Contact the product support manager/product support integrator for the Purchase Request/ Military Interdepartmental Purchase Request contracted for/by the Air Force Sustainment Center.

3.5.1.2. Contact the product support manager/product support integrator for the Purchase Request/ Military Interdepartmental Purchase Requests contracted for/by activities outside the Air Force Sustainment Center.

3.5.2. Formal acceptance of an Air Force initiated Military Interdepartmental Purchase Request by another Service occurs within 30 calendar days and gives the estimated contract award date. When it is not included, obtain information from the appropriate contracting office. After the initial entry of the Military Interdepartmental Purchase Request in the weekly status report, subsequent entries on a progressive basis show acceptance, estimated contract award date, reasons for delay, if applicable, and contract number and actual award date. Track the progress of the Military Interdepartmental Purchase Request, maintaining formal records of events and milestones.

3.5.3. Upon receipt of a forecast contract award date, which would jeopardize timely end article delivery and logistics support, the prime provisioning activity coordinates action immediately with the Purchase Request/Military Interdepartmental Purchase Request initiator to expedite contract award, end article delivery, or develop and provide a plan for interim support along with the product support manager/product support integrator end article item manager.

3.5.4. If a copy of the contract is not received within 15 business days of the forecasted date, the prime provisioning activity initiates follow-up action.

3.5.5. If a timely response to a request for contract status is not received, subsequent follow-up action is elevated to higher levels.

3.5.6. The above procedures are limited to the time period before contract award and do not include production follow-up actions. Minimal follow-up action is required if each weekly status report is properly reviewed and provisioning management controls are properly utilized.

3.6. Modification to Purchase Request/ Military Interdepartmental Purchase Request. Systems/end articles may be modified during either the Production phase or Post-Production phase. Regardless of the program period or contracting method, the modification may include the acquisition of recoverable components and repair parts that need to be provisioned/Source, Maintenance, Recoverability coded for support of the new modified configuration. Organizations proposing modification (or preparing contracting directives for the expenditure of maintenance funds) request the aid of the prime provisioning activity in identifying the applicable acquisition documents and associated Data Item Descriptions to be listed on the DD Form 1423. Identification of correct acquisition documents and Data Item Descriptions forwarded to Air Force organizations and contractors during the Engineering phase of a modification helps in the timely provisioning of new items after the modification is approved and funded.

3.7. Programming Checklist. The product support manager/product support integrator/end article item manager prepares the Programming Check List for each system/end article wherein spares need to be acquired for support. A copy of the Programming Check List is normally provided to the contractor at the Provisioning Guidance Conference or immediately following the guidance conference. This checklist gives Air Force programming data for end article(s) under contract and allows the contractor to forecast an interim release to contracting and manufacturing, or to recommend for acquisition the items and quantities required for maintenance and overhaul of the end articles in the initial phase cited in the checklist. Inventory management specialists are furnished the Application Program Designation Number to locate the Programming Check List in Initial Requirements Determination System either at the time of contract award or not later than with the submission of the first Logistics Product Data/Engineering Data for Provisioning on the contract. This allows development of initial support requirements. **Note:** If Initial Requirements Determination System is utilized the product support manager/product support integrator/end article item manager is responsible for inputting/creating the Programming Check List and updating as necessary. **(T-2)**

3.8. Receipt of Contract. The Provisioning Guidance Conference needs to be held not later than 45 calendar days from receipt of contract by the prime provisioning activity. In the event the provisioning data requirements are not included in the awarded contract, notify the product support manager/product support integrator/end article item manager so action can be taken to have them included in the contract through the contracting officer (procuring or administrative) before a Provisioning Guidance Conference is held. **(T-2)**

3.9. Statement of Prior Submission.

3.9.1. The Statement of Prior Submission is used to indicate whether or not the contractor has previously furnished the government with Logistics Product data which the contractor believes satisfies the Logistics Product data requirements of the solicitation.

3.9.2. The Statement of Prior Submission applies to the end item or to any component thereof.

3.9.3. The delivery of the Statement of Prior Submission is defined on the Contract Data Requirements List as follows.

3.9.3.1. When Initial Provisioning Performance Specification is provided with the solicitations, the offeror's Statement of Prior Submission is as outlined by the solicitation.

3.9.3.2. When the Initial Provisioning Performance Specification is furnished after contract award, the contractor furnishes an Statement of Prior Submission within 30 calendar days after receipt of the Initial Provisioning Performance Specification in awarded contract. Within 30 calendar days after receipt of the Statement of Prior Submission, the prime provisioning activity advises the contractor through the procuring contracting office whether all, part, or none of the previously submitted Logistics Product data is acceptable and of any requirements for additional Logistics Product data.

3.10. First Article Acceptance. When the Purchase Request/Military Interdepartmental Purchase Request reflects requirements for first article acceptance, test, or inspection, the Prime provisioning activity provides the following procedure as an attachment to be included in the resultant contract. "Production Acceptance Test Procedures." **(T-2)**

3.10.1. The contractor:

3.10.1.1. For end articles or components thereof that are not released to production pending production acceptance test, the contractor provides the Logistics Product data/Engineering data for Provisioning specified in the DD Form 1423 to the product support manager/product support integrator/end article item manager, as soon as possible, but not later than the submission of the end article or component thereof for production acceptance test. The Logistics Product data indicates items and quantities considered necessary to support the end article or component thereof. Under this condition, interim release authority is not applicable.

3.10.2. For end articles or components thereof released to production pending production acceptance test, proceeds to fabricate or place orders with vendors for items and quantities to maintain the end article or components thereof so released under the terms of interim release. Furnish the Logistics Product data/Engineering data for Provisioning specified in DD Form 1423 to the product support manager/product support integrator/end article item manager not later than the submission of the end article or component thereof for production acceptance test.

3.10.3. For any engineering changes incurred as a result of the production acceptance test, proceeds to fabricate or acquire items recommended to support these changes. Furnish Design Change Notices to the product support manager/product support integrator/end article item manager/prime provisioning activity specified in the DD Form 1423.

3.11. Notification of Addresses.

3.11.1. Upon receipt of a new contract requiring provisioning action, the prime provisioning activity forwards the address of the contractor and Defense Contract Management Agency, plus applicable contract number, to Defense Logistics Agency Logistics Information Service. Personnel inputs addressee information into the D043 system for distribution of National Stock Number notification to the contractor and contract management personnel, report number D043-053-WY-MJ9.

3.11.2. A copy of this notification is placed in the applicable contract file maintained by the prime provisioning activity.

Chapter 4

CONFERENCE NOTIFICATION

4.1. Purpose. AFMC Form 771, *Conference Notification*, is used to notify all involved activities of a scheduled conference. Conference notifications need to be processed promptly and with enough information for the recipients to determine the extent of participation required and to select the most qualified personnel. Prompt submission of adequate data. **(T-2)**

4.1.1. Reduces the work hours used to coordinate with all interested activities.

4.1.2. Reduces temporary duty time of representatives to actual participation time required.

4.1.3. Limits Spares Provisioning Conference attendance to those responsible for the items being reviewed.

4.2. Application. The following procedures apply to the prime provisioning activity responsible for establishing and monitoring Provisioning Conferences (guidance, provisioning).

4.3. Preparation. Prime provisioning activity prepares AFMC Form 771 for all Provisioning Conferences. **(T-2)**

4.3.1. Heading information.

4.3.1.1. To and from. Complete as applicable. If a distribution list is to be used, insert an "X" and attach the list. Otherwise, insert a specific address.

4.3.1.2. Registry Control Number. Assign and insert the proper Registry Control Number.

4.3.1.3. Date. Insert date AFMC Form 771 is prepared.

4.3.1.4. Reply Suspense Date. Insert the date a reply needs to be received in response to the initiator's specific request for attendance or the recipient's decision to attend. Headquarters Air Force Materiel Command representatives only attend on a selective basis. When a Headquarters Air Force Materiel Command representative is desired, include a statement to this effect under Item 6 (Remarks) indicating the reasons for the request.

4.3.1.5. Procurement Instrument Identification Number. Insert applicable Procurement Instrument Identification Number.

4.3.1.6. Equipment noun. Insert the name of the item being bought. For example, aircraft, engine, valve assembly, etc.

4.3.1.7. Mission Design Series/Type Model Series. When applicable, insert the Mission Design Series/Type Model Series of the end item being bought.

4.3.1.8. System/End Article Application. When applicable, indicate the system or end article for which the item being bought provides support.

4.3.1.9. Project Code/Directive. Insert the Project Code name or project directive number, as applicable.

4.3.2. Item 1, Conference. Insert "X" in the proper block to indicate whether the conference is being established, canceled, postponed, or rescheduled.

4.3.3. Item 2, Type of Conference. Insert an "X" in the proper block to indicate whether the conference basically concerns guidance or spare/repair parts. Also, indicate specific type of conference to be held.

4.3.3.1. Place an "X" in the proper blank to show the proper funding appropriation for the system being provisioned. Also show whether applicable funds are available.

4.3.4. Item 3, Conference Information.

4.3.4.1. Item 3A, Conference Chairperson. Insert the chairperson's name, office symbol, and telephone number.

4.3.4.2. Item 3B, Location of Conference. Specify the exact location of the conference, including, when applicable, building number, room number, post number, etc.

4.3.4.3. Item 3C, Point of Contact at Conference Site. Indicate the name, telephone number and, when applicable, office symbol of the person at the conference site who is to be contacted.

4.3.4.4. Item 3D, Convening Date and Duration. Indicate the date and hour the conference convenes; also, the expected duration of the conference (in workdays).

4.3.4.5. Item 3E, Joint Conference. If a joint conference is being held with one or more of the other services, indicate which service(s).

4.3.4.6. Item 3F, Degree of Security Classification Required. Indicate the security classification required for the conference.

4.3.4.7. Item 3G, Using Command. Indicate the using command.

4.3.4.8. Item 3H, Type Using Command Representative Required. Enter the specific type of using command representative required by function who would be best suited for the commodity/type of conference involved.

4.3.5. Item 4, Contract Information.

4.3.5.1. Item 4A, Contractor Name and Address. Insert the contractor's full name and address.

4.3.5.2. Item 4B, Vendor's Name and Address. If the conference convenes at a vendor's plant, insert the vendor's full name and complete address. Under these conditions, insert the prime contractor's name only in Item 4A. When the conference is to be held at the product support manager/product support integrator/end article item manager location, insert the prime contractor's name in Item 4A and/or the vendor's name in Item 4B.

4.3.5.3. Item 4C, Quantity Procured (United States Air Force). Insert the number of systems or end articles being bought for which provisioning action is required, except when data is classified in accordance with DoDM 5200.01/AFI 16-1404, Volume 3, *Information Security Program: Protection of Classified Information*.

4.3.5.4. Item 4D. Quantity Procured (Other). Indicate if another service or international logistics program is involved and enter the number of end articles for which provisioning action is required.

4.3.5.5. Item 4E, Total Contract Value. Indicate the total dollar value of the contract.

4.3.5.6. Item 4F, Estimated Spare/Repair Parts Cost. Insert the estimated dollars considered necessary to buy spares/repair parts.

4.3.5.7. Item 4G, Type of Logistics Product data forwarded to Defense Logistics Agency Logistics Information Service-Date. Enter the type of Logistics Product data and date forwarded to Defense Logistics Agency Logistics Information Service.

4.3.5.8. Item 4H, Register Control Number. Enter applicable Register Control Number for Logistics Product data forwarded to Defense Logistics Agency Logistics Information Service.

4.3.5.9. Item 4I, Sustainment Activity Participation. By sustainment activity location, indicate the estimated number of items to be reviewed, the number of recoverable assemblies to be Source, Maintenance, Recoverability coded, and whether or not attendance is required. In Item 6 (continue on reverse side of form), list the individual recoverable assemblies by location and National Stock Number. When the National Stock Number has not been assigned, indicate the Federal Supply Classification and include non-Cataloged numbers and Materiel Management Aggregation Code, if applicable. Enter total items to be reviewed.

4.3.5.10. Item 4J, Acquisition Document. Check proper block inserting required additional data.

4.3.6. Item 5. Action/Information/Instructions. As specified, the conference notification is provided for information only unless otherwise noted on the form. In the blank spaces, indicate hotel accommodations and transportation arrangements. Conference attendees are responsible for making their own hotel and transportation accommodations.

4.3.7. Item 6, Remarks. To be used at the option of the initiator. The proposed agenda for the conference is indicated in remarks or attached to AFMC Form 771. Attachment(s) may be added to show additional information pertinent to the conference, e.g., nomenclature/Support Equipment Recommendation Data number/National Stock Number, Provisioning Contract Control Number/ Submission Control Code, total number of items, total number of first appearance items, Provisioning Control Code.

4.3.8. Approving Authority. Complete approval authority blocks as indicated on AFMC Form 771.

4.4. Distribution. Prime provisioning activity distributes AFMC Form 771. **(T-2)**

4.4.1. Notifies (via email) all involved activities, including the applicable product support manager/product support integrator/end article item manager, Defense Logistics Agency Logistics Information Service, product support manager, contractor, and using Command, Administrative Contracting Office at least 21 calendar days before the conference begins. When it is impossible to meet this 21-day requirement, consider the time for the recipient to receive the information, initiate and process travel orders, and make necessary travel arrangements. **(T-2)**

4.4.2. For manual processing, reproduces in sufficient quantity depending on the agenda established and send to the involved activities stated in **paragraph 4.4.1**.

4.4.2.1. Send to the involved product support manager or the Government furnished aerospace equipment buying division, as applicable. Insert the system/end article

application for Government furnished aerospace equipment in the proper header block so the buying division can inform the involved product support manager, when applicable.

4.4.2.2. When establishing a Provisioning Conference for an item containing a recoverable assembly managed by a sustainment location different from the prime provisioning activity, send additional copies to the recoverable item inventory manager provisioning activity. The recoverable item inventory manager provisioning activity distributes these copies to the appropriate offices.

4.4.2.3. Notify HQ AFMC/A4RT and Product support manager/product support integrator/end article item manager packaging and transportation management organizations (as applicable) of all Provisioning Guidance Conference and spares Provisioning Conference. The prime provisioning activity furnishes copies to the packaging and transportation management organization within the inventory management specialist location. **(T-2)**

4.4.2.4. Send to the product support manager/product support integrator responsible for a particular system for which the end article to be provisioned (Government furnished aerospace equipment components) provides support.

4.4.2.5. Send to Defense Logistics Agency Logistics Information Service for all spares Provisioning Conference, including in-house/desktop. Defense Logistics Agency Logistics Information Service determines cataloging representation at those conferences.

4.4.2.6. Send to each of the Defense Logistics Agency Inventory Control Points for Provisioning Conferences, only.

4.4.2.7. Send to the prime provisioning activity's on site Defense Logistics Agency representative for all conferences.

4.4.3. AFMC Form 771 data requires prime provisioning activity supervisor approval. **(T-2)**

4.5. Reports Control Symbol. AFMC Form 771 is exempt from licensing in accordance with AFI 33-324, *The Air Force Information Collections and Reports Management Program,* **Chapter 2**, **paragraph 2.11**.

Chapter 5

CONFERENCE MINUTES

5.1. Purpose. To prescribe procedures for timely preparation and distribution of conference minutes for all Provisioning Guidance Conferences and spares Provisioning Conferences, chaired by the prime provisioning activity.

5.2. Application. Procedure applies to the prime provisioning activity including resident provisioning teams, responsible for serving as chairperson of the particular conference.

5.3. Preparation. Detailed minutes are prepared for each conference chaired by the prime provisioning activity (examples of conference types below). Conference minutes reflect the signature of the conference chairperson, contractor and representative(s) of each command/Service in attendance as applicable. Actual contents of minutes vary depending on type and purpose of the conference. Conference minutes include (as applicable) information in **Figure 5.1** below. Include additional information as necessary.

5.3.1. Pre-proposal Conference.

5.3.2. Provisioning Guidance Conference.

5.3.3. Spares Provisioning Conference.

5.4. Distribution. Within 14 calendar days after the conference, the chairperson ensures minutes are prepared and distributed to all stakeholders. Offices with more than one representative at the conference are encouraged to share a copy. Distribute as follows:

5.4.1. One copy to Air Force Sustainment Center/ Strategic Polices and Processes Branch (LGXB).

5.4.2. One copy to the public affairs office affected.

5.4.3. One copy to the program manager/product support manager/product support integrator office responsible for acquiring the system.

5.4.4. One copy to both the administrative and procuring contracting officer.

5.4.5. One copy to Defense Logistics Agency Logistics Information Service, ATTN. Air Force PSO, 74 Washington Ave. N, Battle Creek, MI 49017-3094.

5.4.6. One copy to other affected organizations identified by the chairperson.

Figure 5.1. Conference Minutes.

	PC	PGC	Spares Provisioning Conference
a. HEADING	X	X	X
(1) Contract Number and Mailing Date			
(2) Contractor Name.			
(3) Noun of System/Equipment			
(4) System/Equipment Procured Quantity.			
(5) Type, Mission, Series/Mission, Design, Series.			

	PC	PGC	Spares Provisioning Conference
(6) Location of Conference.			
(7) Opening and closing dates of Conference			
b. TYPE AND PURPOSE			
(1) Indicate the type of conference: guidance, spares provisioning.	**X**	**X**	**X**
(2) State the specific purpose, that is, initial selection of spare repair parts, or special tools, etc.			
c. INTRODUCTION			
Include in this part information concerning.			
(1) Program checklist and initial requirements determination application program designation number		**X**	**X**
(2) System/Equipment delivery schedule.		**X**	**X**
(3) Availability of Funds.		**X**	**X**
(4) Applicable option/portion of acquisition document.		**X**	**X**
(5) Drawing requirement.		**X**	**X**
(6) Contractual requirements of first article approval.	**X**	**X**	**X**
d. ACTIONS ACCOMPLISHED			
This part includes information concerning.			
(1) Registering with the appropriate contract administration office, e.g., Defense Contract Management Agency or appropriate Visitor Control Center.	**X**	**X**	**X**
(2) Support item selection and assignment of technical and management codes.			**X**
(2.1) Developing estimated prices.	**X**	**X**	
(2.2) Price challenges.	**X**	**X**	**X**
(3) Establishing milestone dates, AFMC Form 718, *Provisioning Performance Schedule*.	**X**	**X**	
(4) Identifying data items reflected on, added to or deleted from DD Form 1423.	**X**	**X**	
(5) Subjects discussed that had action taken to resolve/satisfy the condition.	**X**	**X**	**X**
(6) Identifying data elements reflected on, added to or deleted from the Initial Provisioning Performance Specification.		**X**	
e. ACTIONS TO BE ACCOMPLISHED		**X**	**X**
This part states specifically what actions are yet to be taken and or what problems require solutions to provide complete support. Identify specific action agency (Office of Primary Responsibility) and target date, if applicable, for accomplishing same.			

Figure 5.2. Conference Minutes. (Continued)

	PC	**PGC**	**Spares Provisioning Conference**
f. REVIEW AND COMMENT			
Information in this part includes:			
(1) Review of the Initial Provisioning Performance Specification.		**X**	
(2) Adequacy of provisioning data and missing Engineering data for Provisioning. Indicate the adequacy of the Logistics Product data and list by Provisioning List Item Sequence Number and part number those drawings			**X**

	PC	PGC	Spares Provisioning Conference
that were not available prior to or during the conference or not complete that are required for subsequent processing. Include the date the contractor furnishes them. If a large number of drawings are involved, submit the list as an attachment to the minutes.			
(3) Instructions provided to the contractor concerning assignment of Provisioning Contract Control Number s, Provisioning List Item Sequence Numbers and ELINs.	**X**	**X**	
(4) Instructions to the contractor for disposition of Source, Maintenance, Recoverability codes resulting from provisioning action.	**X**		**X**
(5) Instructions to the contractor concerning the disposition of items coded in the "P" series during the Provisioning Conference.			**X**
(6) Instructions to the contractor for submittal of Design Change Notices.	**X**	**X**	**X**
(7) Instructions to the contractor for shipping quick engine change units, when applicable, complete with Government furnished property, minus engine. These instructions advise the contractor of the Air Force Sustainment Center office to submit their firm Government furnished property delivery requirements.			**X**
(8) Action taken concerning the selection of items for Special Purpose Recoverables Authorized to Maintenance and/or War Reserve Requirements.			**X**
(9) Action taken to ensure the assignment of applicable weapon system designator code.		**X**	**X**
(10) How orders are completed and submitted with a required delivery schedule and shipping instructions.	**X**	**X**	**X**
(11) Long Lead Time Item Lists processed before the Provisioning Conference, changes made in previously established Source, Maintenance, Recoverability codes and action taken on disposition of materiel when applicable.			**X**
(12) Instructions for Breakout of Initial Spares to actual manufacturer (Air Force Spare Parts Breakout Program).	**X**	**X**	**X**
(13) Discussion of Engineering data for Provisioning: The Air Force does not require development of Developmental Design Drawings to satisfy the requirement for Engineering data for Provisioning and DI-SESS-81874, *Engineering Data for Provisioning*.	**X**	**X**	
(14) Total number of items reviewed.			**X**
(15) The daily work schedule maintained during the conference when overtime and/or leave for participants is involved.	**X**	**X**	**X**
(16) Comments from various participants of the conference, indicating the activity, command, or service represented. Adverse comments are addressed by the chairperson in the remarks.	**X**	**X**	**X**
(17) Attachments as necessary including the following:			
(a) Copy of applicable Provisioning Performance Schedule	**X**	**X**	
(b) Copy of guidance conference checklist.	**X**	**X**	
(c) List of the names of all participants, their installations, office represented office symbol and phone number.	**X**	**X**	**X**
(d) Copy of signature page.	**X**	**X**	**X**

Chapter 6

PRE-PROPOSAL AND GUIDANCE CONFERENCES

6.1. Pre-Proposal Conference.

6.1.1. A pre-proposal conference is encouraged for all major systems/equipment acquisitions. If possible, it is held within 15 business days after the Request for Proposal or request for quotation has been released. This conference may be held for less than major systems/equipment as determined by the product support manager/prime provisioning activity.

6.1.2. During this conference the offeror(s) is alerted of the provisioning requirements for the production contract. Sufficient details on the provisioning documentation and data submission media and procedures are provided so that the offeror can provide realistic responses to the Request for Proposal or Request for Quote.

6.2. Provisioning Guidance Conference.

6.2.1. The prime provisioning activity schedules the Provisioning Guidance Conference immediately after the notification of the contract award. The Provisioning Guidance Conference provides a means by which the contractor, major vendors, and Air Force personnel can gain a mutual understanding of the contractual requirements. Responsibilities are clearly defined and the various deadlines in the provisioning cycle are specifically identified.

6.2.2. The Provisioning guidance conference also provides an opportunity for explanation of the current logistics concept or plan applicable to the system/end article under contract as well as the techniques and methods used by the Air Force in requirements determinations.

6.2.3. The purpose of the conference is to reduce some of the more crucial problems inherent in provisioning, such as.

6.2.3.1. Improperly prepared Logistics Product data.

6.2.3.2. Delinquent submission of Logistics Product data.

6.2.3.3. Inadequate/omitted Engineering data for Provisioning.

6.2.3.4. Incomplete or invalid recommendations by the contractor.

6.2.3.5. Late scheduling of the Provisioning Guidance Conference and the resulting delivery of the initial support.

6.2.4. The first step toward a Provisioning Guidance Conference is to confirm that the Initial Provisioning Performance Specification with attachments was included in the contract. If included proceed with preparation for the Provisioning Guidance Conference. In the event the Initial Provisioning Performance Specification with attachments is not included in the contract, the product support manager/product support integrator need to be informed and action taken to have them included in the contract through the contracting officer (procuring or administrative) before a Provisioning Guidance Conference is held. The conference is held at the earliest possible date after notification of award of the engineering or production contract. The Provisioning Guidance Conference is held whether or not one has been held before with the same contractor. Although the depth of discussions on general items of interest may vary in later conferences with the same contractor, each contract awarded is considered in relation

to its own requirements, and a milestone of events, provisioning performance schedule, is developed and tailored accordingly. The prime provisioning activity provisioning chief has the authority to make a decision on the need to hold a formal Provisioning Guidance Conference only in the event cancellation is requested by the contractor. Prior approval by the Headquarters Air Force Materiel Command provisioning policy branch is not required. Copies of all correspondence concerning such matters will be forwarded to the Headquarters Air Force Materiel Command provisioning policy branch.

6.2.5. The prime provisioning activity recommends to the contractor, through the administrative contracting office, a date for the Provisioning Guidance Conference at the prime provisioning activity. The date established by the contractor is within 5 business days of the date recommended by the prime provisioning activity.

6.2.6. The Provisioning Guidance Conference may be held at either the contractor's facility or the prime provisioning activity location. The prime provisioning activity selects the location based on the pertinent facts or administrative circumstances associated with each particular contract.

6.3. Attendance. Participation at the pre-proposal and Provisioning Guidance Conferences generally includes qualified representatives from the prime contractor and the major vendors, product support manager, product support integrator, prime provisioning activity, end article item manager locations (including major recoverable assembly inventory management specialists when involved), using commands, the contracting officer (procuring or administrative), as applicable) or authorized representative, and Command Data Automation when the Air Force Materiel Command Provisioning System (D220) is used. Other involved services are invited to attend Provisioning Guidance Conferences for multi-service contracts. Air Force Sustainment Center, Strategic Polices and Processes Branch (LGXB) may attend major Provisioning Guidance Conferences to ensure the quality of guidance provided corresponds with that required. Defense Logistics Agency Logistics Information Service receives notification of scheduled Provisioning Guidance Conferences. Conferences involving major or critical systems are attended by Defense Logistics Agency Logistics Information Service personnel. The Chairperson for the pre-proposal and Provisioning Guidance Conference is provided by the prime provisioning activity or resident provisioning team, when applicable. Other sustainment activities normally include engineering and reliability, material support, investment and stock fund requirements, distribution, packaging, transportation and materials handling, planning, technical support and data automation when required. The contracting officer's (procuring or administrative) attendance is necessary because the contracting officer guide or restrict discussions and agreements regarding contractual commitments on the part of both the Air Force and the contractor.

6.4. Planning the Conferences. The following planning and preliminary actions are the basic ones required of the conference chairperson. Before the Pre-Proposal or Provisioning Guidance Conference, the chairperson:

6.4.1. Establishes a firm date and location with the contractor or prospective contractor(s).

6.4.2. Prepares and distributes, on a timely basis, the conference notification, AFMC Form 771.

6.4.3. Develops agenda and furnishes a copy with each AFMC Form 771 distributed (Provisioning Guidance Conference only).

6.4.4. Prepares or reviews tentative milestone dates for the provisioning actions (Provisioning Guidance Conference only).

6.4.5. Obtains qualified personnel for detailed discussions.

6.4.6. Has sufficient copies of the Initial Provisioning Performance Specification with attachments and applicable programming checklists available for the conference.

6.4.7. Determines if a closed Air Force familiarization meeting is required before conducting the conference, if one is required:

6.4.7.1. Review proposed agenda for the conference.

6.4.7.2. Resolve any difference of opinion.

6.4.7.3. Establish or review the rules of conduct to be in effect during the conference.

6.4.7.4. Recognize and resolve any questions/discussions that relate solely to internal Air Force affairs so as to avoid undue embarrassment.

6.4.7.5. Achieve an Air Force position.

6.4.7.6. Review the provisioning strategy.

6.4.8. Requests contractor to hold a briefing on the system/end article on contract (Provisioning Guidance Conference only). The briefing generally includes:

6.4.8.1. Design/maintainability/reliability.

6.4.8.2. Operation requirements.

6.4.8.3. Equipment capabilities.

6.4.8.4. Organizational structure in relation to manufacture, delivery, and logistics support.

6.4.8.5. Tour of manufacturer's area if the conference is held at the contractor's facility.

6.4.8.6. Contractor's proposed provisioning performance schedule.

6.5. Agenda. As a minimum, include the following topics on the conference agenda:

6.5.1. Introduction and purpose.

6.5.2. Brief presentation on the provisioning process based on the applicable acquisition document.

6.5.3. Contractor presentation on system/end article, proposed actions, and contractor's provisioning performance schedule (Provisioning Guidance Conference only).

6.5.4. Programming information (Provisioning Guidance Conference only).

6.5.4.1. Programming data.

6.5.4.2. Requirements determination methodology.

6.5.4.3. Contractor's recommended spares selection of range and quantities.

6.5.4.4. Programming checklist, as applicable.

6.5.5. Maintenance concept.

6.5.6. Initial Provisioning Performance Specification with attachments and Logistics Product data -Data Produce Selection Sheet.

6.5.7. Interim release and recommended items criteria.

6.5.8. DD Form 1423, requirements for the provisioning process, such as.

6.5.8.1. Engineering data for Provisioning (drawings) requirements, DI-SESS-81874, *Engineering Data for Provisioning,* (subsequent versions), and drawing restrictions.

6.5.8.2. Logistics Product data requirements, format and media, contents and distribution based on the Initial Provisioning Performance Specification with attachments, applicable Contract Data Requirements Lists, and DD Form 1949-3, *Logistics Support Analysis Record (LSAR) Data Requirements*.

6.5.8.3. Limited rights and vendor letters of refusal.

6.5.9. Spares Provisioning Conference.

6.5.10. Orders and delivery schedules.

6.5.11. Preservation, packaging, and markings. Discussion covers preservation, packaging, container markings concepts. These requirements include AFMC Form 158, *Packaging, Handling, Storage, and Transportation Acquisition and Sustainment Product Support Instruction*, DI-PACK-80120 (Packaging Coded Data), DI-PACK-80121 (Special Packaging Instructions), DI-PACK-80683, *Container Design Retrieval System* (CDRS) Search Request, DI-PACK-80684, *Container Design Retrieval System* Data Input, DI-PACK-81059 (Hazardous Materials Performance-Oriented Packaging Test Report Format), safety data sheets, hazardous cargo United Nations specification container requirements, Certificate of Equivalency, Special Permits and Approvals, as required by AFMCI 24-201. **Note:** Data Item Description DI-PACK-81059 (Hazardous Materials Performance-Oriented Packaging Test Report Format) is covered when non-government agency is required to provide the Performance Oriented test data under contract.

6.5.12. Transportation. Transportation representative can discuss DI-PACK-80877 (*Transportation Data Report*). These requirements include DD Form 1653, *Transportation Data for Solicitations*, as they pertain to items acquired through provisioning.

6.5.13. Other related subjects such as kit concept, joint usage, Air Force Materiel Command *Provisioning System*, estimated unit prices, *Initial Requirements Determination System*, Readiness-Based Sparing techniques, Readiness Spares Packages/War Reserve Requirements, and breakout of initial spares to actual manufactures Air Force Spare Parts Breakout Program.

6.5.14. Review of contractor's proposed provisioning performance schedule and convert times to specific calendar dates on the Provisioning performance schedule (Provisioning Guidance Conference only). This ensures that, assuming timely contractor performance, the Logistics Product data and Engineering data for Provisioning is delivered by the specified need date.

6.5.15. Review and acknowledgment of discussion through preparation of minutes.

6.5.16. Review of topics to ensure complete coverage.

6.5.17. Security classification requirements, if applicable.

6.6. Conducting the Conferences.

6.6.1. Introduction and Purpose. The introduction narrative by the conference chairperson from the prime provisioning activity needs to be tailored to fit the audience; however, it normally includes:

6.6.1.1. Purpose of conference.

6.6.1.2. Introduction of conferees.

6.6.1.3. Administrative matters.

6.6.1.4. Review of agenda.

6.6.1.5. Conduct of conference.

6.6.1.6. Work Schedule.

6.6.2. Presentation of provisioning process.

6.6.2.1. The conference chairperson gives a brief presentation on the provisioning process based on the applicable acquisition document, to meet the needs of the group and not be in competition with the detailed discussion on specific subjects. The briefing covers the provisioning process from contract award through placing of final orders and delivery, outlining those actions and procedures needed to ensure support is available when needed by the using organization.

6.6.2.2. A brief explanation of: terms, Provisioning Conferences, spares, Source, Maintenance, Recoverability coding, Logistics Product data and Engineering data for Provisioning aids in establishing a basic understanding of provisioning terms.

6.6.3. Contractor presentation. The contractor explains the system/end article, proposed actions, and the proposed provisioning performance schedule relative to meeting contractual requirements (Provisioning Guidance Conference only).

6.6.4. Programming information (Provisioning Guidance Conference only).

6.6.4.1. Following a brief introduction by the conference chairperson, the requirements and distribution representative of the product support manager/product support integrator/end article item manager location gives a detailed presentation on the programming checklist(s) applicable to the contract.

6.6.4.1.1. The applicable programming checklist is provided to the contractor with the contract award. If this was not done, the checklist is provided at the Provisioning Guidance Conference. The Programming Check List is then reviewed and discussed to ensure understanding by the contractor.

6.6.4.1.2. The prime contractor's responsibilities to instruct vendors/subcontractors on the requirements in the applicable acquisition document, Contract Data Requirements Lists, the Initial Provisioning Performance Specification and the use of Programming Check Lists to fulfill the data and other contractual requirements are enumerated.

6.6.4.2. Due to the interface between the programming data and the requirements determination, the detailed presentation on initial spares requirements determination is

given next by the product support manager/product support integrator/end article item manager requirements and distribution representative.

6.6.5. Maintenance concept. This presentation by the technical services branch representative of the product support manager/product support integrator/end article item manager location includes.

6.6.5.1. The purpose of the Provisioning Guidance Conference emphasizes the data required for inclusion in their submission and the in depth explanation of the Illustrated Parts Breakdown.

6.6.5.2. The Source, Maintenance, Recoverability coding of components that make up an end article are based on the maintenance concept desired and the design of the items being coded. The maintenance concept (including Repair Level Analysis when applicable) can be discussed in depth before discussing the Source, Maintenance, Recoverability codes. The concept discussed include integrated support planning (Air Force Supplement to DoDI 5000.2) and the objectives of direct vendor contact.

6.6.5.3. A detailed definition of Source, Maintenance, Recoverability codes, including the principles, policies and procedures for these codes is contained in AFMAN 21-106, *Joint Regulation Governing the Use and Application of Uniform Source, Maintenance, and Recoverability Codes*.

6.6.5.4. The failure factors covered in the Initial Provisioning Performance Specification are thoroughly discussed with the contractor.

6.6.6. Initial Provisioning Performance Specification. The conference chairperson discusses the Initial Provisioning Performance Specification emphasizing that the prime contractor forward a copy to each of the vendors/subcontractors for compliance. The requirement for Headquarters Air Force Materiel Command's written approval of any changes, deviations, is also emphasized. The contractor is advised to provide adequate Engineering data for Provisioning for all logical requirements in accordance with the contract terms and the applicable data item.

6.6.7. Interim Release Concept. The conference chairperson explains the interim release authority and restrictions outlined in applicable acquisition documents.

6.6.8. Contract Data Requirements List (Contract Data Requirements List). The conference chairperson discusses those requirements listed on DD Form 1423 pertinent to provisioning.

6.6.8.1. Provisioning screening by contractors is not required except for those contracts where Logistics Product data is to be processed manually. It is accomplished electronically by the Government through the Air Force Materiel Command *Provisioning System*.

6.6.8.2. Engineering data for Provisioning (drawings) requirements. The prime provisioning activity will cover this portion; explaining the provisioning rules for drawing requirements to satisfy the Source, Maintenance, Recoverability coding, item entry control and cataloging and standardization requirements. That all Engineering data for Provisioning called for in the contract is to be delivered in a timely manner. That letters of refusal will not be accepted unless they provide an acceptable alternate method for providing the required data to the Government.

6.6.8.3. The conference chairperson discusses the various types of Logistics Product data requirements, format, content, distribution, and the applicable Contract Data Requirements Lists. Discussion is in sufficient detail for the contractor and prime vendors to fully recognize the full scope of this important facet. Inadequacy of data and/or untimely submission can have serious repercussions on all subsequent action. Discussions also bring into focus the relationship between the Initial Provisioning Performance Specification, the provisioning data requirements reflected on the DD Form 1423, and applicable acquisition documents.

6.6.8.3.1. Instructions for preparation of the various types of Logistics Product data in accordance with the Initial Provisioning Performance Specification and attachments thereto, and the applicable Data Item Descriptions are reviewed in depth for the benefit of the contractor.

6.6.8.3.2. The requirement for a Repairable Item List is explained, including the purpose, and how and when the requirement is determined and established. The contractor is advised to submit the Repairable Item List not later than 60 calendar days after receipt of request.

6.6.9. Spares Provisioning Conference. The conference chairperson negotiates a date with the contractor for holding the spares Provisioning Conference. Discussions also include.

6.6.9.1. Logistics Product data and Engineering data for Provisioning to be furnished before the Spares Provisioning Conference.

6.6.9.2. Logistics Product data and Engineering data for provisioning to be available at the Spares Provisioning Conference.

6.6.9.3. Availability of adequate facilities and equipment.

6.6.9.4. Attendance of qualified contractor personnel, technical and clerical support (including subcontractor and vendors as required).

6.6.9.5. Inspection tour of the mock-up/production line of the system/end article being provisioned.

6.6.10. Orders and delivery schedules.

6.6.10.1. Placing of orders.

6.6.10.1.1. The conference chairperson outlines the flow of the Provisioned Item Order from the inventory management specialist, through the product support manager/product support integrator/end article item manager to the contractor, including the process and media available for developing and placing of the Provisioned Item Order as a result of the provisioning process.

6.6.10.1.2. If the end article is being bought through another Service, particular emphasis is placed on the changes in the repair parts order flow and procedures.

6.6.10.2. Delivery schedules. The conference chairperson points out that the Government furnishes the contractor a required delivery schedule on an AFMC Form 326, *Provisioned Item Order (With Delivery Schedule)***,** or automated Provisioned Item Order.

6.6.10.2.1. If unable to meet the required delivery schedule, the contractor submits a proposed line item delivery schedule for such items to the prime provisioning activity through the administrative contracting office.

6.6.10.2.2. The contractor's proposed delivery schedule is accepted if supported by the specified need date is not jeopardized. After the contractor's proposed changes have been agreed to by the prime provisioning activity and approved by the administrative contracting office, the approved delivery schedule is incorporated into the contract at definitization.

6.6.11. Preservation, Packaging, and Markings. The Packaging and Materiel Handling Branch representative discusses DI-PACK-80120, DI-PACK-80121, DI-PACK81059, DI-PACK-80683, DI-PACK-80684. These requirements also include AFMC Form 158, container markings, safety data sheets, hazardous cargo United Nations specification container requirements, Certificate of Equivalency, Interim Hazard Classification, Special Permits and Approvals as they pertain to items acquired through provisioning.

6.6.12. Transportation. Transportation representative discusses DI-PACK-80877 (*Transportation Data Report*). These requirements are included on the DD Form 1653, as they pertain to items acquired through provisioning.

6.6.13. Design changes. The conference chairperson emphasizes the contractor's responsibility for notifying the prime provisioning activity of all design changes.

6.6.14. Data automation. If the Air Force Materiel Command *Provisioning System* is used to provision a system/end article, the prime provisioning activity data automation representative explains system input requirements and edits and output products returned to the contractor.

6.6.15. Other related subjects. This discussion, or series of discussions, is monitored by the conference chairperson and tailored to those subjects for which there is no specific data item. Procedures and techniques discussed for subjects such as:

6.6.15.1. Procedure for contractor to follow to obtain Government furnished property.

6.6.15.2. Repair Part kits concept.

6.6.15.3. Materiel Management Aggregation Code techniques and criteria.

6.6.15.4. Item Management Code techniques and criteria.

6.6.15.5. Concurrent release of spares orders with production order releases.

6.6.15.6. Identifying any clothing and/or textile type requirements. If any are identified, the prime provisioning activity, subsequent to the Provisioning Conference, transmits these to the Air Force Clothing and Textile Office for development of a support request package by Air Force Clothing and Textile Office personnel.

6.6.16. Completion of Provisioning Performance Schedule. Provisioning Performance Schedule milestones are completed at this point (Provisioning Guidance Conference only).

6.6.17. Preparation of Minutes. The chairperson prepares and distributes the minutes of the Provisioning Guidance Conference including a copy of the applicable Provisioning Performance Schedule and Provisioning Guidance Conference checklist within 14 business days after the conference ends.

6.6.18. Conference Checklist. Format listing the various actions to be concluded during the conferences is shown in **Attachment 7**. This checklist is used by the conference chairperson as a guide to make sure all applicable elements of data were covered during the conference.

Chapter 7

PROVISIONING PERFORMANCE SCHEDULE

7.1. Purpose. The AFMC Form 718 is a management tool for both the Government (prime provisioning activity and resident provisioning team) and the contractor. The Provisioning Performance Schedule describes and plots, in timeframes by calendar dates, those significant actions and events of the provisioning process that need to be accomplished by both the prime provisioning activity and the contractor to provide adequate initial support by the Operational Need Date.

7.2. Application. The AFMC Form 718 is made a part of the Purchase Request package during the data call process or the Purchase Request/Military Interdepartmental Purchase Request coordination cycle, incorporated in the resultant Request for Proposal, Request for Quotation or Invitation for Bid and, in turn, the Production contract.

7.3. Policy.

7.3.1. A blank AFMC Form 718 needs to be attached to each provisioning package as an attachment to the Initial Provisioning Performance Specification at time of coordination for ultimate inclusion with subsequent Request for Proposal, Invitation For Bid or Request of Quote. The contractor completes the AFMC Form 718 along with the offer. The AFMC Form 718 becomes a part of the contractor's response to the Request for Proposal, Invitation for Bid or Request for Quotation and is reviewed by the prime provisioning activity before contract award for adequacy in meeting the Operational Need Date. **(T-2)**

7.3.2. The Provisioning Performance Schedule is thoroughly reviewed and completed at the Provisioning Guidance Conference. At this time, the contractor established milestones are converted to calendar dates to make review of the Provisioning Performance Schedule easier. The chairperson of the conference, the contractor, and the product support manager, if present, signs the Provisioning Performance Schedule to denote acceptance and understanding. The approved Provisioning Performance Schedule is placed in the minutes. **(T-2)**

7.3.3. The agreed upon milestones (completed AFMC Form 718) are placed in the contract by supplemental agreement. **(T-2)**

7.3.4. Where agreement cannot be reached and initial support cannot be achieved by the Operational Need Date, the chairperson contacts the administrative contracting office Defense Contract Management Agency contract management specialist to assist in reaching a mutually acceptable date.

7.3.5. When satisfactory milestones cannot be agreed upon at the Provisioning Guidance Conference, the provisioning chairperson apprises appropriate management levels within the prime provisioning activity location of the specific problem areas for review and resolution.

7.4. Development.

7.4.1. Elements of data essential to develop Provisioning Performance Schedule for specific contracts to ensure support by the Operational Need Date are.

7.4.1.1. Contract effective date. This is obtained from the contract.

7.4.1.2. Spares need date. The date by which spares are required to be in place for the support of the system/end articles as they enter the inventory and become operational. When warranties and/or Interim Contractor Support are involved in the provisioning effort, the terms and conditions of the warranties and/or Interim Contractor Support on contract is used in determining the spares need date, e.g., if a three-year warranty applies to spares, then the Operational Need Date is prior to lead time from the expiration date. The date that is determined is used in the Operational Need Date field in the Provisioning Operational Plan to record a realistic Date Repair Parts Required that feeds to D169, Supply Support Request Advice – C*onsumable Items System*.

7.4.2. After determining the starting and completion dates and the provisioning milestones required, the milestone dates are set up. The contractor's capabilities and past performance needs to be taken into account if the Provisioning Performance Schedule is to be realistic. The completed Provisioning Performance Schedule reflects the contractor's stated capability, and needs to be compatible with the terms of the executed contract.

7.4.3. To accomplish provisioning milestones, the time cycles are detailed in the acquisition documents and related data items. The provisioning manager's Provisioning Performance Schedule needs to be realistic. A determination can then be made as to whether sufficient, insufficient, or surplus time is available for provisioning.

7.4.3.1. Less Than the Norm. To meet the situation when less time than is required is available to accomplish provisioning, the provisioning time cycle needs to be compressed. This is equal in measure with the terms of the contract and the contractor's stated capability and be in relation to the requirements of the applicable acquisition documents and data items. Two possible areas for compression are scheduling the Provisioning Guidance Conference as early as possible, and the contractor's ability to prepare and submit required Logistics Product data and Engineering data for Provisioning. Generally, as a result of competitive contracting, the contractor has stated the capability to perform in a timely manner. The development of the Provisioning Performance Schedule is merely a means of establishing, plotting, and recording what the applicable major provisioning actions are, who accomplishes them, and specifically when the actions is taken. Earlier scheduling of the Provisioning Guidance Conference, contractor acceleration of the Long Lead Time Item List, early development of the Provisioning Parts List and interim support by the contractor are some of the alternate ways to compress provisioning timeframes. All reductions of the provisioning time cycles need to be realistic.

7.4.3.2. Greater Than the Norm. When this occurs, the time cycles between provisioning milestones are extended or provisioning is delayed. Although the relationship to the norm is not all-important, it needs to be considered. Where production is not due to start for 12 months, no purpose is served by scheduling the receipt of Logistics Product data and Engineering data for provisioning too early.

7.4.4. Form Preparation. In determining the specific dates for each provisioning milestone, the following major actions/events should be considered and filled in on the AFMC Form 718. All dates use the eight digit format, YYYYMMDD, where YYYY is the calendar year followed by the two position month and two position day.

7.4.4.1. Header Information.

7.4.4.1.1. Date. Enter date form prepared.

7.4.4.1.2. End Article. Enter name of item being provisioned.

7.4.4.1.3. Contractor. Enter contractor's name and address.

7.4.4.1.4. End Article Delivery Dates. Enter the date of first delivery and the date of last delivery.

7.4.4.1.5. Solicitation or Contract Number. Enter applicable number.

7.4.4.1.6. Revision. Enter the revision number and the associated date.

7.4.4.1.7. Type of Contract. Check appropriate block – Engineering and Manufacturing Development, Engineering and Manufacturing Development w/Production Option, or Production option.

7.4.4.2. Step 1 (Event number 1 on form): Contract Award.

7.4.4.3. Step 2 (Event number 12 on form): Operational Need Date. The established date for operational capability of the end item. As needed, add comments to the Timing column.

7.4.4.4. Step 3 (Event 10): Spares Need Date. The established date wherein spares are needed to provide logistics support.

7.4.4.5. Step 4 (Event 11): Training Start Date. The established date wherein spares are needed to provide logistics support for training equipment. As needed, add comments to the Timing column.

7.4.4.6. Step 5 (Event 2): Provisioning Guidance Conference. The Provisioning Guidance Conference is held at the earliest possible date but in no event later than 45 calendar days after the mailing date of the contract. (**Chapter 6**).

7.4.4.7. Step 6 (Event 3): Defense Logistics Agency Logistics Information Service Screening. Only applies to manual Logistics Product data processing. The contractor submits provisioning screening data to Defense Logistics Agency Logistics Information Service not earlier than 30 calendar days prior to the submittal of Logistics Product data to the address cited on the Contract Data Requirements List.

7.4.4.8. Step 7 (Event 4a): Interim released Items. The contractor fabricates or acquires spares qualifying under interim release. The contractor may begin interim releasing spares immediately after effective date of the contract. However, interim release Long Lead Time Item Lists will be furnished no later than 30 calendar days after the contractor has interim released for fabrication or procurement of spares.

7.4.4.9. Step 8 (Event 4b): Recommended Items. These items are furnished by the contractor as soon as possible after award of the contract and progressively as quickly as engineering design and data are released by the contractor. A reasonable cutoff date by which all Long Lead Time Item Lists are received for Air Force processing would be 45 calendar days prior to release of Provisioning Parts List by the contractor.

7.4.4.10. Step 8 (Event 4c): Spares Provisioning Conference. A Spares Provisioning Conference, if required, for the long lead items is scheduled no later than 90 calendar days prior to the contractor's order need date.

7.4.4.11. Step 9 (Event 4d): [Long Lead Item] Provisioned Item Orders Released to Contractor. Provisioned Item Orders for Long Lead Items are released to the contractor within 30 calendar days of receipt of the Long Lead Time Item List. However, outstanding Provisioned Item Orders for Long Lead Items will be submitted no later than 30 calendar days after receipt of the last contractor submitted Long Lead Time Item List. (**Chapter 10**).

7.4.4.12. Step 10 (Event 5): Provisioning Technical Documentation/Engineering data for Provisioning Requirements. The contractor prepares and submits the Logistics Product data/Engineering data for Provisioning not later than 60 calendar days prior to the scheduled spares Provisioning Conference. (**Chapter 15**).

7.4.4.13. Step 11(Event 6): D155 Screening.

7.4.4.14. Step 12 (Event 7): Spares Provisioning Conference. The scheduling of the spares Provisioning Conference depends upon the capability of the contractor to produce the required Logistics Product data and Engineering data for Provisioning on a timely basis. However, the conference needs to be scheduled no later than 60 calendar days after receipt of Provisioning Technical Documentation/Engineering data for Provisioning. (**Chapter 14**).

7.4.4.15. Step 13 (Event 8): Provisioned Item Orders with Delivery Schedule. The provisioning activity needs to submit Provisioned Item Orders to the contractor 60 calendar days after the spares Provisioning Conference to ensure contractor's ability to have support in place by the Operational Need Date. (**Chapter 28**).

7.4.4.16. Step 14 (Event 9): [Contractor's] Acceptance/Revision of Delivery Schedule. When the Government provides a required delivery schedule with each Provisioned Item Order, the contractor accepts the order and within 60 calendar days notify the Government of acceptance of the schedule or provide a proposed line item delivery schedule for negotiation. The approved schedule is incorporated into the contract when the Provisioned Item Order is definitized.

7.4.4.17. Remarks. Comments need to be provided in this block for any discrepancies in the calendar dates, or for any justification for actions taken outside of the standard/normal timeframes.

7.4.4.18. Approval Signature Blocks. The completed form needs to be signed by the Air Force provisioning chairperson, contractor representative and applicable product support manager.

7.5. Disposition. The Provisioning Performance Schedule is maintained throughout the life of the production contract. After completion of all provisioning actions, the Provisioning Performance Schedule is retired with the appropriate contract folder.

Chapter 8

ENGINEERING DATA FOR PROVISIONING

8.1. Purpose. Engineering data for Provisioning is the technical data acquired by contract to support provisioning requirements established by product support analysis MIL-HDBK-502A, subtask 6.2. Engineering data for Provisioning is necessary to assign Source, Maintenance, Recoverability Codes to each Provisioning Line Item Sequence Number on the Logistics Management Information Data Products; to assign an Item Management Code; to prevent proliferation of identical items in the Government inventory; for maintenance decisions; and for the item identification information necessary for the assignment of a National Stock Number. **Note:** Engineering data for Provisioning is also referred to as Supplemental Data for Provisioning or Supplementary Provisioning Technical Data, all of which are types of Provisioning technical documentation descriptive data.

8.2. Requirements.

8.2.1. For all of the uses of Engineering data for Provisioning, it needs to provide a unique identification. This definition of item identification is a product of the cataloging system which was established by Public Law 82-436, *Defense Cataloging and Standardization Act*. **(T-2)**

8.2.1.1. DoDM 4100.39 defines item identification under the Federal Catalog Program. This program establishes the concept of each item of supply expressed in and fixed by an item identification. The item identification consists of the minimum data required to establish, directly or indirectly, the essential characteristics of an item which give the item its unique character and make it what it is, and to differentiate it from every other item of supply used by the Federal Government. **Note:** Defense Logistics Agency Logistics Information Service controls item identification by assigning each approved item name to a Federal Item Identification Guide. The Federal Item Identification Guide establishes the requirements for describing the "essential characteristics" of an item. **(T-2)**

8.2.1.2. Basic item identification is derived from the Commercial and Government Entity codes and part numbers cited on the item's design drawing plus all the technical and management information in any segment of the National Stock Number record including the characteristics description.

8.2.2. Engineering data for Provisioning is acquired utilizing DI-SESS-81874 (subsequent versions).

8.2.3. Engineering data for Provisioning is required for each item appearing on Logistics Product data provisioning products(s) (DI-SESS-81758, *Logistics Product Data,* (subsequent versions)) (first appearance only), except for those Provisioning List Item Sequence Numbers which are identified by definitive U.S. National Industry Association, U.S. Government, or International specifications or standards which are listed in the Department of Defense Index of Specifications and Standards. An exception is that Engineering data for Provisioning is not required for Provisioning List Item Sequence Numbers identified by a National Stock Number which has a Full Descriptive Type Item Identification (Type 1, 1A or 1B). **Note:** The data manager, provisioning specialist, engineering data management specialist and product support manager (who includes the appropriate program office functional) need to review Statement

of Works/Statement of Objectives/ Performance Based Work Statements and Contract Data Requirements List language when the data is being acquired. **(T-2)**

8.2.4. For developmental programs, Digital format engineering drawings is preferred for generating and accepting the Provisioning Technical Data and the Engineering data for Provisioning. The product support manager tailors the Engineering data for Provisioning Contract Data Requirements Lists/Data Item Descriptions to get electronic three-dimensional model-based data, product engineering drawings. For non-developmental items, use contractor commercial data products as much as possible to satisfy provisioning data requirements utilizing DD Form 2554-1, *TDP Option Selection Worksheet Product Drawings and Associated Lists* or DD Form 2554-4, *Commercial Drawings and Associated Lists.*

8.2.5. Engineering data for Provisioning is received via hardcopy format with an associated drawing; each Submission Control Code contains multiple part numbers identified by dashes that represent items with the same form, fit and function, e.g., color coded wire, etc. **Note:** Only one copy of the drawing, for the first appearance dash number, is required. The Provisioning List Item Sequence Number of all other dash numbers appearing on that drawing is annotated on the drawing provided. If the part numbers identified by dashes do not represent items with the same form, fit and function, a copy of the drawing for each dash number is required. In addition, a drawing is required if a part number needs to be linked to an existing National Stock Number.

8.2.6. When receiving Engineering data for Provisioning in digital format, each individual Engineering Drawing and Technical Data piece is saved in its entirety under one multi-page portable document format file (drawings saved to files on a sheet-by-sheet basis is unacceptable. Example. C4 files are unacceptable as they are saved on a sheet-by-sheet basis). Portable document format is the preferred image format for submitting electronic data to Defense Logistics Agency Logistics Information Service. All Engineering Drawings and Technical Data items are to be saved on the compact disk or digital versatile disc under the following formats and "naming" convention. Provisioning List Item Sequence Number and Part Number (Example using **AABF** as Provisioning List Item Sequence Number and **10B520** as Part Number or Drawing Number = **AABF 10B520.PDF**). **Note 1:** Be sure to have a single space between Provisioning List Item Sequence Number and Part Number as this is the established, standardized "naming" convention requirement for Defense Logistics Agency Logistics Information Service' internal server data storage and retrieval system-process. **Note 2:** Compact Disk +/- RW and DVD +/- RW are not acceptable in government systems."

8.2.7. Commercial data is not developed under Government contract. It includes engineering drawings and company specifications. While the format is different from product drawings and lists, it needs to provide the essential characteristics necessary to establish a unique item identification.

8.2.8. The prime provisioning activity is responsible to provide the work statement requirements for the Statement of Work/Statement of Objectives/ Performance Based Work Statements. Recommended Statement of Work/Statement of Objectives/ Performance Based Work Statements language is as follows. *"The contractor will plan for the delivery of Engineering data for Provisioning documentation to define the items identified. Engineering data for Provisioning will enable the Government to uniquely identify each first appearance item shown from other comparable items in the Government supply inventory Defense*

Logistics Agency Logistics Information Service Total Item Record. The contractor will satisfy Engineering data for Provisioning requirement with Original Equipment Manufacturer in-development engineering drawings, vendor, and commercial item documentation. When the requirements for the Original Equipment Manufacturer in-development engineering drawing are satisfied by a vendor item control drawing (e.g., for a fan), definition of the parts comprising the item (fan), a commercial drawing, catalog data, or technical manual with picture and parts list will be provided. The contractor will plan for and provide technical data to support design change notices." **(T-2)**

8.3. Delivery.

8.3.1. The contractor delivers Engineering data for Provisioning at the time(s) and in the format(s) specified by the Contract Data Requirements List and the Provisioning Performance Schedule, AFMC Form 718. The specified delivery timeframe normally is 60 calendar days prior to the Provisioning Conference.

8.3.2. Prime provisioning activity may request their contracting and legal office attend Provisioning Guidance Conferences when data requirements are discussed. Their expertise may be employed especially with delivery of limited rights data and letters of refusal. Letters of refusal can be submitted but not in lieu of furnishing the technical data specified in the contract. Such letters need to recommend alternate methods of furnishing adequate Engineering data for Provisioning.

8.4. Disposition.

8.4.1. Engineering data for Provisioning is no longer useful when all the actions required to complete the provisioning process for a particular acquisition contract have ended.

8.4.2. The following Engineering data for Provisioning needs to be destroyed by shredding or equal means. Limited rights to the Government, restricted technical rights, and data marked with distribution statements other than "A". Classified data is disposed of in accordance with DoDM 5200.01/AFI 16-1404, Volume 3, *Information Security Program: Protection of Classified Information*.

Chapter 9

PRE-PROVISIONING REVIEW

9.1. General. The provisioning goal is to develop effective logistics support to attain maximum cost effective readiness. Therefore a quality pre-provisioning review by all respective organizations is desirable. **Note:** Pre-provisioning screening review is currently conducted by Defense Logistics Agency Logistics Information Service, aka cataloging activity, for items managed by Department of Defense, to include both Air Force and Defense Logistics Agency prior to any Provisioning Conference. Cataloging activity performs pre-screening for latest management data, Interchangeability and Substitutability review for sub-offers approved item name assignments, and adequacy of Engineering data for Provisioning through the Air Force D155 *Preliminary Item Entry Control System*.

9.2. Policy. Cataloging activity personnel perform complete item entry control and a provisioning data review on every line item proposed for procurement as an initial spare. This review results in fewer new items entering the inventory, hence a cost avoidance for the Air Force and Department of Defense.

9.3. Procedures.

9.3.1. The prime contractor provides Provisioning Technical Documentation in top down breakdown sequence or as specified in the Initial Provisioning Performance Specification and/or applicable Contract Data Requirements List. Provisioning Technical Documentation is submitted and forwarded to the prime provisioning activity for input to the Air Force Materiel Command *Provisioning System* unless a manual provisioning effort is authorized. One copy of all Engineering data for Provisioning is delivered at least 60 calendar days prior to each provisioning event to the prime provisioning activity.

9.3.2. The prime provisioning activity reviews, edits, evaluates and inspects all Provisioning Technical Documentation to ensure contractual compliance and to ensure receipt of Engineering data for Provisioning. The cataloging activity performs an in-depth review of all Provisioning Technical Documentation and Engineering data for Provisioning either through the *Preliminary Item Entry Control System* or manually. The cataloging activity advises the prime provisioning activity of receipt of Provisioning Technical Documentation for which no support Engineering data for Provisioning has been provided. Information provided as a result of review helps the prime provisioning activity to determine whether Provisioning Technical Documentation is accepted or rejected. Provisioning Technical Documentation will not be arbitrarily rejected for minor discrepancies. If the in-depth review of the Provisioning Technical Documentation indicates rejection, the contracting officer (procuring or administrative) notifies the contractor promptly so the provisioning event can be postponed allowing corrective action to be taken. An information copy of any rejection letter to the contractor will be furnished by the prime provisioning activity to the provisioning principal contracting office/administrative contracting office. If minor discrepancies are noted, the contracting officer (procuring or administrative) immediately notifies the contractor so that corrective action can be accomplished prior to or during the provisioning event.

9.3.3. After the data is received by the prime provisioning activity and input into the Air Force Materiel Command *Provisioning System*, the Defense Logistics Agency Logistics Information

Service total item record is interrogated and screening results for the items are overlaid to the Provisioning Technical Documentation. The cataloging activity is identified as a data recipient for screening in the Defense Logistics Agency Logistics Information Service Provisioning Screening Master Address Table.

9.3.4. Cataloging activity personnel review all applicable Provisioning Technical Documentation and Engineering data for Provisioning for every provisioning event, whether desktop or conference. (When Defense Logistics Agency participates in the pre-provisioning review, Defense Logistics Agency Logistics Information Service only reviews reparable items and all Federal Supply Classification not managed by Defense Logistics Agency). Once the entire package is received, the following review actions are taken by the cataloging agency.

9.3.4.1. Review of Engineering data for Provisioning to determine the following:

9.3.4.1.1. Adequacy for cataloging and standardization functions.

9.3.4.1.2. Completeness/compliance with contractual requirements.

9.3.4.1.3. At minimum, annotation of Provisioning Contract Control Number, Provisioning Control Code, Provisioning List Item Sequence Number, and Part Number on each drawing.

9.3.4.1.4. Drawing reference number(s) match reference number(s) on the provisioning document.

9.3.4.1.5. Proper Commercial and Government Entity, Reference Number and Reference Number Category Code are listed on the Provisioning Technical Documentation in the appropriate block according to the type of drawing received, (vendor item drawing, source control, selected item drawing or altered item drawing).

9.3.4.2. Review Provisioning Document and Reference Number screening results to:

9.3.4.2.1. Validate or assign correct Federal Supply Classification.

9.3.4.2.2. Validate or assign Approved Item Name.

9.3.4.2.3. Ensure correct National Stock Number and related data has been selected and overlaid by the Air Force Materiel Command *Provisioning System*.

9.3.4.2.4. Ensure National Stock Number, Major Organizational Entity rule and Materiel Management Aggregation Code are current.

9.3.4.2.5. Validate or assign Primary Inventory Control Activity, Hardness Critical Item codes, etc., in applicable data blocks of the provisioning document.

9.3.4.2.6. Validate Item Management Code.

9.3.4.3. Perform in house research to determine interchangeability.

9.3.4.4. Determine validity of Part Number construction.

9.3.4.5. Perform in house research to determine whether a substitute exists for the requested part. Recommend use of proposed substitute item when applicable. Supporting documentation is provided when available.

9.3.4.6. The cataloging activity inputs Interchangeability & Substitutability data to the Interchangeability & Substitutability Decision Record file for historical purposes.

9.3.5. All applicable discrepancies are reported by the cataloging activity via letter or the *Preliminary Item Entry Control System* discrepancy report to the prime provisioning activity for resolution prior to provisioning event if possible. Major discrepancies are a consideration for postponement or cancellation of the provisioning event.

9.3.6. When a document is being manually worked, all corrections and/or recommendations will be neatly annotated on the provisioning document. Include a Provisioning Parts List Review Worksheet (from Defense Logistics Agency Logistics Information Service) with all recommended substitutes. For automated documents worked in D155, all corrections are electronically forwarded to the Air Force Materiel Command *Provisioning System* to be overlaid onto the document. Any recommendations or substitutions made on items processed through D155 are forwarded on Discrepancy Reports. The technician's name and phone number is included for use if recommendation is questioned. Substantiation for any declination is provided to the technician. All declinations are included in conference minutes or by letter to the cataloging activity if a formal conference is not held.

9.3.7. Engineering data for Provisioning for items which require cataloging action is retained by the cataloging activity until subsequent cataloging requests for item entry action are received. The appropriate Engineering data for Provisioning is then consolidated with the cataloging requests, eliminating the need for sustainment activity to submit a second set of Engineering data for Provisioning with requests for cataloging action.

Chapter 10

LONG LEAD TIME ITEM LIST

10.1. General.

10.1.1. The Long Lead Time Item List is the first type of Provisioning Technical Documentation submitted by the contractor. The Long Lead Time Item List is a list of those items which, due to their complexity of design, complicated manufacturing processes, or limited production, require early ordering to ensure adequate delivery schedules.

10.1.2. At the close of the Provisioning Guidance Conference, both the contractor and the Air Force are in agreement as to the type of items to be submitted on the Long Lead Time Item List. Instructions on the use and processing of the Long Lead Time Item List has been previously given to the contractor.

10.2. Policy.

10.2.1. When interim release is authorized by the Initial Provisioning Performance Specification, the contractor segregates and identifies interim release items from the balance of Long Lead Time Items.

10.2.2. The contractor develops and furnishes Long Lead Time Item lists to the product support manager/product support integrator/end article item manager as soon as the design development and availability of engineering data permits. Long Lead Time Item lists reflecting interim released items need to be submitted as soon as possible, but in no event later than 30 calendar days after interim release has been affected.

10.2.3. All Long Lead Time Item lists, whether interim released or recommended items, are supported with the required Engineering data for Provisioning.

10.2.4. The prime provisioning activity manager reviews, edits, evaluates and inspects all Provisioning Technical Documentation to ensure contractual compliance and to ensure receipt of Engineering data for Provisioning.

10.2.5. The prime provisioning activity manager is responsible for acceptance or rejection of the Provisioning Technical Documentation. Provisioning Technical Documentation should not be arbitrarily rejected for minor deficiencies; impending support should be considered. If the Provisioning Technical Documentation needs to be rejected, the contracting officer (procuring or administrative) notifies the contractor promptly so corrective action can be taken. An information copy of the rejection letter to the contractor is furnished to the provisioning principal contracting office.

10.2.6. The prime provisioning activity is responsible to submit Provisioning Technical Documentation/Engineering data for Provisioning for pre-provisioning review prior to release to the other provisioning activity locations. Provisioning Technical Documentation are not released until pre-review has been accomplished.

10.3. Engineering data for Provisioning.

10.3.1. Drawings are submitted as specified on the DD Form 1423 in accordance with DI-SESS-81874 (subsequent versions), developmental design/product drawings and associated lists are required for each item appearing on the Provisioning Technical Documentation except

for those items identified to a government specification or standard which completely describes the items. This data is used to assist in item selection (during Source, Maintenance, Recoverability coding) and later for identification, technical review, and cataloging action. Engineering data available during provisioning may not always be satisfactory for a complete technical review before purchase and National Stock Number assignment.

10.3.1.1. In those cases where Engineering data for Provisioning is available for only part of the items in the Long Lead Time Item list, the inventory management specialist processes those items. Items accompanied by correspondence from the contractor stating that drawings will be furnished at a later date are submitted for reference type cataloging.

10.3.1.2. Long Lead Items not accompanied by complete Engineering data for Provisioning or correspondence from the contractor are submitted for reference type cataloging if, in the judgment of the inventory management specialist, sufficient item data is available.

10.3.1.3. In all instances where Engineering data for Provisioning is not submitted with the Long Lead Item, the product support manager/product support integrator/end article item manager obtains the Engineering data for Provisioning as soon as possible. Product support manager/product support integrator/end article item manager organizations who experience any difficulty in obtaining Provisioning Technical Documentation/Engineering data for Provisioning solicit the administrative contracting office's help in getting the necessary documentation. The provisioning principal contracting office is furnished information copies of correspondence concerning the difficulties.

10.3.2. Procedures for obtaining Engineering data for Provisioning (drawings, blueprints, additional characteristic elements) required for provisioning purposes, but not received with the applicable Provisioning Technical Documentation, are outlined in **Chapter 8**.

10.4. Provisioning Screening. Provisioning screening data is obtained from the Defense Logistics Agency Logistics Information Service central cataloging files. This data is used to determine the existence/validity of National Stock Numbers, prevent unnecessary cataloging actions, and determine if material managers are assigned. This screening is accomplished electronically through the Air Force Materiel Command Provisioning System.

10.5. Processing Long Lead Time Item List.

10.5.1. The contractor submits the Long Lead Time Item list, with Engineering data for Provisioning, to the Air Force Sustainment Center Provisioning Activity and at the same time submits Engineering data for Provisioning to all other addressees indicated on the Contract Data Requirements List. Upon receipt, the prime provisioning activity:

10.5.1.1. Inspects for completeness and immediately requests missing Engineering data for Provisioning.

10.5.1.2. Prepares AFMC Form 726, *Provisioning Document Control*, or uses another "Head Quarters Air Force Materiel Command authorized" method for controlling documents.

10.5.1.3. Submits Provisioning Technical Documentation/Engineering data for Provisioning for pre-provisioning review by the cataloging agency, exceptions are documented in the official contract file.

10.5.1.4. Schedules depot provisioning committee meeting, when appropriate, or prepares Provisioning Technical Documentation and Engineering data for Provisioning for sequential processing to.

10.5.1.4.1. Make sure the Provisioning Technical Documentation /Engineering data for Provisioning reflects the correct Federal Supply Classifications and item names.

10.5.1.4.2. Review Defense Logistics Agency Logistics Information Service screening results, for manual listings, to identify those items already stock listed. Validate management codes assigned to the item, (e.g., interchangeability & substitutability, Materiel Management Aggregation Code, Major Organizational Entity, etc.). Insert Primary Inventory Control Activity code in the applicable data block of the Provisioning Technical Documentation.

10.5.1.4.3. Update the Air Force Materiel Command *Provisioning System* with the meeting results.

10.5.1.5. Upon completion of the depot provisioning committee meeting or sequential processing to accomplish the above, forwards applicable portions of the Provisioning Technical Documentation and Engineering data for Provisioning to the inventory management specialist having item manager responsibility for subsequent action, using AFMC Form 773, *Provisioning Document Transmittal*.

10.5.1.6. Forward Engineering data for Provisioning for consumable items coded for non-Air Force management to the applicable Supply Support Request organization (**Chapter 26**) for preparation of Supply Support Requests. Whenever a Supply Support Request candidate is identified in federal supply group 68 or 91, the candidate item(s) are forwarded to Air Force Petroleum Agency, Wright Patterson Air Force Base for review. Approval items are forwarded, via Supply Support Request prepared by Air Force Petroleum Agency, to the applicable integrated materiel manager. Air Force Petroleum Agency, notifies the submitter of the date of request, resultant action taken codes, and any changes to the Supply Support Request.

10.5.1.7. Prepares AFMC Form 778, *Provisioning Document-Internal Routing*, for internal Air Force Sustainment Center processing.

10.5.2. The Air Force Sustainment Center, Air Force Lifecycle Management Center and Air Force Nuclear Weapons Center equipment specialist when applicable.

10.5.2.1. Establishes Source, Maintenance, Recoverability codes (AFMAN 21-106) and T.O. 00-25-195, *Air Force Technical Order System Source, Maintenance, Recoverability Coding of Air Force Weapons, Systems, and Equipments,* for failure factors.

10.5.2.2. Assigns Expendability, Recoverability, Repairability Category codes to those items source coded in the “P” series.

10.5.2.3. Recommends quantities in the case of Insurance or Numeric Stockage Objective items.

10.5.2.4. Assigns Item Management Codes to items (selected as spares) new to the Air Force (with or without National Stock Number) in accordance with DoDM 4140.26 Volume 1, *DoD Integrated Materiel Management for Consumable Items: Item Management Code Assignment*.

10.5.2.5. Assigns Demilitarization Codes.

10.5.2.6. Assigns Materiel Management Aggregation Code codes as required.

10.5.2.7. Assigns Precious Metal Indicator Code.

10.5.2.8. Assigns Automatic Data Processing Equipment Code.

10.5.2.9. Assigns Essentiality Code.

10.5.2.10. Assigns Mission Item Essentiality Code.

10.5.3. The prime provisioning activity will process the Provisioning Technical Documentation and Engineering data for Provisioning as follows.

10.5.3.1. Inspect for completeness. When drawings are missing or unaccounted for, request the drawings on AFMC Form 773 from the prime provisioning activity.

10.5.3.2. Prepare AFMC Form 726 or use some other "Head Quarters Air Force Materiel Command authorized" routing management control method.

10.5.3.3. Prepare AFMC Form 778 for internal processing, flow, and control of the Provisioning Technical Documentation and Engineering data for Provisioning.

10.5.3.4. Assign Non-Cataloged Numbers as required.

10.5.3.5. Review list for interim released items not managed by the Air Force. Cancel the interim release quantity, on those found, using AFMC Form 326 for manual listings, or automated Provisioned Item Orders for all others.

10.5.3.6. Forward items coded for Air Force management to the applicable inventory management specialist for Provisioning Technical Documentation and cataloging action.

10.5.3.7. Request the inventory management specialist annotate in the applicable Provisioning Technical Documentation column the method of support code, recommended quantity, delivery schedule (when applicable), manager designator code, etc., for all items selected as logical spares.

10.5.3.8. Upon receipt of processed Provisioning Technical Documentation from the respective inventory management specialists.

10.5.3.8.1. Review all documents for completeness.

10.5.3.8.2. Process AF Form 86, *Request for Cataloging Data/Action*, when applicable, and copy of document to the cataloging function for National Stock Number assignment.

10.5.3.8.3. Enter the updated information into the Air Force Materiel Command *Provisioning System* and submit an annotated copy of the Provisioning Technical Documentation reflecting Method of Support codes and updates to the product support manager/product support integrator/end article item manager provisioning activity.

10.5.3.8.4. Make sure requests for reduction or cancellations of quantities are quickly processed and sent to the prime provisioning activity. Reduction or cancellation of purchase requests occurs before contract award to avoid potential liability for contractor termination costs. After contract award, identify reductions or cancellations

of quantities as soon as possible to the contracting officer (procuring or administrative) to determine contact implications.

10.5.4. The prime provisioning activity will review processed Provisioning Technical Documentation for completeness and consolidates all buys for submission to the contractor, through the contracting officer (procuring or administrative), setting forth any adjustments made to the contractor's interim releases and recommendations. A marked-up copy of the Provisioning Technical Documentation is sent to the product support manager/product support integrator/end article item manager for method of support information only when specifically requested by the product support manager/product support integrator/end article item manager.

10.5.5. Follow time standards in **Chapter 19** and **Attachment 6**.

10.5.6. A delayed reply to Long Lead Time Item list of recommended items may result in the contractor's inability to release and fabricate required items in time to meet need dates of the system/end article being provisioned. Timely processing of the Provisioning Technical Documentation and Engineering data for Provisioning is essential to ensure adequate support.

10.5.7. If the Provisioning Technical Documentation reflects erroneous data, such as Source, Maintenance, Recoverability code, Federal Supply Classification, or manufacturers part number, make legible corrections in the applicable Provisioning Technical Documentation space (column) for manual listing or update the appropriate field in the *Provisioning System*.

10.5.8. Return a marked-up copy of the Long Lead Time Item list to the contractor or insure contractor notification listings are output and forwarded to the contractor.

Chapter 11

INITIAL REQUIREMENTS DETERMINATION

11.1. Introduction.

11.1.1. The initial requirements determination process produces a detailed computation for each new spare and repair part authorized for acquisition as an initial spare, using methods covered in this manual. The inventory management activity considers all current Department of Defense assets before initiating a new acquisition.

11.1.2. Initial spare parts include peculiar and common repairable and consumable components, assemblies, and subassemblies that must be available for issue at all levels of supply in time to support newly fielded end items during their entire production run and initial retail fielding efforts. Whole spare engines are classified as initial spare parts through the life of the system. End items include major items of inventory such as aircraft, missiles, vehicles, and pieces of support equipment.

11.2. Policy.

11.2.1. If direct access to the D200H is not available or if use of D200H is not selected, the inventory management activity may use the manual methodology on AFMC Form 27, Programming Checklist and either: AFMC Form 614, *Recoverable Item Initial Requirements Computation Worksheet*, (recoverable items) or AFMC Form 997, *Economic Order Quantity (EOQ) Item Initial Requirements Worksheet*, (consumable items) for the item computations. These forms include instructions for calculating each data element. **(T-2)**

11.2.1.1. Use of automated computation mathematical models are encouraged. All mathematical models follow the guidelines in this manual. Mathematical models that recommend different wholesale-retail distribution (but not different quantities) of inventory than what this manual directs may be used to compute requirements if the model conforms to the following criteria: **(T-2)**

11.2.1.1.1. The model computes funding constraints by computing the pipeline stock quantity for each item using the average month flying hour program. The resulting dollar value is the funding constraint.

11.2.1.1.2. The model includes an optimization technique to minimize system down time or reduce backorders. This optimization technique would use the funding constraint as its budget goal when computing the optimal mix of items.

11.2.1.1.3. Depot Level Maintenance requirements are computed according to this manual, if not included in the model's methodology. The optimized results should include the additional stock and cost. **Note:** The equipment specialist from the engineering and reliability function, is responsible for the selection of spares, repair parts, part kits, and support equipment required for maintenance overhaul programs.

11.2.1.1.4. No lower limits are placed on the model that will cause an item to be stocked as demand-based if the item would not have been stocked without the lower limit.

11.2.1.1.5. Assumptions used in the computation are realistic and documented.

11.2.1.1.6. Requirements quantities computed by the model are not adjusted outside of the model environment.

11.2.1.1.7. The model computes requirements for all components of an end item. This is necessary to obtain consistency of support among all subsystems.

11.2.1.1.8. If changes are made to factors for any items within a computational group, the entire group of items re-computes to obtain new quantities.

11.3. Essential Data.

11.3.1. Essential data terms.

11.3.1.1. The Demand Development Period starts on the end item's Preliminary Operating Capability date and ends when the accumulated demand or usage history is sufficient to predict future demands. The Demand Development Period is not less than 12 months or more than 24 months long. Preliminary Operating Capability is the date the first operational user receives the first end item. If an item only supports depot level repair, the Demand Development Period begins on the date the first end item is scheduled for overhaul. **(T-2)**

11.3.1.2. Program data form the basis for requirements computations and budget estimates. There are two types of programs, Operational and Overhaul. Operational programs are normally expressed as Operational (flying) hours or as the monthly average number of end items in the inventory (inventory months). Overhaul programs are expressed as the number of end items or higher assemblies in scheduled to undergo repair or overhaul. In either case monthly flying hour projections, the end item delivery schedule, the number of end items at each site, the overhaul schedule, and the Program Forecast Period, determine how the initial requirements determination system time-phases program data. **(T-2)**

11.3.1.3. The Program Forecast Period is peculiar to each item. It begins on the Preliminary Operating Capability date and ends three months after the last day of Acquisition Lead Time. The Program Forecast Period is at least 12 months, even if the acquisition lead time plus 3 months is less. **(T-2)**

11.3.1.4. Acquisition lead time includes two segments, Administrative Lead Time and Production Lead Time. **(T-2)**

11.3.1.5. Administrative Lead Time begins when an item's wholesale asset level is reduced to the reorder point, or the time at which a purchase request must be initiated to ensure that, at least in theory, the new stock arrives just as the assets on hand reach the safety level. Administrative Lead Time ends on the date the contractual instrument is executed. Administrative Lead Time includes the time required to identify a requirement and to buy; review, approve and document a purchase request; review technical data; and to process and execute the contractual instrument. **(T-2)**

11.3.1.6. Production Lead Time begins on the date that the contractual instrument is executed. Production Lead Time ends when a significant quantity (10% of the ordered quantity) of the materiel is received. **(T-2)**

11.3.1.7. The required item quantity relates to a demand forecast or to the item's essentiality. The demand forecast is derived from predicted failures, projected programs, and maintenance factors. Acquisition quantities computed outside of the initial

requirements determination process are permitted if quantity discounts or other acquisition techniques make them more economical. Any decision to buy a larger quantity considers the risks of over stockage and obsolescence. The item manager documents the reasons for the different buy quantity. **(T-2)**

11.3.1.8. Generally, the initial requirements determination process does not apply to items already in the Air Force inventory (assigned a National Stock Number).

11.3.1.8.1. Some stock listed items may have experienced usage and developed demand rates with other system applications. When computing demand rates for initial requirements determination, the equipment specialist considers these computed rates with the factors received from the provisioning documents and, if necessary, develops a weighted factor.

11.4. Program Data.

11.4.1. Program data should reflect a realistic production schedule and include only quantities of end articles that are reflected in approved Department of Defense appropriations. Effective support planning for any new program includes anticipation of potential technical and production problems. Schedule should be in line with specifications on the AFMC Form 718. **(T-2)**

11.4.2. End item program data must be consistent with program data used for replenishment spares program. **(T-2)**

11.4.3. Programs must consider requirements for the depot and base and be developed in 3-month increments, beginning with the month that includes Preliminary Operating Capability as month 1. **(T-2)**

11.4.3.1. To support depot overhaul requirements the system develops an Adjusted Month Program over the Program Time Base. The Program Time Base begins with a period of time equal to a review cycle and is measured with each review. The Program Time Base expands until it equals the item's Program Forecast Period. For example, an item with a review cycle of 6 would have Program Time Bases of 6, 12, 18, etc., until the Program Forecast Period has been reached. **(T-2)**

11.4.3.2. For base level requirements, the Adjusted Month Program is developed according to the contracted end item delivery schedule to sites being activated during the Program Forecast Period. **(T-2)**

11.4.4. After considering the total costs involved in ordering initial requirements, the development of item program data should be tailored to indicate the manner in which orders are to be processed. A decision to deviate from the incremental release of orders policy should be made on an item-by-item basis. The applicable program product support manager or Air Force Sustainment Center financial management activity grants approval. **(T-2)**

11.4.5. A Programming Checklist contains segmented programs applicable to the weapon system or end article on a production or modification contract. When the item's lead time, plus 3 months, is larger than the highest program time base shown on the Provisioning Checklist, the largest program time base on the Provisioning Checklist applies. If no program time base coincides with the required program period, the next higher program time base applies instead. **(T-2)**

11.4.6. The assigned provisioning office notifies the lateral support inventory management activity of changes to the Programming Checklist by issuing a revised checklist. The responsible provisioning office is usually the program manager or inventory management activity. **(T-2)**

11.5. Usage and Demand Rates.

11.5.1. The D220 system provides all failure, maintenance, wear-out, replacement, and condemnation rates.

11.5.1.1. The primary contractor furnishes rates and factors. The equipment specialist (or equivalent) approves or changes these rates and then provides the factors to the inventory manager, who uses them to develop initial support requirements. Rates and factors should represent the latest information available (for example, test data, design change information, or experience with a similar item). The equipment specialist notifies the applicable program manager of their intent to deviate significantly (plus or minus 10 percent) from contractor estimated failure rates on major systems or subsystems being provisioned. The equipment specialist should not change contractor furnished data if they were developed as part of a reliability and maintainability program, unless the mission or the maintenance concept changed after the data were developed. The equipment specialist retains supporting documentation to justify file maintained factors for at least 2 years. **Note:** Program office obtains contractor data by utilizing latest versions of GEIA-STD-0007, and Data Item Descriptions DI-SESS-81758, and DI-SESS-81874.

11.5.2. The maintenance repair rates derive from the Total Organizational Or Intermediate Maintenance Demand rate, which is an indication of the number of failures to occur for every unit of program (flying hours x 100 or per installed unit). Maintenance repair rates include Base Repair rates and Depot Demand rates as well as the Total Organizational or Intermediate Maintenance Demand rate. The Base Repair rate determines the number of failures that will be repaired at the base maintenance facility. The Depot Demand rate determines the number of units to be repaired at a depot repair facility. Maintenance repair rates are expressed as a one-position whole number and a four-position decimal.

11.5.2.1. Actual experience may determine the appropriate maintenance repair rates when at least 3 months of usage history is available. For example, when 3 months of usage data are available, a new maintenance repair rate should be developed. The actual data should be weighted 25 percent and the estimated maintenance repair rate should be weighted 75 percent. When 12 months of data are available, the new maintenance repair rate should be developed by weighting the actual maintenance repair rate at 50 percent and the estimated maintenance repair rate at 50 percent. When 18 months of data are available, the weighting for the actual maintenance repair rate should be 75 percent and the estimated maintenance repair rate 25 percent. After 2 years of experience is available, the maintenance replacement rate is based entirely on actual data. In some cases, actual experience may not be indicative of future demands. The equipment specialist reviews these items and determines the appropriate maintenance repair rate. The equipment specialist may select 1 year of usage history to indicate future demands.

11.5.3. Review Cycles. The *Initial Requirements Determination System* determines an item's Review Cycle according to the Dollar Value of Annual Demands. The Dollar Value of Annual

Demands is the unit repair cost multiplied by the number of base level failures and depot level replacements expected to occur over twelve months during the Program Forecast Period.

11.5.3.1. The purpose of the Review Cycle is to provide a guide for initiating procurement actions and to determine which program to use for each procurement action. The number of months in the review cycle is the increment in which acquisition actions will be made. Each incremental quantity is the difference between the quantity in the current Program Time Base and the quantity in the prior Program Time Base. Different quantities are authorized if they are more economical. The program manager approves these deviations. The value of buy quantities may not exceed available fiscal year initial spares funds without approval from the program manager.

11.5.3.2. **Table 11.1** is an example of the review cycles and their associated dollar values. The values in this table are those that were in effect on the implementation date of this manual. The Headquarters Air Force Materiel Command Office of Primary Responsibility changes this table as required.

Table 11.1. Review Cycle Determination.

Dollar Value of Annual Demands	Review Cycle
$0 to 50,000	Program Forecast Period
$50,001 to 1,000,000	Quarterly
$1,000,001 to 2,500,000	Semiannually
$2,500,001 or greater	Annually

11.6. Special Item Categories.

11.6.1. Insurance Items. Insurance Item quantities consider item application, quantity per end item, expected distribution of the end item, and criticality of the item to the operation of the end item. Based on the item essentiality, wholesale stockage of Insurance Items is limited to: items that apply to high priority weapon system or end items, technically critical items necessary to insure weapon system availability, and items necessary for safety.

11.6.1.1. An Insurance Level equal to one per wholesale storage activity should be sufficient for most programs. The inventory management activity determines the quantity needed to maintain support. The program office financial analyst approves larger Insurance Levels. The equipment specialist may provide the inventory management activity with recommended quantities and their rationale.

11.6.1.2. Procurement of Insurance Items with a very high cost (over $100,000 unit cost) are deferred until lead time prior to production phase-out of the end item. The insurance category must be revalidated prior to all contracting actions.

11.6.2. Numeric Stockage Objective. Items are essential to program support because of a lack of the item prevents mission accomplishment or causes a safety hazard. The inventory management activity determines the Numeric Stockage Objective level. The equipment specialist documents the rationale used to designate the item as Numeric Stockage Objective.

These types of items can be stocked at the base level as part of the retail stock level. Since Numeric Stockage Objective items have demand rates, justification for additional quantities can be based on end item distribution. Only recoverable items can be designated as Numeric Stockage Objective items.

11.6.3. Interim Contractor Support.

11.6.3.1. The program manager determines if a system should be supported initially via Interim Contractor Support until long-term supply support structure is determined and available. If Interim Contract Support is selected, the contractor provides supply chain support over a specified time period, during which the system determines and migrates to long-term supply chain support activity.

11.6.3.2. During the Provisioning Conference the contractor assigns a transition date to long-term support for each item. As this transition occurs, the contractor or vendor continues to acquire assets in the required configuration to fill support requirements per program office direction.

11.6.3.3. The contractor provides Provisioning Parts List for items to be repaired under Interim Contractor Support. The long-term support item manager does not buy items in the recoverable item breakdowns that do not have stable design until Acquisition Lead Time before the transition date from Interim Contractor Support to long-term supply support. The item's Preliminary Operating Capability date is the same as the transition date, and the item's Demand Development Period starts at this point. **Note:** The Provisioning Parts List is used by the equipment specialist to document Source, Maintenance, and Recoverability codes and the demand rates/ overhaul percent. It is the source document for the range and replacement rates of parts and material to be established in initial material standards. Care is taken to assure that design changes and their effect on the initial maintenance decisions are considered in the material standards to prevent deficiencies in parts support.

11.6.4. Training Equipment (Mobile Training Sets, Resident Training Equipment, and Support Simulators). The inventory management activity, program manager or end asset item manager should rely upon Air Education and Training Command guidance and apply factors derived from Air Education and Training Command's experience and peculiar usage of items used for training. Initial quantities of spares and repair parts that support training equipment are determined using programs and assigned factors as follows:

11.6.4.1. Initial spare and repair parts of items that apply only to training equipment are determined according to this manual.

11.6.4.2. The inventory management activity may develop an increased requirement to support items common to both the training equipment and the end item for which training is provided. This quantity supports the requirement for training equipment and is determined by considering the stock levels established for the end item. The inventory management activity should also consider the training schedule. If the training effort starts before end item delivery, procurement should be initiated in time to support the training.

11.6.5. Life-of-Type items.

11.6.5.1. DoDM 4140.01 authorizes Life-Of-Type buys when items will not be produced after production of the major end item is completed; therefore, the total issues anticipated during the life of the end item are forecasted and procured. In some cases, a contractor may choose to phase out production of an end item and it may not be practical establish capability to produce spare parts. Under these circumstances the program manager may elect to request authority to initiate a Life-Of-Type item buy.

11.6.5.2. Life-Of-Type item buys are not normally authorized while the end item is in production. Approval to buy Life-Of-Type spares requirements depends on an analysis and evaluation of support implications, costs, benefits, and alternatives.

11.6.5.3. An economic analysis validates the feasibility of this procedure. The analysis considers the total cost to procure Life-Of-Type requirements, including the cost of hardware, data and administration, and the total cost to retain production tooling and test equipment, production start-up costs, and spares costs.

11.6.5.4. The item is not a candidate for a Life-Of-Type buy under any of the following conditions:

11.6.5.4.1. The item is subject to design change or technical obsolescence.

11.6.5.4.2. The item can be acquired through competitive procurement.

11.6.5.4.3. The item has shelf-life restrictions.

11.6.5.4.4. Assets are available from reclamation.

11.6.5.5. The program office financial analyst prepares (for program office approval) a summary of the evaluation and recommendations and includes the total costs of each option. This summary becomes part of the item history file and serves as an audit trail.

11.6.5.6. If the value of the Life-Of-Type buy is $1 million or greater, the program office forwards the complete summary indicating program office approval to Headquarters Air Force Materiel Command/A4 for evaluation and approval.

11.6.5.7. Life-Of-Type buys valued at less than $1 million dollars can be approved in the program manager or inventory management activity, with the program manager concurrence. **Note:** Approving activity aligns with funding source utilized for buy.

11.6.6. Special Purpose Recoverables Authorized to Maintenance items support base level maintenance activities. AFI 23-101, *Materiel Management Policy*, **Section 5H** authorizes the use of Special Purpose Recoverables Authorized to Maintenance processes.

11.6.6.1. The program office and end article item manager or equipment specialist, in conjunction with the major command representative, select logical items and quantities during the provisioning process.

11.6.6.2. The provisioning technical documentation is updated to reflect the quantity. The inventory management activity enters the quantity in the requirements computation as an additive quantity.

11.6.7. Weapons Training Detachments Operating Spares program provides spare parts support to units that participate in operational training exercises away from their home bases.

The program manager selects items and identifies the requirement to the inventory management activity.

11.6.7.1. The inventory management activity enters the quantity in the requirements computation as an additive quantity, if possible. See AFH 23-123, Vol 2, Part 3, *ILS-S, Standard Base Supply System Reference*.

11.6.8. War Reserve Materiel consists of enterprise managed, dynamically positioned equipment, consumables and spares that support initial operations and initial sustainment across the full range of military operations.

11.6.8.1. The end article item manager and equipment specialist, and the major command representative, select War Reserve Materiel items and quantities required to support the system or equipment. The inventory management activity may acquire War Reserve Materiel assets at the same time peacetime assets are bought. War Reserve Materiel is procured using replenishment funds. For further information, refer to AFI 23-101, **Section 2D**.

11.6.9. Surplus Materiel. As an alternative to new manufacture of items, Surplus Materiel may be available to satisfy the requirement. When Surplus Materiel has previously been offered or when there is a known possibility that it may be offered in the future, the equipment specialist complies with the following paragraphs. **Note:** The determination is solely based on technical suitability, not on whether or not surplus is available at this time so the request submission must include a definition of what types/conditions of Surplus Materiel are acceptable along with any associated quality assurance tests. The AFMC Form 813, *Surplus Materiel Worksheet*, facilitates this.

11.6.9.1. Determination of Surplus Acceptability. The technical community determines which types/conditions of surplus are acceptable. A decision that any or all types/conditions are unacceptable must be supportable on the grounds that: (1) the item's technical characteristics require an extreme degree of reliability; or (2) it is impossible to develop realistic and feasible inspection and acceptance criteria. Further guidance for particular types/conditions is provided below:

11.6.9.1.1. New and unused government surplus generally is considered as acceptable. The only exception is for items of such criticality that failure could directly cause loss of life or catastrophic failure of a weapon system. Because the Government previously accepted these items, inability to develop realistic and feasible inspection and acceptance criteria cannot be used to disqualify the potential offer. However, the offered materiel must have been manufactured by a currently approved source when source approval restrictions currently exist; and the materiel must have been suitably warehoused since being sold by the government when environmental control is currently required. The technical community therefore includes such special requirements with Surplus Materiel requirements when applicable, especially in cases where materiel was formerly acquired without those restrictions. **Note:** New and unused items coded as Flight Safety Critical Aircraft Parts must be in original manufacturer’s pack to be considered acceptable.

11.6.9.1.2. Other conditions of Government surplus may be indicated as acceptable only when there is no technical reason for rejection and realistic and feasible inspection and acceptance criteria can be established.

11.6.9.1.3. The four conditions of Commercial Surplus (new/used, new/reconditioned, new/modified, and new/overhauled) may be indicated as acceptable only when there is no technical reason for rejection and realistic and feasible inspection and acceptance criteria can be established.

11.6.9.1.4. If no surplus is acceptable, specify a requirement that only new manufactured materiel is acceptable and indicate the technical justification for this restriction.

11.6.9.2. For those categories of surplus deemed acceptable, the technical community establishes the appropriate inspection criteria from the following list and provide the information needed to complete the cited clause:

11.6.9.2.1. Overhaul and Certification by a Federal Aviation Administration licensed facility: "Items must have been over-hauled and certified by a Federal Aviation Administration licensed facility."

11.6.9.2.2. Part Number and Manufacturer Verification: "Items must be of the correct part number and must have been manufactured by the manufacturer appearing on the contractor's certificate."

11.6.9.2.3. Verifiable Dimensions: "Items furnished must meet all dimensions verifiable without disassembly of the design activity's drawing number."

11.6.9.2.4. Test and Verification: "Items will be subjected to test and verification by subjecting items to all physical, verifiable dimensional and performance requirements of the technical order."

11.6.9.2.5. Initial Acceptability Items: "The Initial Acceptability Items will be inspected to determine if they comply with all verifiable dimensional and materiel requirements for the item identified below. If acceptable, the Initial Acceptability Items will be returned to the Contract Administration Office to be used to inspect the remaining items.

11.6.9.2.6. Location Inspection Testing: "The inspection/testing must be performed at a facility selected by the contractor and approved by the Contract Administration Office."

11.6.9.2.7. Prior Government Ownership: "Items that were previously owned by the Government must be evidenced by the item marking contained on the original shipping containers or name plate."

11.6.9.2.8. 100% End Item Inspection: "A 100% end item inspection is required." **Note**: that this refers to an inspection of each and every item in the lot for acceptability, but does not mean a 100% inspection of each and every dimension/characteristic.

11.6.9.2.9. The technical community provides the contract quality requirements and also indicates other special requirements as needed to ensure conformance.

11.6.9.2.10. Used items coded as Flight Safety Critical Aircraft Parts require obtaining appropriate historical maintenance documents (AFTO Form 95, *Significant Historical Data*, or computer-generated facsimile and/or FAA Form 8130-3, *Authorized Release Certificate, Airworthiness Approval Tag*, as required.

11.6.9.3. Surplus Materiel for Foreign Military Sales Customers. Surplus Materiel may be offered in response to a solicitation in support of Foreign Military Sales customers. However, the buyer may not award to the surplus offeror without the agreement of the Foreign Military Sales customer. If it is likely that surplus will be offered for a Foreign Military Sales purchase request, the technical community should consult with the applicable case manager to determine surplus acceptability and forward a new AFMC Form 813. If this is not done and surplus offers are received, the buyer suspends action until the equipment specialist obtains the Foreign Military Sales customer's determination through the applicable Air Force Lifecycle Management Center activity.

11.7. Stockage, Rates, and Computation Considerations.

11.7.1. Stockage Requirements. Requirements for items that meet the Department of Defense stockage criteria are computed according to guidelines provided in this manual. **Note:** Items with high reliability may receive little or no demand during the Demand Development Period. To avoid disposal of an item that may be needed later, the item manager should contact the local disposal office to determine how soon after the Preliminary Operational Capability an item can be a disposal candidate. Retention levels are then be set in accordance with DoDM 4140.01, Vol 6, *DoD Supply Chain Materiel Management Procedures: Materiel Returns, Retention, and Disposition*, and AFI 23-101, **Chapter 2**. When scheduled end item deliveries extend beyond the Program Forecast Period, initial spares support is limited to the projected end item deliveries during the Program Forecast Period. **(T-2)**

11.7.2. Application of Asset and Usage Data. The contractor may provide data lists to Air Force Materiel Command that detail asset and usage data accumulated during Pre-Operational Phase of system development. The equipment specialist determines if the usage data should be used to calculate maintenance rates to be used in the requirements computation. The inventory management activity applies the computed quantities of any pre-operational assets that the contractor offers. **(T-2)**

11.7.3. Program Adjustments. If an item is to be installed in only a portion of the end item population, the equipment specialist adjusts the end item program accordingly. Design Change Notices are instances when this can occur. The equipment specialist should prorate the published program based on the proportion of the number of end items which the item applies, to the number of end items that the item does not apply. This is the application percent. The on-line item worksheets include a free text area to document adjustments to the published program. **(T-2)**

11.7.3.1. Additive Requirements. Additive Requirements support special projects or particular, non-recurring programs. Justification for Additive Requirements is required and should include identification of the program they support, including any applicable project codes and nicknames. Normally, Additive Requirements should not support recurring Organizational and Intermediate or Depot level maintenance demands. These requirements should be stated through demand and maintenance rates. War Reserve Materiel requirements may be identified and acquired as an additive requirement and

positioned with an end item when the end item is assigned to a major military mission. **(T-2)**

11.7.3.2. Material Improvement Programs and Engineering Change Proposals. When the service life of a spare or repair part is expected to increase through a Component Improvement Program or changes in design or manufacture of the item, the requirements computation anticipates the projected increase in service life. **(T-2)**

11.7.3.3. Changes to Computed Requirements. The purpose of using computational data systems is to minimize manual adjustments to computed buy requirements. Normally, a computed buy quantity changes when a computational element, such as demand rate or a logistics pipeline segment, has changed. When a change in buy quantity cannot be attributed to a change in a computational element the change is documented on the requirements worksheet and approved by the appropriate level of management according to the value of the change. **(T-2)**

11.7.4. Contractor Recommended Quantities. Although the D220 input includes contractor recommended buy quantities, the inventory management activity computes item requirement according to the guidelines specified in this manual. This ensures that the contractor has provided accurate estimates and that the necessary data are available to establish of items in the Air Force inventory. The quantity computed in the computational data system is the quantity bought. **Note:** Interim release of items with long lead times. The contractor may release items with long lead times incrementally and concurrently with production of the end item. When the contractor has interim release authority, the inventory management activity determines item quantities according to this manual using the average month and adjusted month program that corresponds to the six month program time base on the Programming Checklist. This is due to the restriction that limits interim release buys to six months. Upon receipt of provisioning documentation, items are recomputed in a normal fashion using the program in the Program Time Base that corresponds to the item's review cycle. **(T-2)**

11.7.5. Computation Data Points and Fields. The following paragraphs explain additional item data details for computing consumable and recoverable items: **(T-2)**

11.7.5.1. Item Data. The following elements include the information necessary to establish an item record.

11.7.5.2. Non-Catalogued National Stock Number. Provided by the D220 system. This is a temporary National Stock Number, identifiable with “NC” in the first two positions of the national item identification number that identifies the item until the *Federal Logistics Information System* assigns a permanent national stock number.

11.7.5.3. Base Data. The input data for the retail stock requirements computation. There is no entry in this segment for items coded for depot use only ("D" in the third position of the Source, Maintenance, Recoverability code). This element includes the Order and Ship Time and Base Repair Cycle time.

11.7.5.4. Non-Air Force Item. The item manager (or equivalent) indicates if another Department of Defense component is the item’s Primary Inventory Control Agency.

11.7.5.5. Item Management code. The Item Management Code indicates that the item is approved for inter-Service management.

11.7.5.6. Mission Item Essentiality code. The equipment specialist assigns this code according to Air Force support priorities and the subsystem and item essentiality.

11.7.5.7. Acquisition Method Code. This is a three-position code that indicates the contracting methods that apply when procuring the item, e .g. sole source, competitive bids, direct purchase, advertisement, etc.

11.7.5.8. Programming Checklist Data. This section identifies contract and end item program data derived from the Programming Checklist. **(T-2)**

11.7.5.8.1. Application Program Designator. Identifies the Application Program Designator. **Note:** The K004 system passes this element.

11.7.5.8.2. End Item Name. This identifies the highest level assembly (aircraft, vehicle, equipment, missile, engine, etc.) that the item supports.

11.7.5.8.3. End Item Type Code. This identifies an end item as an aircraft (A) or an engine (E).

11.7.5.8.4. Procurement Instrument Identification Number. The Procurement Instrument Identification Number is usually the system acquisition or modification contract number.

11.7.5.8.5. Number of Users. The number of bases at which the system is to be activated during the Program Forecast Period.

11.7.5.8.6. Average Month Operating Program. The Average Month Operating or Equipment Programs that passes from the Programming Checklist. The Average Month Operating Program is used to compute wholesale stock requirements. The worksheet displays the data in sixteen increments, one for each quarterly Program Time Base.

11.7.5.8.7. Adjusted Month Operating Program. Adjusted Month Operating Program that passes from the Programming Checklist. The adjusted month program is used to compute the item's retail stock requirements. The worksheet displays the data in sixteen increments, one for each quarterly Program Time Base.

11.7.5.8.8. Average Month Engine Overhaul/Programmed Depot Maintenance program. The average month Programmed Depot Maintenance or Engine Overhaul program from the Programming Checklist. The worksheet displays the data in sixteen increments, one for each quarterly Program Time Base.

11.7.5.8.9. Twelve Month Program Time Base. The average Monthly Organizational and Intermediate Maintenance program for the 12 month Program Time Base. This value is derived from the Programming Checklist.

11.7.5.8.10. Review Cycle Program Time Base. The average monthly Organizational and Intermediate Maintenance program at the Review Cycle Program Time Base from the Programming Checklist.

11.7.5.8.11. Organizational and Intermediate Maintenance Program. The adjusted monthly Organizational and Intermediate Maintenance program value over the item's Program Forecast Period. This value can be derived from the Programming Checklist.

11.7.5.8.12. Programmed Depot Maintenance/Engine Overhaul. The item's average monthly Programmed Depot Maintenance or Engine value. This value can be derived from the Programming Checklist.

11.7.5.8.13. Next Higher Recoverable Assembly/Depot Level Maintenance Repair Program. This is the number of the item's Next Higher Recoverable Assembly units expected to undergo depot level maintenance or repair. This block applies if a Next Higher Recoverable Assembly computes a repair requirement and the item is assigned a depot replacement percent. This information is obtained from the Next Higher Recoverable Assembly computation.

11.7.5.8.14. Next Higher Recoverable Assembly /Maintenance Item. The identity of the Next Higher Recoverable Assembly or maintenance item (National Stock Number or noun/part number).

11.7.5.8.15. Next Higher Recoverable Assembly Organizational and Intermediate Maintenance rate. The Organizational and Intermediate Maintenance demand rate of the Next Higher Recoverable Assembly.

11.7.5.8.16. Not Reparable This Station Percent. The percent of the Next Higher Recoverable Assembly. Normally, this element does not apply to consumable items.

11.7.5.8.17. Overhaul Recovery Percent. The Overhaul Recovery Percent of the Next Higher Recoverable Assembly (1 minus the depot overhaul condemnation percent).

11.7.5.8.18. Quantity per End Item. The Next Higher Recoverable Assembly's quantity per end item.

11.7.5.8.19. Average Month Depot Maintenance Program. This is the result of the Next Higher Recoverable Assembly Quantity per End Item times the review cycle program time base.

11.7.5.8.20. Adjusted Month Depot Maintenance Program. This is the result of the Next Higher Recoverable Assembly Organizational and Intermediate Maintenance Rate times the Next Higher Recoverable Assembly Not Repairable This Station times the Next Higher Recoverable Assembly Overhaul Recovery percent times the Organizational and Intermediate Maintenance program.

11.7.5.9. Data for Computations. The essential data points required to compute initial requirements are below: **(T-2)**

11.7.5.9.1. These data points are either obtained from interfaces with the *Provisioning System* and K004 *Past/Projected Programs System* or obtained from AFMC Form 614 (recoverable items) or AFMC Form 997(consumable items). **Note**: If AFMC Form 614 or 997 are used the forms include instructions for calculating each data element.

11.7.5.9.1.1. Provisioning list item sequence number.

11.7.5.9.1.2. Commercial and Government Entity code.

11.7.5.9.1.3. Manufacturer's Part Number.

11.7.5.9.1.4. Item Name (Noun).

11.7.5.9.1.5. Quantity Per Application.

11.7.5.9.1.6. Quantity Per End Item.

11.7.5.9.1.7. Source, Maintainability, Recoverability code. **Note:** To make effective Source, Maintenance, and Recoverability coding decisions, the applicable equipment specialist requires Engineering data for Provisioning packages (drawings, schematics and diagrams, etc.), sample articles, logistics data packages, and depending upon the complexity of the item, equipment, or system involved, the assistance of or advice from contractor technical/engineering personnel.

11.7.5.9.1.8. National Stock Number, with separate fields for the Federal Supply Class, and the National Item Identification Number.

11.7.5.9.1.9. Use On code.

11.7.5.9.1.10. Maintenance Factor. This is the Total Organizational and Intermediate Maintenance Demand Rate.

11.7.5.9.1.11. Materiel Management Aggregation Code.

11.7.5.9.1.12. Item Management Code.

11.7.5.9.1.13. Production Lead Time.

11.7.5.9.1.14. Unit Price.

11.7.5.9.1.15. Quantity per Unit Pack.

11.7.5.9.1.16. Shelf Life Code.

11.7.5.9.1.17. Type of Provisioning Technical Document.

11.7.5.9.1.18. Administrative Lead Time.

11.7.5.9.1.19. Unit price.

11.7.5.9.1.20. Quantity per Unit Pack.

11.7.5.9.1.21. Shelf Life code.

11.7.5.9.1.22. Type of Provisioning Technical Document.

11.7.5.9.1.23. Prior Item Provisioning List Item Sequence Number.

11.7.5.9.1.24. Next Higher Assembly Provisioning List Item Sequence Number.

11.7.5.9.1.25. Overhaul Replacement Percent.

11.7.5.9.1.26. Base Condemnation Percent.

11.7.5.9.1.27. Base Not Reparable This Station Percent.

11.7.5.9.1.28. Depot Overhaul Condemnation Percent.

11.7.5.9.1.29. Replaced or Superseded Provisioning list item sequence number.

11.7.5.9.1.30. Quantity of assets shipped.

11.7.5.9.1.31. Quantity of assets procured.

11.7.5.9.1.32. Application Program Designator.

11.7.5.9.1.33. Program Type.

11.7.5.9.1.34. Service Code.

11.7.5.9.1.35. Projected program quantity by quarter (36 occurrences).

11.7.5.9.1.36. Past program quantity by month (up to 36 occurrences). **Note:** The K004 system passes these data elements on the last day of each calendar quarter on file: D200.PA.

11.7.6. Rates and Percentages. Rates are not required/assigned on every item coded for procurement. The rates assigned depend on the authorized level of repair and are used for the item being rated and its relationship to the next higher assembly. **Note:** For those items that are to be made available in the supply system, the equipment specialist projects and assigns the demand and overhaul rates necessary to compute initial requirements. These factors establish the baseline for the initial requirements computation and identify projected maintenance actions that affect supply. They also portray these maintenance actions into common language and format that logistics systems can use. Demand rates and overhaul percentages are not required on items source coded as "Insurance" items. Initial requirements for these types of items are based on quantities recommended by the equipment specialist. **(T-2)**

11.7.6.1. Base Condemnation Percent. This is the percentage of units inducted into base level repair that will be beyond technical or economic repair.

11.7.6.2. Depot Condemnation Percentage. This is the number of units inducted into Depot level repair that will be beyond technical or economic repair.

11.7.6.3. Base Processing Percent. This is the percentage of failures that are expected to be inducted into base level repair facilities. For most consumable items this is 100 percent, expressed as 1.00.

11.7.6.4. Base Not Reparable This Station Percent. The percentage of units failing in the field that will need to be evacuated to a depot repair facility. For most consumable items this is 0 percent, expressed as .00.

11.7.6.5. Total Organizational and Intermediate Demand Rate. The projected number of failures per one hundred flying hours, or per unit installed in the end item population.

11.7.6.6. Organizational and Intermediate Maintenance Depot Demand Rate. This is the projected number of failures per program unit (hundreds of flying hours or installations) that will be returned to a depot repair facility. For most consumable items, this element is 0 percent, expressed as .00.

11.7.6.7. Base Repair Rate. This is the projected number of failures per program unit (hundreds of flying hours or installations) that will be repaired at the base level. For most consumable items this element is 100%, expressed as 1.00.

11.7.6.8. Wear out Rate. This is the percentage of units inducted into base or depot level repair that will be condemned. The consumable item computation normally does not use this element.

11.7.6.9. Wear out Percent. This is the percentage of assets expected to fail in the field that will be condemned. It is the Total Organizational Intermediate Maintenance Demand Rate times the Wear out Rate.

11.7.6.10. Overhaul Recovery Percent. This is one minus the Depot Overhaul Condemnation percent.

11.7.6.11. Overhaul Replacement Percent. This is equal to the Job Routed Condemnation rate plus the Non-job Routed Replacement percent below. This should be 100%, expressed as 1.00, for consumable items.

11.7.6.12. Non-Job Routed Program Percent. This is the portion of the components installed in a Next Higher Assembly that will be subject to removal and replacement with assets requisitioned from depot supply. The value of this element can apply to Engine Overhaul, Program Depot Maintenance, or Management of Items Subject to Repair programs.

11.7.6.13. Non-Job Routed Replacement Percent. This is the percentage of items installed in end items that will be removed and sent to a depot repair line for repair, and therefore will levy the wholesale supply system for replacement units. The value of this element can apply to Engine Overhaul, Program Depot Maintenance, or Management of Items Subject to Repair programs. **Note:** This should be 0%, expressed as .00, for consumable items.

11.7.6.14. Job Routed Condemnation Percent. This is the percentage of components installed on the end item population scheduled for overhaul that will be removed and condemned during overhaul.

11.7.6.15. Application Percent. This is the percentage of the end item population that has the item installed.

11.7.6.16. Next Higher Reparable Assembly Average Month Management of Items Subject to Repair program. This is the average month program derived from the repair schedule of a Next Higher Reparable Assembly.

11.7.7. Additive Requirements and Assets. **(T-2)**

11.7.7.1. Additives. The following elements describe requirements that cannot be expressed through normal maintenance and demand rates. The values are independently calculated: **(T-2)**

11.7.7.1.1. Floating Stock Level. This is a retail requirement that supports the Depot Level Maintenance process. This requirement does not apply to consumable items.

11.7.7.1.2. War Reserve Materiel. This supports wartime missions, as defined in current United States Air Force mobilization documents. The item manager, program manager, and Major Command representatives select the depth and range of War Reserve Materiel spares during the provisioning process.

11.7.7.1.3. Special Purpose Recoverables Authorized to Maintenance. This is a retail requirement that supports base maintenance activities. The program manager and the Major Commands select the depth and range of items for this requirement. This requirement does not apply to consumable items.

11.7.7.1.4. Weapon System Training Detachment Operating Spares. This supports operational training exercises that a unit cannot perform at the home location. The program manager selects the depth and range of items for this requirement. This requirement does not apply to consumable items.

11.7.7.1.5. Other. This is any special project or requirement not identified above. The item manager, equipment specialist, program manager, or major command can provide input to develop this requirement.

11.7.8. Assets. The following elements identify assets that are available to support initial requirements. **(T-2)**

11.7.8.1. Serviceable. The number of assets ready for issue.

11.7.8.2. Net Unserviceable. The number of assets that require repair before they can be issued, after deducting expected condemnations.

11.7.8.3. War Reserve Materiel. The number of assets set aside to support wartime contingencies. For consumable items, this represents assets stored in the depot wholesale account.

11.7.8.4. Peacetime on Order. This is the number of assets on contract, but not yet delivered, that will support peacetime operations.

11.7.8.5. Wartime on Order. This is the number of assets on contract, but no yet delivered, that will support wartime contingencies.

11.7.8.6. In Process. This is the number of assets placed on a purchase request or a Provisioning Item Order but not yet on contract.

11.7.8.7. Due in from Overhaul. This is the number of assets undergoing depot repair. This element does not apply to consumable items.

11.7.8.8. D220 Assets. The following two elements pass from the D220 system if the system has undergone modification or design change. They identify assets that the item manager and equipment specialist should review to determine if modification, disposal, or termination action should be initiated.

11.7.8.8.1. Quantity Procured. This is the number of assets that have been placed on a Provisioning Item Order.

11.7.8.8.2. Quantity Shipped. This is the quantity of procured assets that the vendor has shipped to the Air Force.

11.7.9. Operating Organizational and Intermediate Maintenance Requirements Computation. This is a projection through sixteen Program Time Base periods (four years) of each of the following requirements segments: **(T-2)**

11.7.9.1. Procurement Cycle. This is three months' of Organizational and Intermediate Maintenance base and depot condemnations. Lead time. This the Organizational and Intermediate Maintenance base and depot condemnations expected to accrue through administrative and production lead times, plus one month.

11.7.9.2. Depot Repair. This is the level that supports the pipeline time required to evacuate an unserviceable asset to a depot repair facility, restore it to a serviceable condition, and return it to wholesale stock. **Note:** This requirement does not normally apply to consumable items.

11.7.9.3. Base Stock Level. This is the sum of the Base Order and Ship Time and Base Repair Cycle requirements.

11.7.10. Depot Level Maintenance Requirements Computation. This is a projection of sixteen Program Time Base periods (four years) of requirements that support Depot Maintenance programs. These are the data points used for this computation: **(T-2)**

11.7.10.1. Management of Items Subject to Repair Non-Job Routed procurement cycle.

11.7.10.2. Management of Items Subject to Repair Job Routed procurement cycle.

11.7.10.3. Engine overhaul or Programmed Depot Maintenance Non-Job Routed procurement cycle.

11.7.10.4. Engine overhaul or Programmed Depot Maintenance Job Routed procurement cycle.

11.7.10.5. Management of Items Subject to Repair Non-Job Routed lead time.

11.7.10.6. Management of Items Subject to Repair Job Routed lead time.

11.7.10.7. Engine overhaul or Programmed Depot Maintenance Non-Job Routed lead time.

11.7.10.8. Engine overhaul or Programmed Depot Maintenance Job Routed lead time.

11.7.10.9. Management of Items Subject to Repair Non-Job Routed stock level.

11.7.10.10. Management of Items Subject to Repair Job Routed stock level.

11.7.10.11. Engine overhaul or Programmed Depot Maintenance Non-Job Routed stock level.

11.7.10.12. Engine overhaul or Programmed Depot Maintenance Job Routed stock level.

11.7.10.13. The wholesale depot repair cycle pipeline requirement.

11.7.11. There are nine types of programs used in the computation of initial requirements. These programs are divided into two categories: Organizational and Intermediate Maintenance and Depot Level Maintenance. The Organizational and Intermediate Maintenance programs generate requirements at the base level (also referred to as the field level). These demands upon supply are made at the base level. The Depot Level Maintenance programs depict repair, overhaul, or modifications that will be accomplished at the depot level. These demands upon supply are made at depot level.

11.7.11.1. There are six types of Organizational and Intermediate Maintenance programs:

11.7.11.1.1. Hours.

11.7.11.1.2. Inventory months (equipment months).

11.7.11.1.3. Drone recoveries.

11.7.11.1.4. 1000 rounds of ammunition.

11.7.11.1.5. Aircraft sorties.

11.7.11.1.6. Squadron months.

11.7.11.2. There are three types of Depot Level Maintenance programs:

11.7.11.2.1. Programmed Depot Maintenance.

11.7.11.2.2. Engine overhaul.

11.7.11.2.3. Management Items Subject to Repair. **Note:** The program applicable to a particular end item is identified on the Programming Checklist. The Programming Checklist can identify eight of the nine programs. The exception is the Management of Items Subject to Repair which is developed by the inventory management activity and/or equipment specialist in accordance to this guidance.

11.8. Types of Programming Checklists. There are two types of Programming Checklists, the standard Programming Checklist and the Line Replaceable Unit/Shop Replacement Unit Programming Checklist. **Note:** If D200H is utilized it displays active Programming Checklists in the on-line system and produces hard copy Programming Checklists at the user's request.

11.8.1. Standard Programming Checklist. Develops application program data for aircraft, engines, airborne, electronics, armament, support and vehicular equipment, missiles, drones, and communications equipment.

11.8.2. Line Replaceable Unit/Shop Replacement Unit Programming Checklist. Develops application program data for items that normally replaced as a single unit. These items have distinctive stock number for which spares are authorized to support replacements. As such, computed programs from the related applications are used to develop computed programs in the line replaceable unit/shop replacement unit Programming Checklist.

11.9. Unique Requirements for Computing Consumable Items.

11.9.1. The following paragraphs provide details for computing Air Force initial requirements for consumables (Expendability, Recoverability, Reparability Category XF3 and XB3) items. These items are also known as "Economic Order Quantity" or "expense" items. It applies to all inventory control activities who determine initial requirements. **Note:** Consumable items are components that are either not repairable or condemned at the base level, after removal from an end item. **(T-2)**

11.9.1.1. The equipment specialist (or equivalent) provides the necessary rates and factors for initial computation of all consumable items within a weapon system that have been identified as logical spares to support that system.

11.9.1.2. Net requirements for new items not previously acquired include levels to support the wholesale stock objective (Procurement Cycle plus Acquisition Lead Time) and the retail stock objective (Base Order and Ship Time plus Base Repair Cycle).

11.9.1.2.1. Base Order and Ship time is the time required for a retail (base level) customer to place an order for an asset and to receive that asset from the wholesale source (depot supply).

11.9.1.2.2. Base Repair Cycle time is the time required to induct an unserviceable asset into a base repair facility and restore it to a serviceable condition. Only Expendability, Recoverability, Reparability Category "XF3" items are exclusively repaired at base level.

11.9.1.3. The inventory management activity submits requirements for Defense Logistics Agency and other Service-managed items on a Supply Support Request through the D169 system.

11.9.1.4. Product support managers within the program office or item managers within the inventory management activity compute initial requirements for each item using an approved automated computation or the manual methodology (e.g., AFMC Form 997). **Note:** The manual worksheet or alternate computation record must be kept in the item folder for 3 years.

11.9.1.5. The wholesale stock requirement supports the program forecast period (lead time plus 3 months), which will be at least 12 months.

11.9.1.6. Unique Computation Data. Expendability, Recoverability, Reparability Code for consumable items are "N" for items coded as "XB3" (not repaired, removed or replaced at any level of maintenance), or P for items coded "XF3" (repaired and condemned at the base maintenance facility).

11.10. Unique Requirements for Computing Recoverable Items.

11.10.1. The following paragraphs provide details for computing Air Force initial requirements for recoverable (XD2) items. These items are also known as "reparable" or "investment" items. It applies to all inventory management activities who determine initial requirements. **Note 1:** The use of Expendability, Recoverability, Reparability Cost Designator "XD1" was discontinued in conjunction with the termination of the *Depot Serialized Control and Reporting System*. **Note 2:** Recoverable items are components that are removed from and end item, repaired, and returned to the supply system for re-issue. Base and depot maintenance facilities may perform repair, but condemnation authority is normally at the depot level. **(T-2)**

11.10.1.1. Logical Spares. The equipment specialist (or equivalent) provides the necessary rates and factors for initial computation of all recoverable items within a weapon system that have been identified as Logical Spares to support that system.

11.10.1.2. Net Requirements. Net Requirements for new items not previously acquired include levels to support the wholesale stock objective (Procurement Cycle plus Acquisition Lead Time) and the retail stock objective (Base Order and Ship Time plus Base Repair Cycle).

11.10.1.2.1. Base Order and Ship Time. The time required for a retail (base level) customer to place an order for an asset and to receive that asset from the wholesale source (depot supply). Base Order and Ship Time days enter the system via the standard data tables or through user file maintenance.

11.10.1.2.2. Base Repair Cycle Time. The time required to induct an unserviceable asset into a base repair facility and restore it to a serviceable condition. Base Repair Cycle Days enter the system via the standard data tables or through user file maintenance.

11.10.1.3. The inventory management activity submits requirements for Defense Logistics Agency and other Service-managed items on a Supply Support Request through the D169 system.

11.10.1.4. Product Support Managers within the program office or item managers within the inventory management activity compute initial requirements for each item using an approved automated computation or the manual methodology (e.g., AFMC Form 614).

Note: The manual worksheet or alternate computation record must be kept in the item folder for 3 years.

11.10.1.5. Stock Requirement. The wholesale stock requirement supports the Program Forecast Period (lead time plus 3 months), which will be at least 12 months.

11.10.1.6. Unique Computation Data. Expendability, Recoverability, Reparability Code for recoverable items are “T” for items coded as “XD2” items (repaired and condemned at a depot maintenance facility).

Chapter 12

RESIDENT PROVISIONING TEAM

12.1. Concept.

12.1.1. The Resident Provisioning Team provides a Provisioning System or portion thereof for new major system/end articles. The concept requires selection and assignment of a cadre of well qualified Air Force personnel on a permanent change of station basis to the contractor's facility to accomplish provisioning, or portions thereof. This cadre, collocated with the contractor's logistics/technical staff, to obtain firsthand knowledge of system requirements and providing decisions on critical support problems. The Resident Integrated Logistics Support Activity, Enhanced Resident Integrated Logistics Support Activity and Logistics Support Cadre are an outgrowth of the Resident Provisioning Team. The Resident Provisioning Team was responsible for provisioning functions only; however, the Resident Integrated Logistics Support Activity, Enhanced Resident Integrated Logistics Support Activity or Logistics Support Cadre are responsible for such things as the maintenance improvement project, maintainability and reliability, and provisioning. This chapter relates to the provisioning function of the Resident Provisioning Team.

12.1.2. The product support integrator organization provides proper staffing and support for the Resident Provisioning Team throughout the assigned tour at the contractor's facility. The product support integrator organization also ensures the phase down/out of the Resident Provisioning Team is conducted so that adequate personnel are retained at the contractor's facility until the workload can be readily absorbed by the prime provisioning activity without adversely affecting systems support. The Resident Provisioning Team is officially assigned to the product support integrator organization in Air Force Lifecycle Management Center.

12.1.3. The product support integrator organization identifies contractor facility requirements to support the Request for Proposal and provide them to the contracting officer (procuring or administrative) for contract inclusion.

12.2. Skills Required. Some of the technical skills required for the Resident Provisioning Team function include provisioning, maintenance, cataloging/standardization, requirements, and Provisioning principal contracting office specialties. These technical skills may vary depending on the depth of provisioning effort to be performed by the Resident Provisioning Team at the contractor's facility. Personnel selected for the Resident Provisioning Team s need to possess in-depth job knowledge in their specialty and be able to apply such knowledge to satisfy system requirements and resolve problems that may arise. In addition, these personnel need to be able to provide policy and guidance to the contractor in their areas of responsibility. Functional technicians located with the Resident Provisioning Team perform their duties as prescribed here except as noted below:

12.3. Procedures.

12.3.1. Detailed operational procedures may vary between Resident Provisioning Teams, but generally procedures for operating under a Resident Provisioning Team follow the basic guidelines applied to normal provisioning.

12.3.2. Specific operating procedures are developed by the Resident Provisioning Team and submitted for review and approval by the prime provisioning activity. These procedures

prescribe the responsibilities and operation of the Resident Provisioning Team to the product support integrator, end article item manager and prime provisioning activity, as well as define documentation flow, processing procedures for initial support of spares (including support of Support Equipment), and related functions. Procedures are binding on all Air Force Sustainment Center activities.

12.4. Provisioning Performance Schedule. The Resident Provisioning Team uses AFMC Form 718 as a guide in developing applicable Provisioning Performance Schedule.

Chapter 13

DEPOT PROVISIONING COMMITTEE METHOD

13.1. General. Depot Provisioning Committee Method. The Depot Provisioning Committee conferences are conducted by and held at the prime provisioning activity location. This method is also known within the Air Force as the in-house or desktop method. Contractor participation is specified by the provisioning activity and outlined in the contract.

13.2. Policy.

13.2.1. The Depot Provisioning Committee Method as outlined here is used when size and complexity of the end article of the Provisioning Technical Documentation, that is, Long Lead Time Item list, Provisioning Parts list, incremental submission, or Recoverable Item Provisioning Parts list, does not justify conducting a Spares Provisioning Conference at the contractor's/vendor's facility.

13.2.2. A Depot Provisioning Committee may be established for each system/end article. Full recognition needs to be given to the value of continuity of membership throughout the provisioning phase.

13.2.3. The Depot Provisioning Committee is scheduled by the prime provisioning activity to convene in accordance with established time cycles and after receipt and evaluation of the Provisioning Technical Documentation/Engineering data for Provisioning.

13.2.4. The Depot Provisioning Committee selects the initial range of spares, assign technical and management codes, and occasionally determine quantitative requirements for initial support of the system/end article being provisioned.

13.2.5. The Depot Provisioning Committee meeting may be established to.

13.2.5.1. Accomplish complete processing of the Provisioning Technical Documentation including submission of the Provisioned Item Order; or.

13.2.5.2. Accomplish support item selection and assignment of technical and management codes with the Provisioning Technical Documentation to be processed through the system as outlined in Chapter **10** or **15**.

13.3. Committee Membership. The Depot Provisioning Committee membership is held to the absolute minimum. Number and type of members may vary depending upon the type of Provisioning Technical Documentation being processed and the extent to which the Provisioning Technical Documentation is to be processed by the Depot Provisioning Committee. The Depot Provisioning Committee consists of fully qualified personnel generally from the following Air Force Sustainment Center functions.

13.3.1. Prime provisioning activity (mandatory).

13.3.2. Technical service branch (mandatory).

13.3.3. Inventory management specialists (when required).

13.3.4. Production management branch.

13.3.5. Packaging office.

13.3.6. Contractors and using command(s) representation may be included when required.

13.3.7. Contracting Office.

13.4. Procedures.

13.4.1. The prime provisioning activity, upon receipt of Provisioning Technical Documentation/ Engineering data for Provisioning.

13.4.1.1. Establishes and maintains prescribed management controls. AFMC Form 726, or other Headquarters Air Force Materiel Command authorized method may be used.

13.4.1.2. Advises the various representatives indicating actions required for the meeting and the place, date, and time of the meeting.

13.4.1.3. When the technical services branch requests product directorate maintenance Technical Repair Center representatives, notifies the applicable Air Logistics Complex or Air Force Lifecycle Management Center Directorate of the requirement.

13.4.1.4. Acts as chairperson.

13.4.1.5. Marks up master copy of the Provisioning Technical Documentation in coordination with representatives present by entering additions/changes in a neat and legible manner making no unnecessary markings or annotations. Makes markings legible so as to facilitate reproduction, when required.

13.4.1.6. Performs the duties normally accomplished by Defense Logistics Agency Logistics Information Service during a Spares Provisioning Conference.

13.4.2. Technical service branch representative performs Provisioning Conference duties including, but not limited to assignment of Source, Maintenance, Recoverability codes and maintenance factors, acting as conference co-chairperson, etc.

13.4.3. Inventory management specialists generally are required only in the event Provisioned Item Order is to be released as a part of the Depot Provisioning Committee meeting and:

13.4.3.1. Determine initial requirements for prime items.

13.4.3.2. Review and establish or approve firm unit pack quantities in accordance with criteria established in MIL-STD-2073-1E, Appendix B, in coordination with technical services branch and packaging and materials handling branch representatives. Make sure the established and approved unit pack quantities are reflected in appropriate property class records.

13.4.3.3. Establish Method of Support for prime items. Prepare AFMC Form 326, when applicable.

13.4.3.4. Record the Non-Cataloged number assigned by the prime provisioning activity. This number is not furnished by any other method.

13.4.4. Production management branch representatives, when in attendance, accomplish the responsibilities as assigned for a Spares Provisioning Conference.

13.4.5. Packaging and materials handling branch representatives, when in attendance, accomplish the responsibilities as assigned for a Spares Provisioning Conference.

13.4.6. Using commands representatives, when in attendance, follow the actions outlined in **Chapter 14**.

13.4.7. The prime provisioning activity, upon completion of the Depot Provisioning Committee meeting.

13.4.7.1. Reviews Provisioning Technical Documentation for action by any other Air Force Sustainment Center location. If other Air Force Sustainment Center locations are involved, the Provisioning Technical Documentation/Engineering data for Provisioning is transmitted by AFMC Form 773 electronically, if possible, for action in accordance with the specific type of Provisioning Technical Documentation, such as Long Lead Time Item list and Repairable Item List. The inventory management specialists processes the Provisioning Technical Documentation/Engineering data for Provisioning (see **Chapter 10**).

13.4.7.2. Any additional internal processing of the Provisioning Technical Documentation/ Engineering data for Provisioning requires preparation of AFMC Form 778 or 773 (see **Chapter 10** as applicable and routed electronically, if possible).

13.4.7.3. Sends annotated copy of the Provisioning Technical Documentation or automated contractor notification products to the contractor or to the prime provisioning activity as appropriate, for inclusion of the Source, Maintenance, Recoverability codes in the Illustrated Parts Breakdown List.

Chapter 14

SPARES PROVISIONING CONFERENCE

14.1. General.

14.1.1. The spares Provisioning Conference provides for the Government to make item selection and assign technical and management codes (previously referred to within the Air force as a Source Coding Conference). The following resources are normally used.

14.1.1.1. Sample articles when specified in the Initial Provisioning Performance Specification.

14.1.1.2. Logistics Product data/Engineering data for Provisioning.

14.1.1.3. Maintenance Engineering Analysis, and/or Repair Level Analysis, when a requirement of the contract.

14.1.1.4. Competent personnel with expert technical knowledge of the system/end article with regard to the design, reliability and maintenance characteristics of the system/end article or the portion being provisioned.

14.1.2. It is imperative that only personnel well qualified in their technical specialty attend Provisioning Conferences and that continuity of personnel be maintained throughout. Keep representatives to a minimum. In all cases, representatives need to be authorized to make commitments for their activity.

14.2. Responsibilities.

14.2.1. The prime provisioning activity in coordination with the contracting officer (procuring or administrative):

14.2.1.1. Schedules, administers, and coordinates all Spares Provisioning Conference actions.

14.2.1.2. Assures that the contractor forwards one copy of the Engineering data for Provisioning to the cataloging activity at least 60 calendar days prior to the Spares Provisioning Conference. The prime provisioning activity also forwards the appropriate Provisioning Technical Documentation to the D155 for all provisioning, including desktop (in-house) provisioning. The Provisioning Technical Documentation needs to be sent at least 60 calendar days in advance of all scheduled Spares Provisioning Conferences. This allows the cataloging activity sufficient time for their necessary review and preparation prior to the Provisioning Conference. Such review reveals the deficiencies in the data that otherwise are not normally found until the conference convenes. If a 45-day review is not possible, if not sooner based on the number of items, due to the late receipt of the data from the contractor, it then becomes the responsibility of the prime provisioning activity to inform the cataloging activity. Such action allows the cataloging activity time to inform the applicable prime provisioning activity if the less than minimum allotted time for the review is acceptable. This is done on a case-by-case basis. If the decision by the cataloging activity is that more time is needed, the Spares Provisioning Conference is delayed. Such delays need to be minimal so they do not jeopardize system support required by the Operational Need Date. **Note:** A two (2) to three (3) week delay is usually acceptable.

14.2.1.2.1. When Defense Logistics Agency Logistics Information Service has completed their review and has updated the D155, the D155 electronically updates the Air Force Materiel Command *Provisioning System*. An updated Provisioning Technical Documentation listing is generated for use at the Provisioning Conference, normally held at the contractor's facility.

14.2.1.2.2. When Depot Provisioning Committee provisioning is to be done, Defense Logistics Agency Logistics Information Service personnel are allowed 12 calendar days from the date Provisioning Technical Documentation data was input into the D155 to do their functions as prescribed by local Defense Logistics Agency directives. The in-house/desktop review starts if the updated Provisioning Technical Documentation is not received from the D155 by the prime provisioning activity within 16 calendar days after being forwarded to the D155.

14.2.1.3. Provides a chairperson for the Spares Provisioning Conference who is responsible for the following:

14.2.1.3.1. Hold a closed Air Force meeting (similar to the familiarization meeting held during the Provisioning Guidance Conference) before the start of the Spares Provisioning Conference.

14.2.1.3.2. Ensure the availability of adequate facilities, Provisioning Technical Documentation, Engineering data for Provisioning, qualified contractor personnel, and Repair Level Analysis data, when applicable.

14.2.1.3.3. Exercise administrative control over all members of the team for the duration of the conference.

14.2.1.3.4. Set up the work schedule.

14.2.1.3.5. Set up conference procedures; for example, positioning of tables, seating arrangements, flow of documentation, etc.

14.2.1.3.6. Act as a moderator of special discussions.

14.2.1.3.7. Resolve problems on policy and procedures involving Source, Maintenance, Recoverability coding action and documentation, including disagreements between the conferees and contractor. Refer problems that cannot be adequately resolved to Air Force Sustainment Center/Strategic Polices and Processes Branch (LGXB) with all pertinent facts for resolution with the appropriate staff.

14.2.1.3.8. Ensure that all personnel are aware of the principle of the price challenge policy Headquarters Air Force Materiel Command direction. Refer all unresolved questions to the Air Force Sustainment Center/Strategic Polices and Processes Branch (LGXB) for policy guidance.

14.2.1.3.9. Certify overtime work when needed.

14.2.1.3.10. Make sure official Source, Maintenance, Recoverability codes are given to the contractor, through the Administrative Contracting Office, for publication in the Illustrated Parts Breakdown List or the numerical index of the Illustrated Parts Breakdown List in accordance with MIL-DTL-38807D, *Detail Specification Technical*

Manuals - Illustrated Parts Breakdown. Expendability, Recoverability, Reparability, Category codes are not included.

14.2.1.3.11. Release team members from team duty when necessary.

14.2.1.3.12. Assure resolution of or action taken on all problem areas.

14.2.1.3.13. Make sure requirement for the Repairable Item list, including dates needed are given to the contractor through the Administrative Contracting Office.

14.2.1.3.14. Prepare minutes. Minutes include information reflected in **Chapter 5**, **Figure 5.1**.

14.2.1.3.15. Document problems encountered, such as inadequate or untimely submission of Provisioning Technical Documentation and Engineering data for Provisioning and request the Administrative Contracting Office's assistance resolving these problems.

14.2.2. Equipment Specialist from the Air Force Sustainment Center, Air Force Life Cycle Management Center, and Air Force Nuclear Weapons Center as applicable.

14.2.2.1. Is the co-chairperson of the team.

14.2.2.2. Helps the chairperson set up conference procedures, for example, placing tables, seating arrangements, flow of documentation, etc.

14.2.2.3. Exercises direct administrative supervision of the maintenance group members.

14.2.2.4. Acts as team chairperson when the chairperson is absent.

14.2.2.5. Requests technical services, requirements, and production management representatives from inventory management specialist locations and Defense Logistics Agency, as needed, and representation from the potential or designated Technology Repair Center when required.

14.2.2.6. Arbitrates any disagreements concerning the Source, Maintenance, Recoverability codes assigned.

14.2.2.7. Recommends to the team chairperson the release of maintenance group members from team duty as needs dictate.

14.2.2.8. Takes the lead in handling price challenges at the conference.

14.2.2.9. Makes sure enough experienced technicians from the Air Force Sustainment Center are available to do the following within the set maintenance concept.

14.2.2.9.1. Assign Source, Maintenance, Recoverability codes (T.O. 00-25-195, AFMAN 21-106).

14.2.2.9.2. Assign failure factors or recommend quantities in the case of insurance items.

14.2.2.9.3. Assign Expendability, Recoverability, Reparability, Category code to only those items source coded in the "P" series that are either not stocklisted or stocklisted with no Department of Defense users or no Air Force Usage.

14.2.2.9.4. Assign Item Management Codes to items (selected as spares) new to the Air Force (with or without National Stock Number), in accordance with Department of Defense 4140.26, Volume 1.

14.2.2.9.5. Select those recoverable items for which parts breakdown and drawings are required. Coordinate with team chairperson for acquisition.

14.2.2.9.6. Select the range of items recommended for inclusion in the war reserve material requirements listing. War Reserve Requirements are not identified during the provisioning process unless the requirement falls within the two-year lead time and authorization has been received from Headquarters United States Air Force. AFI 25-101, *War Reserve Materiel (WRM),* 27 August 2019. These actions are taken along with the using command.

14.2.2.9.7. Assign Demilitarization code.

14.2.2.9.8. Assign Materiel Management Aggregation Code as applicable and ensure that Materiel Management Aggregation Code/Federal Supply Classification are acceptable combinations in accordance with the Air Force Materiel Command Mission Workload Assignment Compendium, as reflected in the *Mission Workload Assignment System* (D086).

14.2.2.9.9. Ensure Precious Metal Indicator Codes and Automatic Data Processing Equipment Identifier codes are assigned.

14.2.2.9.10. Identify and select Special Purpose Recoverables Authorized to Maintenance items and quantities in accordance with AFI 23-101 and annotate accordingly for reference when preparing required authorization document.

14.2.3. Production Management Representative.

14.2.3.1. Assists the equipment specialist, as required, in the assignment of Source, Maintenance, Recoverability codes.

14.2.3.2. Provides information as to base and depot manufacturing capabilities and facilities.

14.2.3.3. Reviews all Source, Maintenance, Recoverability codes assigned with particular emphasis on the “MO”, “MF”, or “MD” coded items.

14.2.3.4. Annotates requirements for special raw material which need to be bought for the manufacture of “MO”, “MF”, or “MD” coded items.

14.2.4. Defense Logistics Agency Logistics Information Service Representative.

14.2.4.1. Reviews and determines acceptability of those drawings to be used for Interchangeability and Substitutability review and cataloging purposes.

14.2.4.2. Gets the needed information and additional data when required to satisfy cataloging requirement when the Spares Provisioning Conference is at the contractor's plant. These additional required elements of data need to be related to the fabrication of the item in question and within the stated requirements of the applicable technical data specification and terms of the contract.

14.2.4.3. Makes sure the Provisioning Technical Documentation/Engineering data for Provisioning shows the correct Federal Supply Classifications and item names. In case of conflicts concerning correct Federal Supply Classification assignments, the Defense Logistics Agency Logistics Information Service representative has final authority.

14.2.4.4. Uses Defense Logistics Agency Logistics Information Service screening results to determine current status as to National Stock Number and management codes (inventory management specialist /Materiel Management Aggregation Code), including interpretation or assignment of Major Organizational Entity rule, as appropriate. For all items coded procurable, inserts Primary Inventory Control Activity in the applicable data block of the Provisioning Technical Documentation.

14.2.4.5. Validates Materiel Management Aggregation Codes previously assigned to items reflecting an National Stock Number and ensures the Materiel Management Aggregation Code is entered in the applicable data block of the Provisioning Technical Documentation.

14.2.4.6. Makes sure the true vendor part number and Commercial and Government Entity code are shown on the drawing and Provisioning Technical Documentation.

14.2.4.7. Makes sure the part numbers shown on the Provisioning Technical Documentation/ Engineering data for Provisioning are constructed in accordance with Defense Logistics Agency Federal Logistics Information System Technical Procedures.

14.2.4.8. Confers with the contractor about use of known military specifications/standards items.

14.2.4.9. Verifies with the equipment specialist the source code on items such as color coded or cut lengths of wire, cut lengths of hose/tubing, common cable assemblies, name plates, etc., which have been source coded for purchase but which might be more appropriately coded for local fabrication (new item entry control). However, the final authority for the source coding of those items based on technical considerations rests with the equipment specialist.

14.2.4.10. Reviews the results of the provisioning screening performed by the D155.

14.2.4.11. Update appropriate fields such as the Precious Metal Indicator code and Automatic Data Processing Equipment Identification code on the provisioning document when review of data indicates precious metals or Automatic Data Processing Equipment components are included in the equipment being provisioned.

14.2.5. Technology Repair Center Representative.

14.2.5.1. Provide past usage information on items and raw material required for manufacturing and repairing support of the master repair schedule.

14.2.5.2. Establish initial Shop Repair Cycle Time.

14.2.5.3. Evaluate availability and adequacy of existing depot Support Equipment.

14.2.5.4. Assist, as required, in the assignment of Source, Maintenance, Recoverability codes.

14.2.6. Packaging and Materials Handling representatives of the Air Force Sustainment Center when in attendance.

14.2.6.1. In accordance with contract terms, provide to the contractor detailed preservation and packaging requirements for selected items in accordance with Air Force Materiel Command Instruction 24-201.

14.2.7. Using Command.

14.2.7.1. Gives information on field maintenance resources and capability.

14.2.7.2. Aids in determining Source, Maintenance, Recoverability code assignments, primary organizational and repair maintenance level codes assigned to all items in the "P" and "A" source code series.

14.2.7.3. Aids the equipment specialist in establishing maintenance/overhaul factors.

14.3. Procedures.

14.3.1. Pre-planning. Accomplish the following at the Provisioning Guidance Conference.

14.3.1.1. Scheduling of Provisioning Technical Documentation. Dates for and location of the Provisioning Technical Documentation is established as recommended by the contractor and approved by the prime provisioning activity. Although it is desirable that the Provisioning Technical Documentation be completed as quickly as possible, support item selection and technical and management codes need to be accurately assigned. Therefore, the schedule established is used for planning purposes. The chairperson ensures all conferees devote their full attention to their respective functions and responsibilities. Conferees are not held to a set compulsory schedule that needs to be met each day when such a schedule might result in hastily assigned inaccurate technical and management codes.

14.3.1.2. Facilities and Equipment include a conference room large enough to accommodate all representatives and the sample articles for the duration of the conference. **Note:** The contractor is responsible for ensuring the availability of sample articles if specified in the contract by coordinating this requirement with all affected departments within his own facility prior to the conference.

14.3.1.3. Documentation required.

14.3.1.3.1. Engineering data for Provisioning.

14.3.1.3.1.1. The latest release (including all engineering orders) need to show canceled or superseded parts.

14.3.1.3.1.2. File in Provisioning List Item Sequence Number sequence, excluding drawings for items identified by a Government or industry specification or standard which provides a full item description.

14.3.1.3.1.3. File specifications and contractor standard drawings in numerical order.

14.3.1.3.1.4. Separate vendor drawings by systems of which they are components and then file in alphanumeric sequence within the applicable system.

14.3.1.3.2. Provisioning Technical Documentation. Include all required elements of data for those items previously approved for acquisition by the Air Force as a result of interim release or processing contractor recommended lists.

14.3.2. Organization.

14.3.2.1. Source, Maintenance, Recoverability Coding Tables. The number of Source, Maintenance, Recoverability Coding tables depends upon the complexity of the system/end article being coded. These tables are segregated by engineering section order and presided over by a technical service/equipment specialist of the applicable product directorate and a contractor design engineer responsible for the section/system being Source, Maintenance, Recoverability coded. The following is an example of a breakdown for an aircraft meeting. **Tables 1** and **2** for fuselage structures, flight controls, control surfaces, etc. **Table 3** for wing structures and nacelles. **Table 4** for air-conditioning, pressurization, hydraulic, oxygen, pneumatic, fuel and oil systems, landing gear and brakes, etc. **Table 5** for radio, communication, electronics, electrical instruments, etc.

14.3.2.2. Review Tables. The review tables allow the production management, production control, and using command representatives to review the Source, Maintenance, Recoverability codes assigned and to ensure that all parts have been Source, Maintenance, Recoverability coded. Representatives at these tables are available to the Source, Maintenance, Recoverability coding tables when needed. Disagreements with any technical and management codes assigned are reviewed for a final decision.

14.3.3. Briefing of Team Members.

14.3.3.1. The team chairperson needs to apprise all team members of the following.

14.3.3.1.1. Planning data for the system/end article on contract including.

14.3.3.1.1.1. Quantity.

14.3.3.1.1.2. Delivery Schedule.

14.3.3.1.1.3. Mission.

14.3.3.1.1.4. Deployment.

14.3.3.1.1.5. Programming data as outlined in applicable programming check lists.

14.3.3.1.1.6. Maintenance/overhaul policy.

14.3.3.1.1.7. Number and location of overhaul depots.

14.3.3.1.1.8. Documentation required for the Provisioning Conference.

14.3.3.1.2. Assignment of.

14.3.3.1.2.1. Source codes.

14.3.3.1.2.2. Maintenance Repair Level codes.

14.3.3.1.2.3. Recoverability codes.

14.3.3.1.2.4. Replacement factors.

14.3.3.1.2.5. Expendability, Recoverability, Reparability, Category codes.

14.3.3.1.2.6. Requirements from contractor. Availability of sample articles for disassembly or as specified by the contract. **Note:** The contractor is responsible for coordinating this requirement with all affected departments within his own facility prior to the conference.

14.3.3.1.2.7. Technical clerical assistance.

14.3.3.1.2.8. Documentation following the Spares Provisioning Conference, as specified in the acquisition document or the Initial Provisioning Performance Specification.

14.3.3.1.2.9. Request that selected Source, Maintenance, Recoverability coded drawings be forwarded to the prime provisioning activity.

14.3.3.2. Request an inspection tour of the mock-up and/or production line or the system/end article being Source, Maintenance, Recoverability coded.

14.3.3.3. Flow of work and sequence of review.

14.3.3.4. Comments for minutes. Chairperson ensures all comments documented by participants and any problems encountered during the conference are included in the minutes.

14.3.4. Operating Procedures.

14.3.4.1. Equipment Specialist responsibilities.

14.3.4.1.1. The supplemental drawings and other Engineering data for Provisioning (specifications, vendor drawings, commercial data) is provided in part number or Provisioning List Item Sequence Number sequence, as specified by contract.

14.3.4.1.2. The Air Force Sustainment Center equipment specialist Source, Maintenance, Recoverability coding begins with the first top-assembly drawing of the section under review and assigns the appropriate Source, Maintenance, Recoverability code, maintenance factors, and other applicable codes and rates in accordance with AFMAN 21-106 factors developed by the contractor are not changed by the equipment specialist without complete justification. Under no circumstances are any changes be made to contractor furnished maintenance replacement rates by the equipment specialist if the factors were developed as part of a reliability and maintainability program unless there is a change in mission or maintenance concept. Such changes require the approval of the product support manager. The Master Repair Schedule always represents the latest information available (e.g., test data, design change information, a like item experience, etc.). The equipment specialist needs to notify the end article system manager of their intent to deviate significantly (e.g., plus or minus 10%) from contractor estimated failure rates on major systems or subsystems being provisioned. **Note:** The equipment specialist has final authority on Source, Maintenance, Recoverability code assignments but needs to retain all supportive documentation justifying changes to the factors for a minimum of three years.

14.3.4.1.3. The equipment specialist checks the parts list of each drawing and:

14.3.4.1.3.1. Verifies that each applicable item from the drawing is present on the provisioning document in the correct quantity.

14.3.4.1.3.2. Assigns appropriate codes and factors to each detail part based on the established maintenance concept and review of detail drawings, vendor drawings, specifications, or commercial data.

14.3.4.1.4. The Expendability, Recoverability, Reparability, Category codes are assigned to all items with a "P" in the first position of the Source, Maintenance, Recoverability code. With the exception of insurance items, all "P" coded items are assigned maintenance/overhaul factors, if applicable.

14.3.4.1.5. Codes, factors and quantities are reexamined for each occurrence of multiple application items to ensure that accurate data is entered at the first occurrence.

14.3.4.1.6. Where applicable, the Air Force Sustainment Center equipment specialist along with other participants, reviews the common and bulk item list and assigns Source, Maintenance, Recoverability code, maintenance factors, and other applicable codes. They need to determine whether appearances of those Common and Bulk Items List items on previous lists has satisfied total weapon system requirements. If so, ensure that Method of Support coding and quantity passed to the Supply Support Request system does not duplicate those requirements.

14.3.4.1.7. Drawings for items Source, Maintenance, Recoverability coded "M__" are reviewed to ensure that.

14.3.4.1.7.1. Manufacture of the item is within the capabilities of the depot, intermediate or organizational level shop.

14.3.4.1.7.2. Required raw or semi-fabricated material is identified for procurement by the inventory management specialists or inclusion in the technical order.

14.3.4.1.7.3. Special tooling or test equipment required for manufacture is identified for procurement and inclusion in the technical order.

14.3.4.1.8. The cognizant design and field service engineers are available to advise the equipment specialist on maintenance practices and field reliability experience.

14.3.4.1.9. Sample articles (if required in the contract) are disassembled/reviewed as deemed necessary by the equipment specialist.

14.3.4.2. Using command review table when required.

14.3.4.2.1. The drawings are received in section order.

14.3.4.2.2. The using command representatives reviews all drawings to ensure that. 1) The extent of repair is economically and technically feasible at the user level, and 2) the selection of Support Equipment, the range of spare parts selected, and the Source, Maintenance, Recoverability coding are in line with the scope of maintenance established at the using command.

14.3.4.2.2.1. Field units have the capabilities to manufacture, assemble, repair, test and install, as applicable.

14.3.4.2.3. The representative is available to aid the Source, Maintenance, Recoverability coding Equipment Specialist when required.

Chapter 15

PROVISIONING LISTS

15.1. First Article Acceptance Test or Inspection. When a requirement for first article acceptance (**paragraph 3.10**) is applicable to the contract, provisioning actions are governed by the existence of one of the following conditions.

15.1.1. The contractor does not have contractual authority for spares production release pending first article approval. This is a normal condition which applies in most instances.

15.1.2. When the above is applicable, interim release provisions of the Initial Provisioning Performance Specification form do not apply before first article approval. Provisioning Technical Documentation/Engineering data for Provisioning may be processed and AFMC Form 326, *Provisioned Item Order* (with Delivery Schedule), and other documents for Supply Support Request requirements can be prepared based on lead time and need date considerations. However, Provisioned Item Orders whether manual or automated, neither be sent to the contracting officer (procuring or administrative), Provisioning Principal Contracting Office, nor Supply Support Requests submitted until the first article is approved.

15.1.3. As an exception to the above, in some cases the contractor may have been provided authority for production release before first article approval in accordance with the provisions of Federal Acquisition Regulation 9.305, *Risk*, effective date 02 June 2023 and Defense Information Systems Agency Acquisition Regulation Supplement, 9.305, *Risk*, Effective Date 17 May 2022

15.1.3.1. In this event, interim release authority applies for items and quantities supporting the end article released. Provisioning Technical Documentation for interim released items needs to be processed and the Provisioned Item Order released to the contractor within established time limits regardless of whether the first article test and approval has been completed.

15.1.3.2. Provisioning Technical Documentation/Engineering data for Provisioning on items requiring Supply Support Request preparation are sent to the Supply Support Request organization for Supply Support Request submission and are limited to those items necessary to ensure spares support for the end articles.

15.2. Long Lead Time Items List Interim Release Type Provisioning Technical Documentation I. See **Chapter 10**.

15.3. Long Lead Time Items List Recommended Type Provisioning Technical Documentation R. See **Chapter 10**.

15.4. Provisioning Parts List Type Provisioning Technical Documentation G.

15.4.1. The Provisioning Parts List needs to contain all components, assemblies, and support items which can be disassembled, reassembled or replaced, which, when combined, constitute the end item. The only exception being items identified as Government furnished property or items identified on a Statement of Prior Submission for which the Government has determined that Provisioning Technical Documentation is not required. The Provisioning Parts List needs to contain all tools and test equipment required to maintain the end item unless an exclusion statement is included in the Initial Provisioning Performance Specification.

15.4.2. Simultaneously with the progressive submission and processing of the Long Lead Time Item lists, the contractor develops and prepares the Provisioning Parts List as directed by the prime provisioning activity in the Initial Provisioning Performance Specification.

15.4.3. Incremental submission of a sizable Provisioning Parts List is encouraged, provided that such increments comprise no less than the requirements of a complete component. The Provisioning Parts List and all incremental submissions are always supported with required Engineering data for Provisioning previously described, including screening data when appropriate.

15.4.4. All Long Lead Time Item Lists submitted have been completely processed and the results reflected in the Provisioning Parts List.

15.5. Processing Provisioning Parts List.

15.5.1. When all Long Lead Time Item Lists have been processed, the contractor completes and send the Provisioning Parts List with required Engineering data for Provisioning, to the prime provisioning activity and other identified Contract Data Requirements List pre-reviewing activities. Submission of the Provisioning Parts List is required 60 business days in advance of the scheduled Spares Provisioning Conference to allow Defense Logistics Agency and the prime provisioning activity time for a pre-conference review.

15.5.2. The Provisioning Parts List or incremental submissions thereof, may be processed in either of the following methods depending on mutual agreements made during the Provisioning Guidance Conference.

15.5.2.1. Resident Provisioning Team Method. The support item selection and assignment of technical and management codes are accomplished at the Resident Provisioning Team site as outlined in **Chapter 12**.

15.5.2.2. Depot Provisioning Committee (in-house or desktop) Method. The support item selection and assignment of technical and management codes are accomplished at the product support manager/product support integrator/end article item manager location as outlined in **Chapter 13**.

15.5.2.3. Conference Team Method. The Spares Provisioning Conference is held at the contractor's facility to accomplish the actions outlined in **Chapter 14**.

15.6. Method of Support Code.

15.6.1. For each line item selected as a potential spare, one of the following Method of Support codes are annotated by the inventory management specialist in the appropriate block of the Provisioning Technical Documentation. Reflecting the Method of Support code in this manner provides information on inventory management specialist supportability of the individual item.

15.6.1.1. Code 0: Not being bought at this time on production contract; often used to pass information.

15.6.1.2. Code 1: Being bought on production contract.

15.6.1.3. Code 2: Being bought by inventory management specialist through Purchase Request/Military Interdepartmental Purchase Request.

15.6.1.4. Code 3: Immediate purchase not required.

15.6.1.5. Code 4: Non-consumable item (Air Force Expendability, Recoverability, Reparability, Category of XD_, ND_, or NF_) being managed by another military Service. Supply support is obtained in accordance with DoDM 4140.68 procedures. Method of Support 4 is assigned electronically during the technical review file maintenance update.

15.6.1.6. Code 5: Breakout item being purchased from the actual manufacturer Air Force Spare Parts Breakout Program by the inventory management specialist with a Purchase Request.

15.6.1.7. Code 6: Other agency/service integrated managed item. Supply Support Request is being processed in D169.

15.6.1.8. Code 7: Breakout item being purchased from the actual manufacturer Air Force Spare Parts Breakout Program with a Provisioned Item Order on a vendor contract.

15.6.1.9. Code 8: Reserved.

15.7. Method Of Support Code Modifier.

15.7.1. This code is to identify Recoverable Item Breakdown and substitute item status and needs to be used in conjunction with a Method of Support code. The user, e.g., inventory management specialist, equipment specialist, using activity, assigns a Method of Support Modifier Code in the appropriate data field of the Provisioning Technical Documentation work document when applicable.

15.7.2. Method of Support Code Modifier.

15.7.2.1. A: Request Recoverable Item Breakdown.

15.7.2.2. B: Recoverable Item Breakdown available.

15.7.2.3. C: Substitute item furnished.

15.7.3. The above procedure applies only to mechanized provisioning.

15.8. Repairable Item List.

15.8.1. The Repairable Item List is a list of those support items of a repairable nature used in the end item, component, or assembly.

15.8.2. The Repairable Item List is prepared by the contractor and submitted to the prime provisioning activity as early in the provisioning process as possible.

15.8.3. The Repairable Item List is circulated by the prime provisioning activity to involved stakeholders to determine the need for any Recoverable Item Breakdown.

15.8.4. The contractor is advised of Recoverable Item Breakdown requirements as early as possible so that spare/repair parts is available by the Operational Need Date.

15.9. Recoverable Items Breakdown Type Provisioning Technical Documentation B.

15.9.1. The Recoverable Item Breakdown, a supplemental Provisioning Parts List, is an all-inclusive breakdown used for support item selection and assignment of technical and management codes. The breakdown for recoverable type items is requested, as required, at the time of initial review of a provisioning list. The contractor is asked to provide this information within 60 calendar days after receipt of request or on a date mutually agreed to between the contractor and the contracting officer (procuring or administrative).

15.9.2. A Recoverable Item Breakdown received before or after the Spares Provisioning Conference is processed in the same manner as a Provisioning Parts List, whether the management responsibility for the recoverable item is that of the product support manager/product support integrator/end article item manager or Recoverable Item Inventory Manager. The Recoverable Item Inventory Manager assumes the same responsibilities in processing these breakdowns as outlined previously for the product support manager/product support integrator/end article item manager for a Provisioning Parts List. Manual provisioning efforts mandate that since AFMC Form 326 (*manual Provisioned Item Order*) are not forwarded to the Recoverable Item Inventory Manager by the supporting inventory management specialists involved, the AFMC Form 773 prepared to transmit the Recoverable Item Breakdown and Engineering data for Provisioning to the inventory management specialists shows the applicable prime provisioning activity in block 4. Each inventory management specialist involved furnishes the Recoverable Item Inventory Manager an information copy of the endorsed AFMC Form 773 used to send AFMC Form 326 to the product support manager/product support integrator/end article item manager. AFMC Form 326 prepared by inventory management specialists at the Recoverable Item Inventory Manager location is sent to the prime provisioning activity through the local Provisioning Activity.

15.10. Recoverable Item Provisioning Parts List Type Provisioning Technical Documentation G.

15.10.1. The Recoverable Item Provisioning Parts List is a structured list (top down/breakdown) resulting from the review and approval of a Support Equipment Recommendation Data and requested by the equipment specialist. The list needs to contain all components, assemblies, and support items which, when combined, constitute the support equipment end item.

15.11. Post Conference List Type Provisioning Technical Documentation P.

15.11.1. The Post Conference List lists all items selected as logical spares at the Spares Provisioning Conference and those items previously selected as logical spares to which changes were made during the conference. The appropriate use of this type of listing would be for contracts using manual provisioning, when a Resident Integrated Logistics Support Activity is involved, or for foreign military sales efforts.

15.11.2. The contractor prepares and submits the Post Conference List, complete with the Engineering data for Provisioning, as soon as possible, but not later than 21 calendar days after completion of the Spares Provisioning Conference. In no event will the time limit be such that receipt of items by the Operational Need Date is jeopardized.

15.11.3. The Post Conference Lists are to be submitted by the contractor to the prime provisioning activity. Upon receipt of the Provisioning Technical Documentation/Engineering data for Provisioning, the prime provisioning activity.

15.11.3.1. Inspects for completeness.

15.11.3.2. Prepares AFMC Form 726, manual or automated.

15.11.3.3. Forwards applicable portions of the Provisioning Technical Documentation/ Engineering data for Provisioning to the inventory management specialist locations having item management responsibility for subsequent action. Transmits by AFMC Form 773.

15.11.3.4. Prepares AFMC Form 778 for internal product support manager/product support integrator/end article item manager location processing as outlined previously in **Chapter 10**.

15.11.4. The inventory management specialists processes the Provisioning Technical Documentation/Engineering data for Provisioning as previously outlined in **Chapter 10**.

15.11.5. The prime provisioning activity reviews processed Provisioning Technical Documentation for completeness and consolidate all AFMC Form 326 for submission to the contractor through the Provisioning Principal Contracting Office.

15.11.6. Time standards established in **Chapter 19** and **Attachment 6** are to be followed.

15.12. Design Change Notice Type Provisioning Technical Documentation D.

15.12.1. The Design Change Notice is the type of Provisioning Technical Documentation used by the contractor to notify the prime provisioning activity of all engineering changes, whether of a production or modification type, which are approved for incorporation into the end item on contract and which modify, add to, delete, or supersede parts in the end item or its supporting equipment.

15.12.2. Design Change Notices fall into two categories.

15.12.2.1. Design Change Notices resulting from an approved engineering change proposal or equivalent.

15.12.2.2. Non-Engineering Change Proposal changes resulting from omission or correction of data submitted by the contractor. These changes are considered administrative change notices and need not be labeled as Design Change Notices. Administrative change notices are handled in one of the following ways.

15.12.2.2.1. The first method is the submittal of the change. The reason for the change is identified in the remarks block or the extended remarks block.

15.12.2.2.2. If authorized by the contracting officer (procuring or administrative), the second method is the submittal of a letter from the contractor to the contracting officer describing the corrections to be made. The prime provisioning activity is responsible for making the corrections to the item record in the Air Force Materiel Command's *Provisioning System*.

15.12.3. All Design Change Notices are accompanied by applicable Engineering data for Provisioning and submitted by the contractor in accordance with the following time schedules.

15.12.3.1. Within 21 calendar days after release for fabrication or purchase for prime contractor design items.

15.12.3.2. Within 42 calendar days after release for fabrication and purchase for sub-tier supplier design items.

15.12.4. The contractor submits all Design Change Notice s to the contracting officer (procuring or administrative). Generally, Design Change Notice processing is similar to Long Lead Time Item List processing. The prime provisioning activity when submitting Design Change Notice s to the responsible Recoverable Item Inventory Manager location for

assignment of technical and management codes, includes National Stock Number or Federal Supply Classification and part number of the recoverable item on an AFMC Form 773.

15.12.5. When type of change code “D” is submitted on a Design Change Notice, the contractor is responsible for submitting the required data element information based on the most recently received contractor notification received for the item.

15.12.6. When a design change reduces or eliminates support item requirements for the end item component, the contractor deletes or reduces such requirements originally ordered by a Provisioned Item Order in the ratio authorized by the program data applicable to the end items on order that are affected by the design change.

15.12.7. When a support item previously ordered by the Government is replaced by another item, the contractor fabricates or procures the new item in the same ratio as the number of end items/components affected by the change within the previously authorized funding limitations. When the adjustment requires an increase in the total quantity recommended or any additional items of support, the increase is recommended by the contractor in accordance with program data provided by the prime provisioning activity. Therefore, as the result of a Design Change Notice submittal, the contractor may not delay production on the items affected by the change while awaiting receipt of another Provisioned Item Order. The contractor is to continue production of the new configuration within the designated funding authorization without the Provisioned Item Order.

15.12.8. The contractor establishes positive internal communications between his engineering and logistic personnel to assure that the latest technical and hardware configuration data are used in the preparation of Provisioning Technical Documentation and Engineering data for Provisioning and that changes are made concurrently with Design Change Notice requirements.

15.13. Common and Bulk Items List Type Provisioning Technical Documentation C.

15.13.1. The Common and Bulk Items List contains items of common hardware such as common nuts, bolts, screws, keys, washers, and fittings, except those of special design. The Common and Bulk Items List can also contain bulk items such as electrical wire and cable, gasket material, tubing, hose, adhesives, paints, oil, grease, solvents, and metal stock (such as rods and sheets).

15.13.2. The Common and Bulk Items List is not subject to the normal support item selection and assignment of technical and management code process; however, to accommodate requirements of automatic data processing equipment operated logistics systems, the source code "PA" is assigned to government and commercial standard items when these items are predicted for maintenance use. In addition, recommended quantity/factor is indicated for all items (except FSGs 53 and 59) Source, Maintenance, Recoverability coded "PA".

15.13.3. Only those items on the Common and Bulk Items List reflecting a Source, Maintenance, Recoverability code "PA" and/or having a recommended quantity/factor are extracted from the Common and Bulk Items List and placed on a Program Checklist for further action in accordance with processing instructions contained in this chapter.

15.13.4. If Contract Data Requirements List calls for the delivery of a Provisioning Parts List in a top-down breakdown sequence, Common and Bulk Items List is not required. When Provisioning Parts List is a requirement, all hardware items appear on Provisioning Parts List.

15.14. Tools and Test Equipment List.

15.14.1. The Tools and Test Equipment List contains those support items that are not an integral part of an end item, but are required to inspect, test, calibrate, service, repair, or overhaul an end item.

15.14.2. The Tools and Test Equipment List may be part of the Provisioning Parts List or it may be received as a separate listing. The type and complexity of the end item is the determining factor.

15.14.3. When Support Equipment Recommendation Data is incorporated in the contract, the Tools and Test Equipment List is not applicable.

15.15. Short Form Provisioning Parts List Type Provisioning Technical Documentation F.

15.15.1. The Short Form Provisioning Parts List contains only those support items recommended by the contractor for maintenance of the end item.

15.15.2. This document provides simplified procedures for the provisioning of articles of simple design and technical order (modifications requiring initial spares which do not require the use of detailed group assembly breakdown documentation).

15.15.3. The Short Form Provisioning Parts List is prepared by the contractor and submitted to the prime provisioning activity. The Short Form Provisioning Parts List is accompanied by applicable Engineering data for Provisioning and processed within the same time frames and procedures as a Provisioning Parts List.

15.16. Manufacturers or Commercial Manual. This manual supplements the Short Form Provisioning Parts List, or Provisioning Parts List, that have embedded Commercial Off-the-Shelf equipment. Included is a parts list to assist in the determination of the range and quantity of support items required to maintain the end item for an initial period of service. This requirement applies only to available manuals for the end item or components thereof, but no manuals are required to be developed to satisfy this requirement.

15.17. Receipt/Acceptance - DD Form 250, *Material Inspection and Receiving Report*.

15.17.1. DD Form 250. When required by the contract, the contractor prepares the DoD Form 250 (hard copy format) for provisioning data listed on the Contract Data Requirements Lists which require government inspection and acceptance. Submission of the DD Form 250 may actually accompany the shipment of Provisioning Technical Documentation/Engineering data for Provisioning or may be mailed separately by the contractor at a later date. The following actions are applicable when "inspection and acceptance at destination" is indicated.

15.17.1.1. When the DD Form 250 accompanies the shipment of Provisioning Technical Documentation/Engineering data for Provisioning, the prime provisioning activity.

15.17.1.1.1. Inspects the Provisioning Technical Documentation/Engineering data for Provisioning.

15.17.1.1.2. Suspense's the DD Form 250 until processing of the Provisioning Technical Documentation has been completed, including receipt of any missing Engineering data for Provisioning from the original submission.

15.17.1.1.3. Upon complete processing of the applicable Provisioning Technical Documentation and all required Engineering data for Provisioning, removes the DD Form 250 from suspense and process it for signature.

15.17.1.2. When the DD Form 250 is received subsequent to receipt of applicable Provisioning Technical Documentation/Engineering data for Provisioning, the prime provisioning activity.

15.17.1.2.1. Checks files and records to determine receipt of all data listed on the DD Form 250 was included.

15.17.1.2.2. Processes DD Form 250 for signature only if records indicate data received was complete and satisfactory. If otherwise, return the DD Form 250 unsigned to the contractor with appropriate explanation.

15.17.2. *Wide Area Workflow* (or current equivalent system) is a Web-based tool to process receiving reports and invoices from point of entry by the vendor through inspection/acceptance of payment.

15.17.2.1. When the *Wide Area Workflow* tool is used, the prime provisioning activity acts as the acceptor, who is responsible for acceptance of goods and/or services on behalf of the Government and the inspector, who is responsible for inspection of goods prior to acceptance.

15.17.2.2. Wide Area Workflow access is granted through a combination of roles, locations codes, and Business Partner Number. **Note:** The DD Form 250 and *Wide Area Workflow* tool help ensure that the contractor has fully complied with contractual requirements for submission of complete Provisioning Technical Documentation/Engineering data for Provisioning.

Chapter 16

SOURCE, MAINTENANCE, RECOVERABILITY CODES

16.1. Principles.

16.1.1. Assign Source, Maintenance, Recoverability codes to all items which make up or are used in the construction of a system or equipment. **(T-2)**

16.1.2. The equipment specialist assigns the Source, Maintenance, Recoverability codes (alpha codes) during the acquisition of the system/end article. Source, Maintenance, Recoverability code assignments are made to provide the most economical support throughout the life of the item.

16.1.3. Source, Maintenance, Recoverability codes portray the maintenance decisions made by the equipment specialist and are used to communicate these decisions to various logistics offices (both contractor and Air Force). The initial assignment of Source, Maintenance, Recoverability codes significantly impact funding appropriations, requirements determination, and all of the elements of logistics.

16.1.4. Detailed principles and policies are contained in the Army Regulation 700-82; Secretary of the Navy Instruction 4410.23; Air Force Instruction 21-106, *Joint Regulation Governing the Use and Application of Uniform Source, Maintenance, and Recoverability Codes*. See T.O. 00-25-195 for specific Air Force guidance and allowable Source, Maintenance, Recoverability codes for the Air Force "Provisioning processes".

16.2. Policies.

16.2.1. The Source, Maintenance, Recoverability codes inform the user of the complete method of maintenance support by. **(T-2)**

16.2.1.1. Indicating the manner of acquiring items for the maintenance, repair, reconditioning, or overhaul of end items.

16.2.1.2. Indicating the maintenance levels authorized to perform the required maintenance function.

16.2.1.3. Indicating the disposition action on unserviceable support items.

16.2.2. The assignment of Source, Maintenance, Recoverability codes are normally accomplished during a Spares Provisioning Conference, previously referred to as a source coding conference. The purpose of a Spares Provisioning Conference is for the Air Force to make support item selection and assign technical and management codes. Any changes to Source, Maintenance, Recoverability codes after a Spares Provisioning Conference and prior to publication of the Illustrated Parts Breakdown List are to be documented in writing to the prime provisioning activity for processing and notifying the contractor of the changes. **(T-2)**

16.2.3. Inter-Service Provisioning. Coordinate coding decisions among the users to promote maximum inter-Service maintenance and supply support for end items used by multiple Military Departments. **(T-2)**

16.3. Application.

16.3.1. The procedures defined in above references and outlined here apply to all Air Force systems/end articles bought for operational requirements. The chairperson of the Spares Provisioning Conference ensures required technical data is available and Source, Maintenance, Recoverability codes are applied to the complete range of items of the system/end article under review. **(T-2)**

16.3.2. The vendor or prime contractor recoverable item is Source, Maintenance, Recoverability coded by the product support manager/product support integrator/end article item manager when such items are bought as a component on an end article contract. Subassemblies and detail parts of the recoverable assembly line item are then Source, Maintenance, Recoverability coded by the Recoverable Item Inventory Manager having prime responsibility for the recoverable item. The Recoverable Item Inventory Manager accomplishes Source, Maintenance, Recoverability coding upon receipt of the breakdown for the recoverable assembly or at the Spares Provisioning Conference for the end article, whichever comes first. Management coded documents are immediately furnished to the product support manager/product support integrator/end article item manager for forwarding to the contractor(s) for inclusion in applicable Illustrated Parts Breakdown List(s). **(T-2)**

16.3.3. In those instances where detail drawings and/or other technical data required to accomplish Source, Maintenance, Recoverability coding are not available, the product support manager/product support integrator/end article item manager responsible for the end item or contract ensures that documentation required is obtained and furnished to the appropriate Recoverable Item Inventory Manager location. **(T-2)**

16.4. Parts Kits. The policies and procedures for the selection of parts kits are outlined in AFI 25-1.

16.5. Structure.

16.5.1. Background. There are two Source, Maintenance, Recoverability coding structures currently used in the Air Force. Prior to the development of the uniform coding system, the Air Force used a unique Source, Maintenance, Recoverability coding system. Since the total conversion of the Air Force codes could not be performed economically, the changeover is being accomplished on an evolutionary basis. Uniform Source, Maintenance, Recoverability codes are applied to all Air Force systems and materiel for which a contract was awarded after 1 July 1972 for new operational requirements (AFMAN 21-106).

16.5.2. When initial spares are recoverable items coded prior to July 1972 and they are part of systems or subsystems requiring new and separate Illustrated Parts Breakdown lists, provisioning activities utilize the uniform Source, Maintenance, Recoverability coding system (AFMAN 21-106). The Illustrated Parts Breakdown List format for the uniform Source, Maintenance, Recoverability codes is described in specification MIL-DTL-38807D. **Note:** AFMAN 21-106 applies to initial assignment of Source, Maintenance, Recoverability codes; T.O. 00-25-195 applies to Source, Maintenance, Recoverability code changes and provisioning activities. Due to system limitations provisioning activities use T.O. 00-25-195 for D220 data inputs and outputs.

16.6. Updating and Changing. To provide logistics support by the Operational Need Date, Long Lead Time Item lists require early Source, Maintenance, Recoverability maintenance and overhaul

code assignments. This is accomplished before the Spares Provisioning Conference. The conference provides the equipment specialist with the opportunity to review these early decisions in context with the total range of support decisions. Where possible, the equipment specialist adjusts these early decisions to reflect current conditions. Changes in operational requirements, design changes, or quantity of end items being bought needs to be considered and, where feasible, technical decisions adjusted.

Chapter 17

BREAKOUT PROCEDURES FOR INITIAL SPARES

17.1. Objective. The objective of the Air Force Spare Parts Breakout Program is to reduce cost by procuring new, Air Force managed initial spares from other than the prime weapon-system contractor while maintaining the configuration integrity, safety and performance of the system in which the parts are to be used. This can be done through the use of competitive procurement methods, or the purchase of parts directly from the actual manufacturer rather than the prime contractor (e.g., avoiding prime contractor overhead charges). In this regulation, actual manufacturer is defined as the manufacturer having the design control responsibility of the part. Department of Defense personnel involved with design control, acquisition, and management of any initial spares are required to evaluate the part for competitive buy to reduce its cost. Breakout for competitive procurement is not applicable to initial spares unless two or more actual manufacturers are recommended by the prime contractor and it is cost effective. Details of the Air Force Spare Parts Breakout Program can be found in AFI 23-101, **Section 2K**, and Defense Federal Acquisition Regulations Supplement PGI 217.7506.

17.2. Application.

17.2.1. This policy applies if the prime contractor recommends that items be procured directly from the actual manufacturer or enough information is available to make a responsible management decision that breakout is cost effective and does not degrade the Air Force mission. To aid breakout to competition or direct purchase, parts need to be identified, selected, and screened for breakout as early in an acquisition as possible. Items suited for direct purchase are those that meet all of the following criteria: **(T-2)**

17.2.1.1. Source, Maintenance, Recoverability coded for procurement.

17.2.1.2. Non-stocklisted or still in initial support period.

17.2.1.3. Not actually manufactured by the prime contractor and no value is added by the prime. Value added may include: testing, inspection, engineering review of specifications, configuration management, quality assurance, serialization, tracking, packing, etc.

17.2.1.4. Weapon system oriented (Service managed). Application of Item Management Code criteria is vital to assure only appropriate items are retained for Air Force management.

17.2.1.5. Considered design stable.

17.2.1.6. Data belongs to the actual manufacturer who exercises total responsibility for the part.

17.2.1.7. Total procurement lead time to the actual manufacturer is not beyond the need date or is not considered detrimental to support.

17.2.1.8. Items that can be bought more economically from vendor.

17.2.1.9. Warranties will not be violated, nullified, or voided if the item is procured from the actual manufacturer.

17.2.2. Initial spares breakout applies to all provisioning acquisitions when it is used. The Air Force uses the contractor's procurement schedule to plan release of spares orders to coincide with the contractor's scheduled production. **(T-2)**

17.3. Policy.

17.3.1. One of the keys to successful breakout is early identification of items and of major vendors by the prime contractor. Identification of major vendors six months prior to the submission of Provisioning Technical Documentation allows sufficient time for spares contracts to be established with the major vendors, which allows Provisioned Item Orders to be used for breakout spares orders. Otherwise, a Purchase Request needs to be used for breakout spares procurement, which greatly increases the procurement lead time involved.

17.3.2. Breakout is considered and not solely dependent upon contractor recommendations. The Air Force may decide, based on **Figure 17.1** decision tree, to break out additional items. Rationale for deviations from contractor recommendations needs to be documented by item in the remarks block of the Provisioning Technical Documentation, or annotated on the Provisioning Technical Documentation to be retained in the item folder by the Inventory Management Specialist. **(T-2)**

17.3.3. All Statements of Work/Statement of Objectives/ Performance Based Work Statements specifying provisioning requirements need to contain a statement similar to the following. *It is Air Force policy that selected vendor spares must be purchased from other than the prime system/equipment contractor if it is determined such purchase will reduce acquisition costs without compromising the integrity or supportability of the system in which the parts are to be used. The contractor shall code procurable first appearance non-stocklisted items of which the contractor is not the actual manufacturer and that the contractor recommends for breakout*. **(T-2)**

17.3.4. The contractor is instructed to use the first position of contractor technical information code block ("E" card, Block 72, DTN 1650 of GEIA-STD-0007 (subsequent versions)) to recommend breakout. The code appears on the Air Force Materiel Command Provisioning System document in Block 60, “Phased Provisioning Code”; see below for list. **(T-2)**

Table 17.1. Phased Provisioning Code.

Code Displayed on Air Force Materiel Command Provisioning Document	
Recommended for Breakout	A
Not Recommended for Breakout – Safety	B
Not Recommended for Breakout – Warranty	C
Not Recommended for Breakout – Unstable Design	D
Not Recommended for Breakout – Value Added (**Note 1**)	E
Not Recommended for Breakout – Other/Combination (**Note 2**)	F

Code Displayed on Air Force Materiel Command Provisioning Document
Note 1: If code "E" is used, remarks block of Provisioning Technical Documentation describes what value(s) are added by prime. **Note 2:** If code "F" is used, remarks block of Provisioning Technical Documentation indicates reason.

17.3.5. During the Provisioning Guidance Conference, the contractor is advised that spares are subject to breakout and requested to provide actual manufacturer Commercial and Government Entity code and part number. The contractor provides applicable breakout code and a source/vendor list in accordance with applicable Contract Data Requirements List. **(T-2)**

17.3.6. Pertinent Design Change Notice information received from prime contractor is amended to spares contract to assure spares are delivered in pro-rata relationship to the configuration for the end item delivered, or in the latest usable configuration.

17.3.7. Initial spares actually manufactured by the prime contractor continue to be bought via Provisioned Item Order on the end item production or spares contract.

17.3.8. If two or more actual manufacturers are identified and recommended by prime, the item is referred to the contracting officer (procuring or administrative) for competition consideration.

17.4. Responsibilities.

17.4.1. The contracting officer (procuring or administrative)/product support manager/product support integrator/end article item manager:

17.4.1.1. Works with the provisioning office, inventory management specialists, and equipment specialists toward achieving breakout on all contracts that include provisioning.

17.4.1.2. Assures that initial spares breakout is included in the provisioning strategy. Includes breakout requirements in the Statement of Work/Statement of Objectives/Performance Based Work Statements.

17.4.1.3. Ensures, via the Statement of Work/Statement of Objectives/Performance Based Work Statements, that the prime contractor remains responsible for all provisioning data and configuration control, even if spares buys are broken out to the vendor.

17.4.1.4. Uses the information received from DI-MGMT-80894A, *Source/Vendor List*, to determine, for each applicable breakout vendor, if it would be appropriate to establish Provisioned Item Order breakout spares contracts.

17.4.1.5. Initiates Purchase Requests with required backup data to secure those breakout contracts. Contracting officers (procuring or administrative) require a minimum of 180 calendar days to establish vendor Provisioned Item Order contracts. The minimum data required is the estimated number of spare items and the estimated total cost for each vendor. The source of the data should be in the following order of precedence, as available.

17.4.1.5.1. Actual data from Provisioning Technical Documentation.

17.4.1.5.2. Contractor's best estimate.

17.4.1.5.3. Historical data.

17.4.1.6. The Statements of Work/Statement of Objectives/Performance Based Work Statements for the breakout spares contract instructs the vendor that they are not relieved of the requirements for submitting normal provisioning data to the prime contractor, and is required to furnish to the prime contractor data for spares orders to allow the prime sufficient time to meet their Design Change Notice requirements. This data includes quantity ordered by the Air Force by Provisioning Contract Control Number, Provisioning List Item Sequence Number, and reference number, quantity shipped, and proration quantities.

17.4.1.7. Notifies the prime provisioning activity of what actions are taken to secure spares contracts with the vendors, and provides the provisioning specialist the necessary information to update Air Force Materiel Command *Provisioning System*.

17.4.1.8. Ensures that Provisioned Item Order breakout spares contracts require the breakout vendors to attend Provisioning Guidance Conferences.

17.4.2. Prime provisioning activity Responsibilities. **(T-2)**

17.4.2.1. Assures that initial spares breakout is included in the provisioning strategy.

17.4.2.2. Notifies the product support manager/product support integrator/end article item manager if breakout instructions are not included in the contract specifying provisioning requirements, and works with the product support manager/product support integrator/end article item manager and the contracting officer (procuring or administrative) to determine way ahead.

17.4.2.3. Ensures the Initial Provisioning Performance Specification for both the prime and breakout spares contracts specify clearly that the prime remains responsible for data flow to the Air Force, and that the breakout contractors are required to furnish proration/order data to the prime to enable them to fulfill Design Change Notice requirements.

17.4.2.4. Work with the contracting officer (procuring or administrative) to ensure all prime contracts require attendance by the prime contractor at Air Force breakout guidance and technical information meetings.

17.4.2.5. In those cases when it is necessary to procure data from the breakout contractor, prepares data packages, including requirements for the Initial Provisioning Performance Specification, its attachments, and DD Form 1423, *Contract Data Requirements List*.

17.4.2.6. Includes "Order Breakout to Vendors" on the agenda for all Provisioning Guidance Conferences. Discusses breakout at the Provisioning Guidance Conferences, including, but not limited to, the following actions.

17.4.2.6.1. Requests contractor furnish breakout codes for all procurable first appearance non-stocklisted vendor items.

17.4.2.6.2. The contractor is not to recommend breakout later than the Spares Provisioning Conference (technical review). The preferred method for recommendation is as a part of the provisioning data as discussed in the Provisioning

Guidance Conference. This is a recommendation only; the final decision to breakout or not is made during the residual support-item manager cycle.

17.4.2.6.3. The contractor receives no notification of which items are to be broken out, except that the item record on the contractor notification listing reflects a Method of Support Code 7 and quantity procured or Method of Support Code 5 and no quantity if a Purchase Request is used with a listing of vendors. This listing may be used by the Air Force to identify major vendors and possibly let separate spares contracts with them.

17.4.2.6.4. To retain configuration control and submit Design Change Notices for items which are broken out for direct procurement.

17.4.2.6.5. That Design Change Notices include appropriate order/delivery information received from the breakout contractor to be portrayed as determined by the provisioning activity.

17.4.2.7. Is prepared to conduct Provisioning Guidance Conferences with the vendors for separate spares breakout contracts.

17.4.2.8. When conducting on or off base technical and Residual Support-Item Manager reviews, insures that all equipment specialists and inventory management specialists are aware of the breakout codes, the data field where they can be found, their significance, and how these items are to be processed.

17.4.2.9. Establishes and maintains vendor Provisioned Item Order contract information in the Air Force Materiel Command *Provisioning System*, if used.

17.4.3. Equipment specialist responsibilities. **(T-2)**

17.4.3.1. Considering the contractor's recommendation (block 60, Phased Provisioning Code, on the Air Force Materiel Command *Provisioning System* Technical Review Document), the equipment specialist, as part of the technical review, determines if sufficient data is available to breakout items to the actual manufacturer. Sufficiency of the data is based upon the equipment specialist's knowledge and complexity of the item.

17.4.3.2. If a decision against the contractor's recommendation is made during technical review, the Phased Provisioning Code block is updated with the new breakout code, and Remarks block updated to reflect the reason. **Note:** At this time, the Air Force Materiel Command *Provisioning System* can accommodate only one breakout code; therefore, visibility of the contractor's recommendation is lost when the code is updated by the Air Force.

17.4.3.3. In most cases the actual breakout decision is made during the Residual Support-Item Manager review cycle. The equipment specialist assists in the decision process as necessary.

17.4.4. Item Manager Responsibilities. **(T-2)**

17.4.4.1. During the Residual Support-Item Manager review, the inventory management specialist works in conjunction with the equipment specialist and product support manager/product support integrator/end article item manager to determine on an item-by-item basis whether items are broken out.

17.4.4.2. Processes Residual Support-Item Manager review document following normal procedures, except as follows.

17.4.4.2.1. Assigns Method of Support 7 to breakout items acquired via separate vendor breakout Provisioned Item Order contract.

17.4.4.2.2. Prepares AFMC Form 326 for appropriate vendor breakout Provisioned Item Order contract, if manual provisioning process is used.

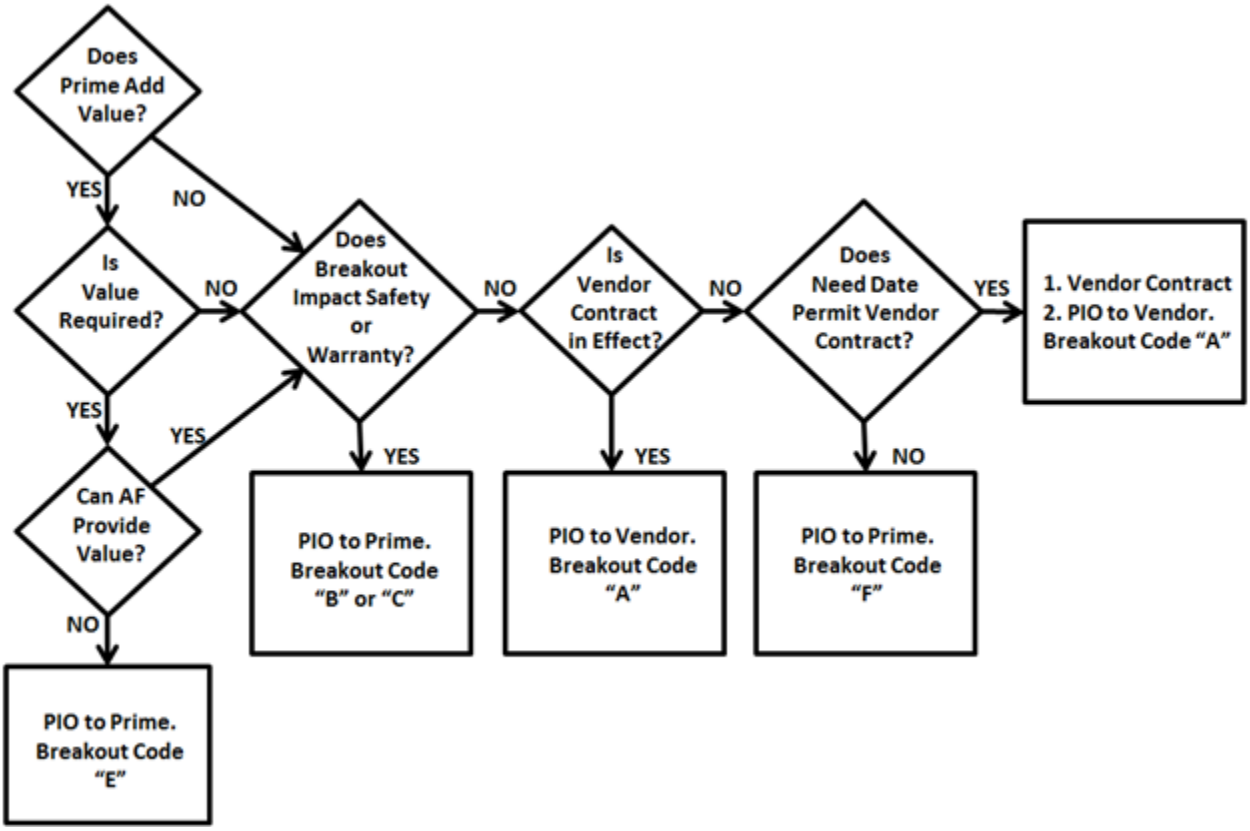
17.4.4.2.3. Determines one of the following alternate actions if items are recommended for breakout but a vendor Provisioned Item Order contract has not been established.

17.4.4.2.3.1. Requests the product support manager/product support integrator/end article item manager and contracting establish a vendor contract to allow Provisioned Item Order action if lead time allows.

17.4.4.2.3.2. Acquires from prime contractor on Provisioned Item Order (Method of Support 1).

17.4.4.2.3.3. Prepares and processes individual item Purchase Requests to actual manufacturer and also assigns Method of Support 5 to the item if lead time allows. **Note:** Provisioned Item Orders against vendor contracts need to be used whenever possible. However, the use of single item Purchase Requests and the dollar delimitation, if any, needs to be decided by the inventory management specialist on an item by item basis.

Figure 17.1. Initial Spares Breakout Decision Tree.



Chapter 18

INITIAL PROVISIONING PRICE CHALLENGES

18.1. Purpose. The purpose of price challenges during initial provisioning is to correct unreasonable estimated unit prices before they can be input into Air Force and Department of Defense data systems. Proper application of this procedure eliminates the need for most downstream challenges made through other procedures.

18.2. Policy. This policy pertains only to those items being purchased through initial provisioning. These price challenges are to be resolved with the contractor to the fullest extent possible at the Spares Provisioning Conference; otherwise, the final Provisioned Item Order has the Air Force estimated price in the unit price block, and the word challenge is printed in the remarks block before forwarding the Provisioned Item Order to the applicable Defense Contract Management Agency office. This information serves only as notification to the administrative contracting office that the Air Force considers the contractor's estimated unit price to be unreasonable. **(T-2)**

18.3. Procedures.

18.3.1. At the Provisioning Guidance Conference, the conference chairperson ensures the contractor understands:

18.3.1.1. The current definition of unit price as stated in the GEIA-STD-0007 (subsequent versions). Special emphasis is placed on the potential adverse impact on various Air Force systems of unreasonable estimated prices. This includes, but not be limited to, the impact on base level stock fund accounts when requisitioning against abnormally high unit prices, and the potential distortion of future budget projections. The unit price is the best estimated price per unit of issue for each item based on the total recommended quantity, taking into consideration the quantity per unit pack and programming checklist data. The contractor will be prepared to provide, if asked, a quotation for a greater or lesser quantity, indication where appropriate, the existence of price breaks for particular batches or order quantities.

18.3.1.2. Any unit price considered unreasonable is challenged at the Spares Provisioning Conference. Unless the contractor can provide a more realistic price during the conference, the Provisioning Technical Documentation is updated to reflect the Air Force estimated price.

18.3.2. At the Spares Provisioning Conference.

18.3.2.1. The equipment specialist, Defense Logistics Agency Logistics Information Service representative and conference chairperson, in conjunction with other Government attendees, questions unit prices which are considered to be too high or too low based on historic or other data. The contracting officer (procuring or administrative) is the only person authorized to bind the Government and make contract changes.

18.3.2.2. If the contractor can provide a more reasonable price or agrees with the challenged price, the revised estimated price is updated on the Provisioning Technical Documentation and no other action is required.

18.3.2.3. If the contractor disagrees, the conference chairperson: **(T-2)**

18.3.2.3.1. Updates the Provisioning Technical Documentation with the Air Force estimated price.

18.3.2.3.2. Ensures the word "challenge" is output in the remarks block of the final Provisioned Item Order by using proper file maintenance procedures.

18.3.2.4. Defense Logistics Agency Logistics Information Service sends provisioning price challenges directly to the conference chairperson under the following conditions:

18.3.2.4.1. Defense Logistics Agency Logistics Information Service was not represented at the conference.

18.3.2.4.2. Defense Logistics Agency Logistics Information Service did not have sufficient time to review the Provisioning Technical Documentation prior to the conference.

18.4. Summary.

18.4.1. When an item is challenged at the Spares Provisioning Conference and the contractor is in disagreement, it is absolutely necessary for the final Provisioned Item Order to reflect both the Air Force estimated price in the unit price block and the word "challenge" in the remarks block. This action alerts the Defense Contract Management Agency that the estimated price was reviewed at the Spares Provisioning Conference and the Air Force thought the contractor's estimated price appeared to be unreasonable. Again, we emphasize the need for the conference chairperson to ensure the word "challenge" prints out in the remarks block of the final Provisioned Item Order, as this is our only means of communicating to the Defense Contract Management Agency that the Air Force feels the contractor's estimated price was unreasonable at the Spares Provisioning Conference.

Chapter 19

PROVISIONING DOCUMENT CONTROL

19.1. Purpose and Application.

19.1.1. AFMC Form 726, *Provisioning Document Control*, provides the Provisioning Activity with an effective and efficient control of individual documents and correspondence on the process of developing spares. AFMC Form 726 is used by the prime provisioning activity to control Provisioning Technical Documentation whether operating as a product support manager/product support integrator/end article item manager (prime) or an inventory management specialist (lateral). The use of a "Headquarters Air Force Materiel Command authorized" local automated provisioning documentation control method may be substituted.

19.1.2. For applicable Provisioning Technical Documentation and suspense dates, refer to **Chapter 15** and **Attachment 6**.

19.2. Preparation. Show all dates in Section I and II in eight digits, YYYYMMDD, the first four digits being the calendar year, followed by the month and then the day of the month. Prepare the form as follows.

19.2.1. Heading.

19.2.1.1. Contract Number, Item, and Subject: Enter the contract, item number and the type of document. In case of a letter, enter the abbreviated subject.

19.2.1.2. End Item: Enter the system/end article. Include Mission, Design, Series for systems and Type, Model, Series for equipment and subsystems.

19.2.1.3. From: Enter the contractor’s name or the originating source of the document, such as, the product support manager/product support integrator/end article item manager in the case of lateral inventory management specialists.

19.2.1.4. Registry Control Number: Enter the identifying file number as assigned by the prime provisioning activity or contractor.

19.2.1.5. Date of Letter: Enter the official date of the transmittal letter sending the Provisioning Technical Documentation /Engineering data for Provisioning to be processed (not the date shown on the Provisioning Technical Documentation).

19.2.1.6. Date Received: Enter the date the document was received.

19.2.1.7. Suspense Date: Enter the date in accordance with set time frames.

19.2.1.8. Date of Approval: Enter the date the reply was sent to the provisioning principal contracting office, contractor for appropriate items or applicable prime provisioning activity.

19.2.1.9. Provisioned Item Order Released: The prime provisioning activity records the date the Provisioned Item Order is sent to the contractor or the date the Planning and Technical Support Branch sent the repair parts order by the Military Interdepartmental Purchase Request amendment to another military Service.

19.2.1.10. Item Count: Enter the total number of items shown on the Provisioning Technical Documentation needing action.

19.2.2. **Section I:** Internal.

19.2.2.1. This section is used to control Provisioning Technical Documentation/Engineering data for Provisioning flowing through product support manager/product support integrator/end article item manager sustainment offices.

19.2.2.2. Activity: Organization components; under "Item Manager," enter the symbol of the involved inventory management specialists. Control is exercised in accordance with unit or section level within the inventory management specialist divisions as opposed to individual Federal Supply Classification/Materiel Management Aggregation Code.

19.2.2.3. Item Count: Enter the number of items shown on the Provisioning Technical Documentation needing action by the recipient.

19.2.2.4. Date Forwarded: Enter date the Provisioning Technical Documentation/Engineering data for Provisioning was hand carried or mailed to the next applicable activity. More than one addressee may be listed for action. Therefore, the releasing activity sends one copy of AFMC Form 778 to the prime provisioning activity showing date action was completed and sent to the next addressee. The prime provisioning activity uses the copy of the AFMC Form 778 to record proper transactions to the AFMC Form 726.

19.2.2.5. Suspense Date: Enter date a reply is due.

19.2.2.6. Date Received: Enter the date the Provisioning Technical Documentation or copy of AFMC Form 778 (in case of multiple addresses) was received back in the prime provisioning activity.

19.2.3. Section II: External.

19.2.3.1. This section is used only by the prime provisioning activity to show distribution of the Provisioning Technical Documentation/Engineering data for Provisioning or parts thereto to involved inventory management specialists. (These lines may also be used by the prime provisioning activity, prime or lateral, as an extension of Section I).

19.2.3.2. Item Count: Enter the number of items shown on the Provisioning Technical Documentation needing action by the recipient.

19.2.3.3. Date Forwarded: Enter the date the Provisioning Technical Documentation was sent to involved inventory management specialists and/or other organizations.

19.2.3.4. Suspense Date: Enter the date in accordance with set time allowances.

19.2.3.5. Date Received: Enter the date the Provisioning Technical Documentation was received back at the prime provisioning activity.

19.3. Disposition. When all actions have been completed file the form in the proper contract folder.

19.4. Time Cycles for Provisioning Actions. The time cycles necessary to process Provisioning Technical Documentation through the Air Force activities are identified in **Attachment 6**.

Chapter 20

PROVISIONING DOCUMENT – INTERNAL ROUTING

20.1. Purpose. The AFMC Form 778, *Provisioning Document Internal Routing*, provides the prime provisioning activity the information to update, track, and control the intra-Air Force Materiel Command flow of Provisioning Technical Documentation. It also provides the information required to maintain AFMC Form 726 or other "Headquarters Air Force Materiel Command authorized" method for provisioning document control.

20.2. Application. AFMC Form 778 is used by all prime provisioning activities. **(T-2)**

20.3. Preparation.

20.3.1. All dates entered on AFMC Form 778 are expressed in eight numeric digits, YYYYMMDD, the first four digits being the calendar year, followed by the month and then the day of the month. Complete all blocks as applicable.

20.3.2. The prime provisioning activity. **(T-2)**.

20.3.2.1. Prepares AFMC Form 778 and process electronically.

20.3.2.2. Completes the following blocks/columns.

20.3.2.2.1. Final Suspense Date. Insert date in accordance with established time cycles (**Chapter 19**).

20.3.2.2.2. Registry Control Number. Insert the Register Control Number assigned by the prime provisioning activity or the contractor.

20.3.2.2.3. Completes Contract Number. Self-explanatory.

20.3.2.2.4. Contract Line Item Number/Sub-line Item Number. Self-explanatory.

20.3.2.2.5. Contractor. Insert the contractor’s name.

20.3.2.2.6. End Item Mission, Design, Series/Type, Model, Series. Enter the Mission, Design Series when the end item on contract is a system or Type, Model, Series for equipment and subsystems.

20.3.2.2.7. Quantity. Insert the quantity of end items being procured.

20.3.2.2.8. Subject and Date. Insert the type of document and the official date of the document being processed. In case of a letter, include the abbreviated subject.

20.3.2.2.9. Received From. Insert the name of the contractor or the prime provisioning activity forwarding the documents.

20.3.2.2.10. Date. Enter the date the document was received in the prime provisioning activity.

20.3.2.2.11. Provisioning Technician. Insert the name and telephone extension of the contract monitor within the prime provisioning activity.

20.3.2.2.12. Prime-Lateral. Check the applicable block to identify type of action to be taken.

20.3.2.2.13. Repair Parts – Support Equipment. Check as applicable.

20.3.2.2.14. Total Items. Insert the total number of items included in the Provisioning Technical Documentation requiring action.

20.3.2.2.15. Net Dollar Value of Order. Separate orders by investment type items and expense type items. Indicate the total dollar value of each type.

20.3.2.2.16. Action Codes. The action codes listed are considered self-explanatory. Check the proper block within the action code, as applicable.

20.3.2.2.17. Attachments. AFMC Form 773 may be attached to indicate other attachments included with the AFMC Form 778. Check the blocks on the AFMC Form 773 which are applicable.

20.3.2.2.18. Internal Routing and Action.

20.3.2.2.18.1. Addresses. Insert the symbol of each addressee in the desired order of routing, including the Provisioning Activity symbol.

20.3.2.2.18.2. Action Codes. Insert the action code(s) applicable to each addressee. Codes are not required for the prime provisioning activity entry; all others need to be coded.

20.3.2.2.18.3. Date Received. When the document is returned after processing by all addressees, insert the date received in the prime provisioning activity.

20.3.2.2.18.4. Suspense Date. Insert the applicable suspense date in accordance with locally established time allowances.

20.3.2.2.18.5. Date Forward / Processed By. This column is used by each action addressee when sending the document to the next addressee.

20.3.2.2.19. Technical Data Status and Target Date. Show the actual number of drawings forwarded. If all required drawings are attached, enter the drawing count in the space marked "ALL." If all drawings are not available, enter the count in the space marked "Partial." Also, list the missing drawings in the remarks block by Provisioning List Item Sequence Numbers and enter the target date the missing drawings are to be provided.

20.3.2.2.20. Remarks. This block, and the reverse side of the form, may be used by the initiator to provide information not covered by AFMC Form 778.

20.3.2.2.21. Signature. The person in the prime provisioning activity monitoring the contract sign and date AFMC Form 778 just before delivery to the first addressee.

20.3.2.3. As each copy of AFMC Form 778 is returned, the prime provisioning activity records the "date forwarded" (to next addressee) and "date received" on the applicable AFMC Form 726 or other "Headquarters Air Force Materiel Command authorized" provisioning document control method.

20.3.3. Each addressee.

20.3.3.1. Completes the following blocks/columns.

20.3.3.1.1. Date Received. Immediately upon receipt of the document for processing, insert the date.

20.3.3.1.2. Date Forward / Processed By. Immediately before delivering the document to the next addressee in the routing sequence the person who processed the document signs and dates.

20.3.3.1.3. Remarks. This block may be used to provide any additional information. Addressees using the remarks block clearly identifies the originator.

20.3.3.2. Deliver the document to the next addressee.

20.3.3.3. Return one copy of AFMC Form 778 to the prime provisioning activity.

20.4. Disposition. Upon receipt of the document in the prime provisioning activity showing all actions have been completed, detach the original AFMC Form 778 from the documents, ensure all necessary information has been posted to the AFMC Form 726 or other "HQ Air Force Materiel Command authorized" provisioning document control method, and provide the original AFMC Form 778 to the contracting officer (procuring or administrative) filing in the contract folder. **(T-2)**

Chapter 21

PROVISIONING DOCUMENT TRANSMITTAL

21.1. Purpose. The prime provisioning activity uses AFMC Form 773, *Provisioning Document Transmittal*, to transmit Provisioning Technical Documentation, Engineering data for Provisioning, or other data for processing. It expedites transmittal and aids mail separation at point of receipt. **(T-2)**

21.2. Application.

21.2.1. The prime provisioning activity uses AFMC Form 773 as a transmittal letter to send data to an off-base activity.

21.2.2. The Recoverable Item Inventory Manager, upon completion of support item selection and assignment of technical and management codes for the Provisioning Technical Documentation, uses AFMC Form 773 as follows.

21.2.2.1. Signs the original AFMC Form 773 and sends it to the prime provisioning activity or Resident Provisioning Team.

21.2.2.2. Prepares a new AFMC Form 773 for each submission of Provisioning Technical Documentation/Engineering data for Provisioning to the inventory management specialist location for further action. A copy of the AFMC Form 773 is provided the applicable prime provisioning activity or Resident Provisioning Team by attaching to the signed reply covered above.

21.2.3. Prepare AFMC Form 773 and submit electronically when documents or data are transmitted for information only and reply is not required.

21.3. Preparation.

21.3.1. Express all dates on AFMC Form 773 in eight numeric digits, YYYYMMDD, the first four digits being the calendar year, followed by the month and then the day of the month.

21.3.2. Prepare AFMC Form 773 and submit electronically when documents or data are transmitted for information only and reply is not required.

21.3.3. Prepare AFMC Form 773 (except as provided for Recoverable Item Inventory Manager prime provisioning activity, above) when documents or data transmitted require action and reply and submit electronically. The recipient, upon completion of action, endorses the original to the initiating activity and return electronically. The above includes the transmittal of the Provisioned Item Order to the provisioning principal contracting office at the prime provisioning activity.

21.3.4. AFMC Form 773 is divided into two parts, basic and endorsement transmittal.

21.3.5. Explanation of the basic parts.

21.3.5.1. Block 1, Registry Control Number: Enter Register Control Number assigned to the document or data sent.

21.3.5.2. Block 2, Date: Enter date of preparation.

21.3.5.3. Blocks 3, TO, and 4, FROM: Enter activity and symbol.

21.3.5.4. Block 5, Deadline Date: Enter appropriate date reply is needed if block 4 is checked, otherwise leave blank.

21.3.5.5. Block 6: Click on the checkmark box if the document being sent needs action. Name activity to which reply will be sent, if different from initiator. For example, documents sent by a Recoverable Item Inventory Manager location for processing generally need direct reply to the prime provisioning activity or Resident Provisioning Team.

21.3.5.6. Block 7: Click on the checkmark box if the document sent is for information only and reply is not needed.

21.3.5.7. Block 8: Click on the proper checkmark boxes to show whether the document listed is revised, attached, or sent direct by contractor, citing date of letter accordingly.

21.3.5.7.1. The specific documents are identified by entering the numeric count of copies sent.

21.3.5.7.2. When entering quantity in block "Recoverable Item Breakdown or Commercial Breakdown for P/N" also enter applicable part number in space provided.

21.3.5.7.3. When entering quantity in “Block Letter" format, also enter applicable identifying data in space provided.

21.3.5.7.4. When referring to a Provisioning Technical Documentation requiring determination, review, or adjustment of requirements, the current applicable programming checklist or programming data for integrated managed items are reflected by including latest initiation date of same (not printing date). However, don't enter a quantity in the form number block unless the form is actually being sent.

21.3.5.8. Block 9: Click on the proper checkmark boxes to reflect actions to be taken. Include applicable contract and contract line item number, when appropriate.

21.3.5.8.1. Block 9a. When selecting this block, also enter an "X" to indicate type of requirements action and specific format for submission of an order and copy requirements.

21.3.5.8.2. Block 9b. When selecting this block, also show by an "X" the specific actions required.

21.3.5.8.3. Blocks 9c-9f. Click on the checkmark boxes, if applicable.

21.3.5.8.4. Block 9g. When clicking on the checkmark box, also show the Program Manager designee by inserting the proper office symbol.

21.3.5.9. Block 10: Enter the applicable provisioning specification.

21.3.5.10. Block 11: Enter the applicable equipment Mission, Design, Series.

21.3.5.11. Block 12: Enter the count of items sent for action.

21.3.5.12. Block 13, Provisioning Control Code, Provisioning Control Code. **Note:** When items have been coded for Integrated Materiel Management under the Item Management Code criteria enter the Provisioning Control Code previously assigned.

21.3.5.13. Block 14, Technical Data Status: Enter the actual count of drawings sent. If all required drawings are attached, enter the drawing count in the space "ALL." When drawing count is entered in the space "partial," enter in block 15, Target Data, or by separate attachment those missing drawings identified by Provisioning List Item Sequence Number. Items for which drawings are not available are accompanied by contractor correspondence showing the status of the missing drawings.

21.3.5.14. Block 16: Enter National Stock Number, Federal Supply Classification, Part Number of the recoverable assembly when source coding action is required.

21.3.5.15. Block 17, Additional Comments: Enter information not specifically covered above.

21.3.5.16. Block 18, Typed Name and Title: Enter the name and title of the person authorized to sign block 17. Use of a rubber stamp is authorized.

21.3.5.17. Block 19: Signature.

21.3.6. Explanation of 1st Endorsement.

21.3.6.1. Blocks 20, TO, and 21, FROM: Enter activity and symbol.

21.3.6.2. Block 22: Enter date of reply.

21.3.6.3. Block 23: Enter total estimated net cost of order, when appropriate, reflected as "investment" and/or "expense."

21.3.6.4. Block 24: Enter disposition of items received for action on Provisioning Technical Documentation.

21.3.6.4.1. Block 24a. Enter quantity of items approved for purchase as submitted on attached order form.

21.3.6.4.2. Block 24b. Enter quantity of items (P source coded) not needing buy action. Appropriate Method of Support code has been annotated on applicable Provisioning Technical Documentation.

21.3.6.4.3. Block 24c. Enter quantity of items rejected, stating reasons in block 21.

21.3.6.4.4. Block 24d. Enter quantity of items referred to other Air Force Sustainment Center sites for action. (This space is restricted in use to Recoverable Item Inventory Manager in sending the Source, Maintenance, Recoverability coded recoverable item provisioning parts list.

21.3.6.4.5. Enter the quantity of items by applicable Air Force Sustainment Center site to break out the item count of block 24d.

21.3.6.4.6. Attach a copy of the sent document to the endorsed reply.

21.3.6.4.7. The total of blocks 24a through 24d equals the item count previously entered in block 12, Item Count.

21.3.6.5. Block 25, Additional Comments: Use this space for information not specifically provided for above; continue on reverse side, if necessary.

21.3.6.6. Block 26, Typed Name and Title: Enter the name and title of the person authorized to sign block 27. Use of a Rubber stamp is authorized.

21.3.6.7. Block 27: Signature.

21.4. Restrictions. Preprinted entries on AFMC Form 773 is not to be altered or added beyond those authorized here without prior approval in writing from HQ Air Force Materiel Command/A4RM. **(T-2)**

21.5. Reports Control Symbol. AFMC Form 773 is exempt from licensing.

Chapter 22

CONTRACTOR SUPPORTED WEAPON SYSTEM PROVISIONING CONCEPTS

22.1. Background.

22.1.1. Contractor Supported Weapon System is a logistics support approach when bringing new weapon systems/equipment and spare parts into the Government inventory. It also applies to weapon systems/equipment that are currently in their sustainment phase, and the logistics support is provided by a contractor. The scope of this process begins early in the acquisition phases and ends either when logistics support is transitioned from a contractor to the Government or throughout the product life cycle if Business Case Analysis supports the contractor continuing to provide support. It is strongly suggested that the contractor manage peculiar/unique items associated with new weapon system/sub-system acquisitions or modifications for a minimum of 3 to 5 years or until the system is deemed mature/stable. This initial Interim Contractor Support period of management by the contractor is also known as the Interim Supply Support period. Interim Supply Support is generally known as the period of time between operational turnover of a weapon system to the user and transition to a government or contractor Inventory Control Point. During Interim Supply Support, the contractor is the Inventory Control Point for the new weapon system peculiar/ unique equipment/spares and is responsible for managing the inventory.

22.1.2. This process also covers the materiel management supply chain support/logistics support responsibilities of a Contractor Logistics Support, Performance Based Logistics or other like type contracts. The Contractor Supported Weapon System process forms a partnership between Government and industry that streamlines the weapon system spares and equipment acquisition processes and/or continued sustainment processes. It provides for the sharing of the risks involved with fielding and supporting a new or existing system between the Government and the contractor. The partnership enables total visibility of logistics support data and operations throughout the development, production, deployment, and sustainment phases. This ensures that all data and information is available wherever and whenever needed by Air Force and Joint Service components to assure agile combat support. It also integrates the contractor into Air Force standardized business processes across the logistics enterprise.

22.1.3. For new weapon systems/equipment and modification programs, Contractor Supported Weapon System uses more reliable and real-time logistics and program data to optimize the Air Force's investment of available resources. By collecting and maintaining actual usage and failure data early in the acquisition process, better decisions can be made regarding demand-based procurements at the time of transition to a Government Inventory Control Point, eliminating disconnects between faulty spares computation logic, budget estimates, and actual executable requirements.

22.1.4. Contractor Supported Weapon System is designed to focus on peculiar spares and support equipment for new weapon system acquisitions, modifications of existing systems or any program that has a contractor responsible for providing logistics support. Contractor Supported Weapon System includes, but is not limited to, peculiar consumable items, reparable spare parts, and support equipment required for:

22.1.4.1. Aircraft weapon systems.

22.1.4.2. Whole engines.

22.1.4.3. Munitions and missile systems.

22.1.4.4. Aerospace ground equipment, automated test equipment, vehicles, navigation aids, installed equipment, communications equipment, and special tools.

22.1.4.5. Trainers.

22.1.5. Under Contractor Supported Weapon System, a contractor is the Inventory Control Point and Source of Supply of peculiar/unique spare parts and/or support equipment that applies to a weapon system or sub-system. The contractor is responsible for full spectrum of materiel management responsibilities. The bottom-line is the contractors ensure that a spare part or piece of equipment is where it's needed, when it's needed by the Air Force users. Most contracts are performance based and are designed to ensure a level of supportability and availability to meet the Air Force's mission requirements.

22.1.6. The contractor submits completed Technical Data Packages (known as Production/ Engineering Level drawings) to the Air Force Technical Data Repository. Air Force use of this level technical data is supply chain management's organic sustainment responsibilities for re-procurement and engineering support when Interim Contractor Support/Interim Supply Support and/or Production concludes. The contractor or applicable Air Force Technical Data Repository is responsible for notifying Defense Logistics Agency of the Technical Data Package and all related revisions when ready for release. The Air Force Technical Data Repository is responsible for granting the Defense Logistics Agency electronic access to the Technical Data Package and all cross-reference data. **(T-2)**

22.2. Provisioning Tasks Retained Under Contractor Supported Weapon System. Although an acquisition program uses Contractor Supported Weapon System as the Interim Supply Support method, a number of provisioning tasks are still required.

22.2.1. Data Call. The product support manager ensures the inclusion of data requirements in Air Force contracts and advocate them. The product support manager includes Air Force Sustainment Center prime provisioning activity and packaging, handling, storage, and transportation personnel in the data call process. Short Form Provisioning Part List is required as a minimum for all common Government Inventory Control Point managed National Stock Numbers. Provisioning personnel can tailor provisioning requirements to the product support manager short and long range plans for the weapon system. However, the contractor inventory control point electronically passes common item data in an acceptable format to the D220 system. **(T-2)**

22.2.2. Technical and Management Data.

22.2.2.1. It is important to consider desired technical data rights as early in the acquisition as possible. Requirement owners/product support managers work with the contracting officer (procuring or administrative) and legal representation to structure requests for proposals and resulting contracts to protect the Government's rights to technical data. Traditional barriers or impediments to transitioning to organic maintenance, sustaining the item after Interim Contractor Support/Interim Supply Support and/or Production ends and/or competition include unclear data rights, lack of data rights, and incomplete data packages where the Government may have rights, but some data is missing for whatever

reason. Applicable law and regulatory guidance must be adhered to (Defense Federal Acquisition Regulations Supplement PGI 217.7506, *Spare Parts Breakout Program*, DoDM 4140.01, Vol 9, *DoD Supply Chain Materiel Management Procedures: Materiel Programs*, and AFI 63-101/20-101, *Integrated Life Cycle Management*.

22.2.2.2. The contractor ensures that the Government's rights to use engineering technical data for fully competitive procurement purposes are clearly stated on the individual documents delivered to the Government. The contractor is responsible for listing all integral parts of the Technical Data Package along with the data rights. In cases where there is a conflict between industry and the original equipment manufacturer marking of data (proprietary versus unrestricted), the contractor makes every effort to resolve the matter. The wording of legends/data rights are marked on the technical data in such a way as not to interfere with the image/drawing. All data is marked in accordance with DoDI 5230.24, *Distribution Statements on DoD Technical Documents*. **(T-2)**

22.2.2.3. At a minimum, for Contractor Support Weapon System programs, requirement owners/product support managers should work with the contracting officer (procuring or administrative) to include provisions for the following in the Request for Proposal: **(T-2)**

22.2.2.3.1. Development Level data (sufficient to fully describe each item of supply) for all contractor-managed items.

22.2.2.3.2. All necessary system operating manuals

22.2.2.3.3. Options for the purchase of product drawings (formerly Level III) data and repair manuals on all contractor managed items

22.2.3. Provisioning Guidance Conference.

22.2.3.1. The product support manager or designated representative chairs the Provisioning Guidance Conference to verify that the entire sustainment team, including the contractor, clearly understands data requirements and their time frames.

22.2.3.2. If transition of the weapon system to Air Force management, or to competitive contractor management is planned, or if any Air Force or Defense Logistics Agency managed items are used in support of the weapon system, provisioning personnel from the Air Force Sustainment Center designated for residual support of the weapon system or engine participates in the conference. **(T-2)**

22.2.3.3. Provisioning offices provide information regarding the facilitation of a Provisioning Guidance Conference.

22.2.4. Source, Maintenance, and Recoverability Coding.

22.2.4.1. The contractor makes Source, Maintenance, Recoverability coding decisions since the contractor is held responsible for achieving the level of supply support required by the contract.

22.2.4.2. Codes assigned by the contractor are subject to change by the organization responsible for engineering authority of the weapon system or for the item. The Government provides insight and participation in this process. The contractor's Source, Maintenance, Recoverability code assignments, as well as any pre-transition corrections,

are to be provided to the Technical Order Management Activity for inclusion in the illustrated parts breakdown.

22.2.4.3. Descriptive provisioning data is submitted through the Air Force Materiel Command *Provisioning System*, or other system approved by Air Force Materiel Command as a normal provisioning effort. Unless the items are cataloged with full descriptive data, a drawing package needs to be submitted.

22.2.5. Cataloging. Unique weapon system items (consumable, depot reparable, equipment) that warrant inclusion in "FB" (base supply) stock record accounts, "FE" (base equipment management) stock record accounts, or depot maintenance supply systems are stocklisted, e.g., National Stock Numbers and managed by the contractor Inventory Control Point during Interim Contractor Support/Interim Supply Support or sustainment. This is accomplished by direct input by the contractor to the Air Force *Cataloging System*, D143C. The contractor Inventory Control Point submits tech data in which fully describes each unique item of supply with their cataloging submission without any cost to the Government. If there is a decision to transition to a government inventory control point, Defense Logistics Agency Logistics Information Service may require contractor inventory control point upgrade the item of description. **(T-2)**

22.2.6. Common Item Support. **(T-2)**

22.2.6.1. The Government retains materiel management responsibility for common parts identified by the contractor Inventory Control Point from the data call information addressed in **paragraph 22.2.1**.

22.2.6.2. The Air Force Sustainment Center prime provisioning activity processes the common item provisioning data and disseminates the information to the appropriate Government inventory control points to ensure the availability of adequate stock by the desired need date.

22.2.6.3. The contractor may be tasked with developing a recommended quantity needed to support the new weapon system application. This estimated requirement is then passed to the existing source of supply for each National Stock Number. The Air Force Inventory Control Point can also determine requirements by adding maintenance factors, quantity per assembly, and flying hours to the requirements computation for that particular item.

22.2.6.4. For Defense Logistics Agency and other Service managed items, the Supply Support Request and *Non-Consumable Inter-Service Worksheets* (DoDM 4140.68) is the preferred method for passing the requirement information.

22.2.6.5. It is crucial that the product support manager register the new weapon system as an application for all identified common National Stock Numbers.

Chapter 23

INTERSERVICE PROVISIONING

23.1. General. This chapter provides Air Force policy for inter-Service provisioning requirements contained in DoDM 4140.68, AFI 63-101/20-101, and AFMAN 63-122, *Depot Source of Repair Planning and Activation*. The Joint Memorandum of Agreements, procedures, and acquisition documents are contained in the basic regulation. All related Data Item Descriptions are published on the Defense Logistics Agency's Acquisition Streamlining and Standardization Information System website (DoD 5010.12-M, *Procedures for the Acquisition and Management of Technical Date*).

23.1.1. Under inter-Service provisioning, the Executive Service designates an Integrated Logistics Support Manager to execute the Integrated Logistics Support program and support the product support manager in all matters related to Integrated Logistics Support programs. Each participating Service designates an Integrated Logistics Support representative or service Integrated Logistics Support Manager who acts as the focal point on all logistics matters for that service.

23.1.2. Joint Logistics Commanders' policy requires that any system/subsystem requiring a depot capital investment, including support equipment and facilities, exceeding $100,000 be reviewed by the Maintenance Inter-Service Support Management Offices for inter-Servicing opportunity. AFI 63-101/20-101, gives the policy and procedures for identifying candidates for depot maintenance inter-Servicing evaluation. **(T-2)**

23.2. Provisioning Method. Essentially, with the exception of terminology, provisioning under this concept is the same as provisioning under separate Air Force contracts. For example, Resident Provisioning Team functions are accomplished as a part of a Resident Integrated Logistics Support Activity on a Permanent Change of Station basis at the contractor's facility. Provisioning may also be accomplished through the conference team method (spares Provisioning Conference at the contractor's facility) and/or the in-house/desktop method (formal or informal review at the prime provisioning activity). The method of provisioning to be used is determined by the product support manager (executive service) in collaboration with other responsible product support managers and prime provisioning activity.

23.3. Responsibilities.

23.3.1. In those cases where the Air Force is the executive service and one or more of the Services are taking part, the following changes or additions to normal policy are needed.

23.3.1.1. The prime provisioning activity. **(T-2)**

23.3.1.1.1. Helps the participating Service(s) if questions arise on provisioning data during the data call or upon receipt of the Military Interdepartmental Purchase Requestor contract.

23.3.1.1.2. On major systems/end items programs and before contract award, invites representatives of the provisioning activities from the participating Services to an inter-Service Provisioning Planning Conference. At this conference, explains the provisioning methodology to be used, the proposed Provisioning Performance Schedule (AFMC Form 718), the input required from the participating Services, when

those inputs are required and inter-Service channels of communication. For less than major systems/end items programs, a letter to the other Service Provisioning Activity covering the areas discussed above suffices.

23.3.1.1.3. Inform participating Services' Provisioning Activities of any changes in the provisioning schedule and of any other information which may affect their ability to support their initial deployment.

23.3.2. In those instances where the Air Force is the participating Service and one of the other Services is executive, the following changes or additions to normal policy are necessary.

23.3.2.1. The prime provisioning activity. **(T-2)**

23.3.2.1.1. Upon notification of their forthcoming participation in a multi-Service provisioning effort on a major system or equipment, requests the executive Service chair an inter-Service provisioning planning conference. Areas to be covered are the same as in **paragraph 23.3.1.1.2** above. On less than major systems/end items programs, a written statement from the executive service explaining their approach to the areas covered above suffices.

23.3.2.1.2. Responds to data calls provided by the executive service through the appropriate Air Force data management office. Along with this, every effort is made to use data being obtained by the executive Service as long as the data is in the applicable acquisition document format.

23.3.2.1.3. Attends the Provisioning Guidance Conference established by the executive Service. Any peculiarities which have been identified between Services is identified to the contractor at this point (for example, if the Air Force wants a Post Conference List and the other Service does not, this is explained).

23.3.2.1.4. Attends other Service chaired spares Provisioning Conferences if the prime provisioning activity's attendance is warranted.

23.3.2.1.5. Upon receipt of post-Provisioning Conference documentation, processes it through the same internal Air Force channels as the data would be processed if the Air Force were executive Service. *Non-Consumable Item Materiel Support Requests* and *Supply Support Requests* are prepared by the appropriate sustainment activity and forwarded to the appropriate Service/agency for support in accordance with DoDM 4140.68 and DoDM 4140.26, Vol 4, *DoD Integrated Materiel Management for Consumable Items: Supply Support Requests*.

23.3.2.2. The product support manager/product support integrator/end article item manager technical service branch. **(T-2)**

23.3.2.2.1. Provides appropriate representation to all inter-Service spares Provisioning Conferences.

23.3.2.2.2. Complies with the requirements of **Chapter 14** of this regulation.

23.3.2.2.3. Prepares a trip report on the conference and send one copy to the prime provisioning activity.

Chapter 24

DEPARTMENT OF DEFENSE WHOLESALE MATERIEL MANAGER

24.1. Purpose. To provide policy guidance for integrated materiel management of consumable items, see DoDM 4140.26, *Defense Integrated Materiel Management for Consumable Items*.

24.2. Policy.

24.2.1. Only one Department of Defense Wholesale Materiel Manager is assigned for each consumable item. This determination is made in accordance with DoDM 4140.26, Vol 2. **(T-2)**

24.2.2. Existing Integrated Materiel Manager assignment for items with National Stock Numbers are available from the Defense Logistics Agency Logistics Information Service provisioning screening results which update the Logistics Product data. The Primary Inventory Control Activity uniquely identifies the Department of Defense item management relationship.

24.3. Integrated Materiel Manager Determination.

24.3.1. During the process of establishing Source, Maintenance, Recoverability codes, the provisioning team assigns the applicable Item Management Code to each new item selected as a logical spare. **(T-2)**

24.3.2. The equipment specialist takes the lead in assigning the Item Management Code, with the other team members participating based on assigned responsibilities. In the event of disagreement, the equipment specialist makes the final decision. **(T-2)**

24.3.3. The Item Management Code assigned to new items is annotated on the Logistics Product data in the appropriate space.

24.3.4. Determination of Integrated Materiel Management for new items in the Federal Supply Classifications is relatively simple, since such items are registered to the introducing service.

24.3.5. Once Integrated Materiel Manager designation is established, it is reflected in Defense Logistics Agency Logistics Information Service screening results by the Primary Inventory Control Activity code. Determination of Integrated Materiel Managers for Logistics Product data items is reduced to new items, generally items without a National Stock Number.

24.4. Override Authority.

24.4.1. Since the initial Item Management Code assignment for new items was a result of a team effort, subsequent override authority is limited to the following: **(T-2)**

24.4.1.1. When validation of new items by Defense Logistics Agency Logistics Information Service activities reveals previous Item Management Code establishment/assignment to exist, notify the appropriate inventory management specialist.

24.4.1.2. Where Interchangeability and Substitutability relationships determined by Defense Logistics Agency Logistics Information Service dictate a change in assigned Item Management Code, notify the appropriate inventory management specialist.

24.4.2. Changes other than those outlined above are not made without including complete justification for the change on the Logistics Product data.

Chapter 25

D200F APPLICATIONS/PROGRAMS/INDENTURE INTERFACE WITH D220

25.1. General. The D200F system is a subsystem of the Air Force *Requirements Management System* and is the approved Air Force tool for maintaining hardware indentures and relating program data to secondary items. The purpose of D200F is to support the D200A *Secondary Item Requirements System* processes by insuring operational and maintenance program assigned to end items and assemblies is distributed to lower level components and subassemblies. The system does this by maintaining complete indenture structures for all end items, including aerospace vehicles, equipment, engines, and ground vehicles.

25.2. D200F Interface. D220 at each Air Force Sustainment Center site extracts a record format of a next higher assembly and all of its indenture component data for new indentured relationships. The selection of items occurs subsequent to Defense Logistics Agency Logistics Information Service screening and the technical review (source coding) process. A Memorandum of Agreement for system interface has been approved and is implemented between D220 and D200F by which D220 provides a provisioning parts list and/or recoverable item breakdown data input file.

25.2.1. This data includes.

25.2.1.1. End item indenture structure for newly established items.

25.2.1.2. Applications from the Classified Equipment Requirements Computation (D039) requirements systems.

25.2.1.3. End item programs and local Air Force programs.

25.2.1.4. Repair production and consumption data.

25.2.2. This data is input into a common database within the D200F. With this Application/Program/Indenture structure, the Air Force equipment specialist file maintains the assembly and its direct components into a Bill of Materials from which parts can be identified and quantified for weapon systems depot repair programs. **(T-2)**

25.3. Procedures.

25.3.1. After Defense Logistics Agency Logistics Information Service screening, technical review file maintenance by assigned equipment specialists and a complete technical review line item analysis edit of all item(s) within a Submission Control Code, the data is extracted and provided to D200F. This action is accomplished automatically within the D220 system. No input is required to trigger this action.

25.3.2. If one or more line items do not pass the technical review line item analysis edit, no data within the submission passes to D200F. It remains in this condition until all errors are corrected.

25.3.3. If it is necessary to "override" the error condition in order to allow all of the edited line items (within the submission to pass to D200F), a D220 "XNJ" action can be initiated by the prime provisioning activity. The input format is provided in **Table 25.1**.

25.4. Design Change Notices.

25.4.1. Design Change Notices, Provisioning Technical Documentation Type "D", generally are the result of a change to a part's design (reference **Chapter 15** of the publication). There is not a D220 to D200F interface for this type of Provisioning Technical Documentation. Approving technical equipment specialist is responsible to file maintain (manually) D200F Application/Program/Indenture structure for subsequent changes as they occur to the initial (Provisioning Parts List/Recoverable Item Breakdown) data in accordance with the Type of Change Code under the End Item structure. **(T-2)**

Table 25.1. Override Error Condition.

Field Legend	Character	RP	Instructions
Document Identifier	3AN	1-3	"XNJ"
Provisioning Contract Control Number	6AN	4-9	From Provisioning Technical Review
SCC	5AN	10-14	From Provisioning TRD

Chapter 26

SUPPLY SUPPORT REQUEST ADVICE NOTICE

26.1. Purpose. To establish policy and procedures on the provisioning process in the course of complying with DoDM 4140.26, Vol 4. Knowledge of this regulation is necessary since it takes precedence over the following guidance in cases of conflict.

26.2. Single Focal Point. Each provisioning activity has a single focal point for the submission, receipt, processing, and control of all Supply Support Requests and advice notices related thereto. Since functional address symbols are not standard and for the ease of communication, the single focal point is referred to as the Supply Support Request organization.

26.3. Policy.

26.3.1. The prime provisioning activity assigns the Provisioning Control Code. Provisioning technicians do not duplicate Provisioning List Item Sequence Numbers within the Provisioning Control Code/Provisioning Contract Control Number. **(T-2)**

26.3.2. The product support manager/product support integrator/end article item manager/ recoverable item inventory manager activity sends Logistics Product data/Engineering data for Provisioning showing items needing Supply Support Request action to the Supply Support Request organization. **(T-2)**

26.3.3. Clothing and textile type requirements are excluded from Supply Support Request processing. The prime provisioning activity sends these to Air Force Clothing and Textile Office. Air Force Clothing and Textile Office develops applicable supply request packages. See **Attachment 1**, *Terms,* for Air Force Clothing and Textile Office.

26.4. Provisioning Control Code.

26.4.1. The Provisioning Control Code is a 3-digit alphanumeric code assigned by the prime provisioning activity responsible for provisioning support of a system/end article, end item of support equipment or recoverable item. The codes provide a positive control feature in data processing and data exchange between the above activities, Supply Support Request originators, and Integrated Materiel Managers.

26.4.2. Instructions and criteria for assignment of Provisioning Control Code are:

26.4.2.1. All digits of the Provisioning Control Code are variable. Each provisioning parts list needs to have at least one Provisioning Control Code assigned to it. A Provisioning Control Code assigned to a system is used only when the items involved are directly related to the system. Equipment, components, end items of support equipment, recoverable items which perform a function when used in a system as a whole or give support thereto (such as end items of Support Equipment), is given separate Provisioning Control codes.

26.4.2.2. Alphanumeric characters 2, 5, 7, A and B for column 57 are not available for use with Logistics Product data. These characters have been reserved for use by the Supply Support Request organization in the control of non-provisioning Supply Support Requests.

26.4.3. A register is kept within each prime provisioning activity to avoid duplication of code assignments. Once a code is assigned, it is not to be used on another contract until the original contracts are closed out. No local forms are prescribed for the register.

26.5. Procedures. Procedural details are limited mostly to those actions essential to identify, screen, review, and process Air Force requirements for items designated for management by other than the Air Force.

26.5.1. The applicable provisioning activity, upon receipt of Logistics Product data for local processing and determination of Air Force requirements, reviews and breaks out items coded for management by other than the Air Force to the Supply Support Request organization for needed actions.

26.5.2. The Supply Support Request organization takes action to prepare required Supply Support Requests.

26.5.3. When an AF Form 86 is required, it accompanies the Supply Support Request through the processing cycle. AFMC Form 918, *Non-Provisioning Item Supply Support Request (SSR) Data*, may be used for non-provisioning Supply Support Requests. Air Force Materiel Command forms do not accompany Supply Support Request transactions to other military services, Defense Logistics Agency or General Services Administration.

26.6. Restriction on Air Force Buy. AFMCMAN 23-501, Volume 1, *D035A, D035B, RAMP and WHSL Module Data Subsystems*, prohibits issuing initial shipping instructions for direct shipment to the user for stock fund items unless there is a funded requisition on hand. Air Force interim buy of items designated for Defense Logistics Agency management is not authorized unless conditions (that is, funded requisition) of above referenced AFMCMAN 23-501, Vol 1 are evident, and Defense Logistics Agency has indicated that they cannot meet our date repair parts required in the Supply Support Request (see DoDM 4140.26, Vol 4). The provisioning organization furnishes all needed inputs including drawings and other technical data, when available.

Chapter 27

INTERNATIONAL LOGISTICS PROGRAM PROVISIONING

27.1. Purpose. Provisioning is the primary method of obtaining spares support for International Logistics Program system sales of items not previously provisioned for United States Air Force.

27.2. Application. This provisioning policy applies to International Logistics Program acquisition of new weapon systems and modifications which include initial support in the letter of offer and acceptance or supplemental conditions. Definitization applies the customer country's parameters to provisioning already completed for the Air Force.

27.3. Policy. Basic provisioning policy contained in applicable chapters within this manual apply to International Logistics Programs. Purchases for Foreign Military Sales customers need to be implemented under normal acquisition and contract management procedures set forth in the Federal Acquisition Regulation and other directives. However, the Foreign Military Sales customer may request that a defense article or defense service be obtained from a particular prime source.

27.4. Procedures.

27.4.1. A Provisioning Guidance Conference is required to achieve a mutual understanding of the contractual requirements of the acquisition document involved, and to establish provisioning milestones. The guidance conference is conducted in accordance with **Chapter 6**, with Air Force Lifecycle Management Center's Air Force Security Assistance and Cooperation Directorate representatives and International Logistics Program customer as the using command, invited. The applicable system case request checklist, AFMAN 16-101, *Security Cooperation (SC) and Security Assistance (SA) Management*, provides data pertinent to the programming checklist and the maintenance concept. **(T-2)**

27.4.2. The spares Provisioning Conference is required to select the range and depth of items needed to support a system during its initial operating period. Initial support is usually limited to a 2-year support level but is specified in the System Case Request Checklist. **(T-2)**

27.4.2.1. If a System Case Request Checklist does not include initial support or training, or provides for limited support, this needs to be stated in the Letter of Offer and Acceptance or supplemental conditions. If Interim Contractor Support is required, it needs to be stated in the Letter of Offer and Acceptance and identified as a separate line item.

27.4.2.2. In addition to the requirements of **Chapter 14**, International Logistics Program Provisioning Source coding includes:

27.4.2.2.1. Requisition number assignment.

27.4.2.2.2. Destination and delivery schedule determination.

27.4.2.2.3. Computation of total quantity.

27.4.3. Non-standard items are not included in the Department of Defense inventory nor procured for use by Department of Defense. Non-standard items and the extent to which they are supported need to be identified in the Letter of Offer and Acceptance. Initial support for non-standard items (when provided) are in accordance with Air Force Materiel cataloging policy. **(T-2)**

27.4.3.1. Non-stocklisted items are stocklisted with an International Logistics Program Materiel Management Aggregation Code and obtained by Provisioned Item Order or Purchase Request. These codes are:

27.4.3.1.1. Hill: PU (MMS), XW (all other).

27.4.3.1.2. Tinker: XV.

27.4.3.1.3. Warner Robins: XZ, EX, XG.

27.4.3.2. Non-standard stocklisted items are requisitioned or obtained on Provisioned Item Order, dependent on program requirements.

27.4.4. If the International Logistics Program customer procures engineering data, the product support manager sends, or requires the contractor to send, a copy of this data to Defense Logistics Agency Logistics Information Service for use in preparing item identification and National Stock Number assignment. **(T-2)**

27.4.5. Standard stocklisted items are requisitioned from source of supply.

27.4.6. Defense Logistics Agency items for International Logistics Programs are not supported by Supply Support Request but are obtained upon receipt by source of supply of funded requisition.

27.4.7. The Air Force Materiel Command *Provisioning System* is used for International Logistics Program provisioning. The Provisioning Operational Plan needs to be specifically tailored for the International Logistics Program requirement as agreed to in the Provisioning Guidance Conference.

Chapter 28

PROVISIONED ITEM ORDER

28.1. Purpose.

28.1.1. A Provisioned Item Order is used to acquire only that quantity of an item forecast to be needed for a limited period of initial support. This period begins with the Operational Need Date (as shown on the Programming Checklist) at delivery of the first system/equipment to the first operational unit and continues through the Program Forecast Period. When warranties and/or Interim Contractor Support are involved in the provisioning effort, the terms, and conditions of the warranties and/or Interim Contractor Support on contract is used in determining the Operational Need Date, e.g., if a three-year warranty applies to spares, then the Operational Need Date is lead-time away from the warranty expiration date. The Program Forecast Period is the spare part item lead time plus 3 months past either the Operational Need Date or the date of the first end article delivery which has a new item that was not installed on previous deliveries of the end article. **Note:** When interim contractor support provides support to a newly fielded weapon system, contractual arrangements ensure that the contractor collects spare and repair parts usage data and delivers them in a format compatible with Air Force Materiel Command systems. Where possible and practical the contractor's usage data, rather than engineering estimates, should be used to forecast spare and repair parts requirements.

28.1.2. The Provisioned Item Order is used to furnish the Provisioning Principal Contracting Office with a written request for items to be bought through the provisioning process on a production or separate provisioning spares contract.

28.1.3. The Provisioned Item Order, when attached to Standard Form 30, *Amendment of Solicitation/Modification of Contract*, by the Provisioning Principal Contracting Office, sets forth the specific items ordered, the estimated cost, and the required delivery schedule and destination.

28.2. Application. These instructions apply to inventory management specialists responsible for ensuring the availability of initial support for all items (for which they have assigned management responsibility) that are obtained through the provisioning process. The instructions also apply to the prime provisioning activity (which processes spare/repair parts orders and contain information for the provisioning principal contracting office to issue the orders). **(T-2)**

28.3. Policy.

28.3.1. AFMC Form 326 output by the Air Force Materiel Command *Provisioning System* are the only documents used to authorize the issuance or to be attached to SF 30 for all Provisioned Item Orders and changes thereto, including interim release approvals, unless a specific deviation is authorized in writing by Headquarters Air Force Materiel Command/A4RM. Deviation needs to also be authorized in writing by Headquarters Air Force Materiel Command/A4RM when spares are to be obtained by an exhibit to a production contract. Provisioned Item Orders may be used to obtain data; this applies to Logistics Product data only. **(T-2)**

28.3.2. Separate AFMC Form 326 are prepared for investment type items and expense type items. These items are not to be mixed together on a page.

28.3.3. The contractor needs to be told of the action to be taken on all interim release items.

28.3.4. An exhibit line item number is assigned by the provisioning principal contracting office for each item ordered and entered on the AFMC Form 326 before the forms are sent to the contractor. Provisioned Item Orders output from the Air Force Materiel Command *Provisioning System* have electronically assigned Exhibit Line Item Numbers with the exception of prorated Exhibit Line Item Numbers assigned by contractors and for Provisioned Item Order error corrections. **(T-2)**

28.3.5. When increasing the quantity of an item on order, the added quantity is considered a new requirement and a new Exhibit Line Item Number is assigned by the provisioning principal contracting office. This does not apply to minimum buy quantity or interim release items being processed for the first time when the determination is made to increase the quantity recommended by the contractor. Interim release items are not on order until an AFMC Form 326 or a mechanized Provisioned Item Order attached to a SF 30 is sent to the contractor. **(T-2)**

28.3.6. To ensure legibility of all AFMC Forms 326, they are prepared using reproducible ink. Cross-outs, strikeovers, etc., are permitted on Provisioned Item Orders when unit prices are incorrect due to definitization of subsequent Design Change Notices (the actual dollars obligated for each individual Exhibit Line Item Number reflects the final, correct unit price). Correction to the AFMC Form 326 or mechanized Provisioned Item Orders is coordinated with the (prime provisioning activity).

28.3.7. Request for Cataloging Data/Action for Long Lead Time Item Lists needs to be submitted within 20 business days of submission of the Provisioned Item Order.

28.3.8. When the Defense Logistics Agency Logistics Information Service screening or Defense Logistics Agency pre-provisioning review reveals an item or an acceptable substitute has a National Stock Number, a Provisioned Item Order is not used unless one of the following exceptions apply: **(T-2)**

28.3.8.1. New items having National Stock Numbers due to early cataloging action or a delay in Provisioned Item Order processing, but not previously procured by the Government.

28.3.8.2. A Provisioned Item Order may be used to buy a new item, which was stocklisted during incremental provisioning of a system/equipment, as long as the item is within its initial support period or program forecast period (Procurement Lead Time plus 3 months).

28.3.8.3. A Provisioned Item Order may be used to buy items currently stock listed without a Department of Defense user. This includes Foreign Military Sales items that were previously country peculiar.

28.3.8.4. A new item that is out of the initial support period but has not yet been identified through the provisioning process. A one-time Provisioned Item Order can be issued for the Program Forecast Period quantity provided the item meets the Provisioned Item Order policy criteria outlined above. **Note:** This does not relieve the inventory management specialist of the obligation to pursue any or all breakout opportunities via the Air Force Spare Parts Breakout Program. Under these conditions, normal breakout policy as defined in **Chapter 17** applies.

28.3.8.5. An item affected by a Design Change Notice submitted after release of the original Provisioned Item Order is processed during the quantity delete/part added transaction for the quantity remaining on order. Any and all subsequent requirements for items included in this category, except those involved in incremental provisioning, are processed via Purchase Request and under no circumstances are additional Provisioned Item Orders be issued.

28.3.9. A Provisioned Item Order is not used to buy an item: **(T-2)**

28.3.9.1. Which was previously bought through a replenishment requirements system (D200A or D200C). Emergency requirements, including mission capability requirements, are supported through the use of urgent Purchase Requests as specified in AFMCI 20-102, *Requirements Definition and Purchase Instrument Development*.

28.3.9.2. From the prime contractor if it has an acquisition method code that specifies competitive procurement or direct procurement from the actual manufacturer (other than prime contractors).

28.3.9.3. When it is stock listed (as revealed by Defense Logistics Agency Logistics Information Service screening or Defense Logistics Agency pre-provisioning review), unless one of the above exceptions **28.3.9.1** through **28.3.9.2** applies.

28.3.9.4. If the item identified during provisioning is design stable and sufficient lead time exists to support the weapon system/end item Operational Need Date through the use of a Purchase Request.

28.3.9.5. For an initial spare item in support of a production lot subsequent to the initial support period/Program Forecast Period.

28.3.10. If the item is available from commercial-off-the-shelf inventories or has commercial servicing capabilities and is used to support a commercial end item, a Provisioned Item Order is not used unless written justification to establish provisioning requirements is included in the official contract file. The justification, written by the product support manager, validates the need to provision the commercial end item and the need to maintain on-hand inventories of support items instead of relying on commercial-off-the-shelf inventories or commercial servicing contracts. The following considerations, at a minimum, are addressed. **(T-2)**

28.3.10.1. Availability. The availability of commercial inventories or servicing capabilities is described and assessed.

28.3.10.2. Impact. The impact to combat readiness, combat effectiveness, and worldwide supportability by relying on commercial inventories or servicing capabilities is described and assessed.

28.3.10.3. Repair Kits. When an on-hand supply of support items appears to be warranted, a description of why issuance of a one-time repair kit concurrent with end item delivery is not a feasible alternative.

28.4. Procedures.

28.4.1. The prime provisioning activity or Resident Provisioning Team. **(T-2)**

28.4.1.1. Provides special instructions (for the preparation of AFMC Form 326, assignment of Exhibit Line Item Numbers for Design Change Notices and Provisioned

Item Order corrections) on the AFMC Form 773 when sending the Logistics Product data for processing. Keep copy requirements to a minimum.

28.4.1.2. Ensures all AFMC Form 326 received are properly prepared. Enters appropriate Contract Line Item Number on the AFMC Form 326.

28.4.1.3. Reviews mechanized Provisioned Item Orders for errors, e.g., Exhibit Identifier, Contract Line Item Numbers, and takes appropriate action to correct.

28.4.1.4. Combines all AFMC Form 326 or mechanized Provisioned Item Orders and forwards to the funds manager in turn to the Provisioning Principal Contracting Office using AFMC Form 773 or 778. Ensures separate forms are sent for investment and expense type items. The original AFMC Form 326 is provided to the Provisioning Principal Contracting Office. After processing, the provisioning principal contracting office reproduces the copies needed to complete order for distribution.

28.4.1.5. Ensures transmittal of corresponding Quantity Deleted/Part Added Provisioned Item Order actions or provides in remarks information why these corresponding actions are not being forwarded at the same time.

28.4.1.6. Ensures pertinent information is given to the provisioning principal contracting office regarding manual Exhibit Line Item Numbers, reason for actions, etc.

28.4.1.7. Suspense's a copy of the AFMC Form 326/mechanized Provisioned Item Order until a copy of the Provisioned Item Order (SF 30 with attached AFMC Form 326 or mechanized Provisioned Item Order) is received from the Provisioning Principal Contracting Office indicating the Provisioned Item Order has been released to the contractor. The suspense copy may then be sent to the applicable program or Complex transportation office for inclusion of data in the Packaging and Transportation Data System if they are not on the distribution list and require a copy. A copy of the Provisioned Item Order, as sent to the contractor, is kept in the contract file in the Provisioning Activity.

28.4.1.8. Ensures the appropriate cataloging action is input via Air Force/ Defense Logistics Agency Logistics Information *Service Edi*t and *Routing System* (D143C) within prescribed time limits.

28.4.2. The End Article Item Manager/ inventory management specialist provisioning activity. **(T-2)**

28.4.2.1. Indicates copy requirements on AFMC Form 778.

28.4.2.2. Ensures complete instructions as provided by the prime provisioning activity are included on AFMC Form 778/773 regarding Exhibit Line Item Numbers.

28.4.2.3. Ensures AFMC Form 326 received from the inventory management specialist are properly prepared.

28.4.2.4. Combines AFMC Form 326 and separates by investment and expense type items.

28.4.2.5. Forwards original AFMC Form 326 and copies, as requested, to the prime provisioning activity or Resident Provisioning Team.

28.4.2.6. Ensures the appropriate cataloging action is submitted via D143C within prescribed time limits.

28.4.2.7. Makes appropriate input to the Air Force Materiel Command *Provisioning System* for output of Provisioned Item Order at the prime provisioning activity.

28.4.3. The inventory management specialist. **(T-2)**

28.4.3.1. When processing non-mechanized Provisioned Item Order, prepares an original AFMC Form 326 and reproduces the number of copies required as specified on AFMC Form 778/773. When preparing AFMC Form 326, gives special attention to instruction on AFMC Form 778/773 for completion of the Exhibit Line Item Number blocks for Design Change Notices and Provisioned Item Order error corrections.

28.4.3.2. When processing Long Lead Time Item List for interim released items, prepare an AFMC Form 326 or appropriate transaction for output of Provisioned Item Order in the Air Force Materiel Command *Provisioning System* for all items on the Long Lead Time Item List.

28.4.3.3. Submits appropriate cataloging action via D143C.

28.4.3.4. Sets up delivery schedules in accordance with below paragraph.

28.4.4. Delivery Schedule Criteria:

28.4.4.1. The dates set up for required deliveries are based upon the expected need dates for the item. Every effort needs to be made to place orders far enough in advance of need to allow for the contractor's normal production lead time from date of order release to date of first delivery. **Note:** Coordinate a minimum of 30 calendar days with the contracting officer (procuring or administrative), which is necessary for the award and contract receipt process, therefore, schedules, as a minimum, need to reflect this lead time.

28.4.4.1.1. Where program revision, design change, etc., result in the release of an order less than Production Lead Time from need date, first delivery is established in accordance with projected need date, but no earlier than calendar 30 days from the date of Provisioned Item Order.

28.4.4.1.2. Requests for delivery at less than stated production lead time normally only occur when it is known the spares are ready or nearly ready to be shipped by the contractor, as in the case of Design Change Notices where the contractor began production of the new part prior to receipt of the confirmatory Provisioned Item Order.

28.4.4.1.3. Other circumstances allowing this would include quantity changes or error correction on items with outstanding Provisioned Item Orders, etc., when inventory management specialist has reason to believe the contractor can meet the requested delivery dates.

28.4.4.1.4. If none of the above apply, the inventory management specialist uses the stated production lead time plus 30 calendar days from the Provisioned Item Order date as the earliest requested delivery date.

28.4.4.2. Need dates can generally be determined as follows:

28.4.4.2.1. Insurance items are scheduled for delivery to coincide with delivery of the last production article.

28.4.4.2.2. Spares requirements in support of depot stockage, repair, overhaul, and base demands are normally required 60 to 120 calendar days in advance of requirements or anticipated reparable generations of the next higher recoverable assembly.

28.5. Preparation.

28.5.1. Mechanized Provisioned Item Orders are output based on inventory management specialist update transactions to Logistics Product data in the Air Force Materiel Command *Provisioning System*. Instructions for these updates are contained in the Air Force Materiel Command *Provisioning System*'s user's manual.

28.5.2. The data required at the top of AFMC Form 326 needs to be completed as follows:

28.5.2.1. Contractor's Name and Commercial and Government Entity: Insert the contractor's name as shown on the contract and include the applicable 5-digit Commercial and Government Entity code.

28.5.2.2. Activity: Insert the code of the activity initiating the AFMC Form 326.

28.5.2.3. Register Control Number: Insert the Register Control Number previously assigned by the prime provisioning activity.

28.5.2.4. Procurement Instrument Identification Number: Insert the complete contract number (including the supplementary procurement instrument identification number if appropriate) under which the items are purchased.

28.5.2.5. Contract Line Item Number: This data is completed by the prime provisioning activity.

28.5.2.6. End Item Mission, Design, Series/Type, Model, Series: Insert the Mission, Design, Series/Type, Model, Series of the end item on contract or part number of the vendor recoverable item.

28.5.2.7. Preparation Date: Insert the date the AFMC Form 326 was prepared. Enter the date using eight digits, YYYYMMDD, the first four digits being the calendar year, followed by the month and then the day of the month.

28.5.2.8. Investment and Expense checkboxes: Indicate in the appropriate box whether the items listed on the page are investment or expense type items. These items are not to be commingled.

28.5.2.9. Initiator: The inventory management specialists initiating the acquisition of the line item inserts their name, symbol and extension.

28.5.2.10. Page _____ of _____ pages: For use by the PP A or Resident Provisioning Team. After consolidating the order, sequentially number the pages.

28.5.3. The data required for each Exhibit Line Item Number needs to include the following:

28.5.3.1. AC: Action Code. Select the appropriate action code from those reflected at the bottom of the form and insert in the block. These action codes, definitions, and usages are.

28.5.3.1.1. PA: Part Added. The first time the item is placed on order, including interim release items and when increasing an item already on order.

28.5.3.1.2. QD: Quantity Decreased. This is when the quantity of an item already on order being decreased, including a decrease to zero quantity.

28.5.3.1.3. Interim Release: Interim Release Disapproved. The item and quantity interim released by the contractor has been disapproved by the Air Force. Also, complete the following blocks. Provisioning List Item Sequence Number, Commercial and Government Entity, Part Number and insert a zero in the Procurement Quantity and Total Cost.

28.5.3.1.4. EC: Error Correction. Correcting a previous error other than in acquisition quantity. Indicate in Remarks block the reason for the error correction.

28.5.3.2. Exhibit Line Item Number: To be assigned and inserted by the Provisioning Principal Contracting Office with the exception of action to decrease the quantity of an item previously on order or for an error correction. The inventory management specialist inserts the assigned Exhibit Line Item Number on the AFMC Form 326 in these cases.

28.5.3.3. Provisioning List Item Sequence Number: Insert the provisioning list item sequence number as listed on the Logistics Product data.

28.5.3.4. Federal Supply Classification: Insert the Federal Supply Classification assigned.

28.5.3.5. National Item Identification Number: Insert the national item identification number. Until a National Item Identification Number is assigned, enter the Standard Inter-Service Agency Serial Control Number.

28.5.3.6. MC: Insert the Materiel Management Aggregation Code if applicable, otherwise leave blank.

28.5.3.7. Commercial and Government Entity: Insert the applicable 5-digit Commercial and Government Entity code for the part number listed.

28.5.3.8. Mfr's Part Number: Insert the manufacturer's part number.

28.5.3.9. Item Name: Insert the item name. Complete nomenclature is not required.

28.5.3.10. U/M: Insert the unit of measure.

28.5.3.11. Proc Qty: Insert the quantity to be purchased. When decreasing a quantity of an item already on order, the quantity remaining on order is inserted. Show the dollar value of the decreased quantity in remarks to facilitate net increase or decrease.

28.5.3.12. Delivery Schedule: List the required delivery schedule within a calendar year by month, quantity per month, and destination. However, when there is insufficient space to project the complete schedule on the designated lines, continue the schedule in the next block down. When this occurs, the only additional elements of data which are repeated are the Exhibit Line Item Number and/ or Provisioning List Item Sequence Number. The required delivery schedule is developed in accordance with delivery schedule criteria above and indicated as follows.

28.5.3.12.1. YR (year): Insert calendar year that the deliveries by month are required.

28.5.3.12.2. J through D (month): Specify the required delivery by month by entering the quantities for delivery with that month.

28.5.3.12.3. Destination: Indicate the initial destination Stock Record Account Number for the quantities listed. The destination block for the second line is available, if needed.

28.5.3.13. Quantity Unit Pack: Enter the quantity of unit pack.

28.5.3.14. Unit Price: Insert the unit price (estimated) as shown on the Logistics Product data. Use definitized prices, if available.

28.5.3.15. Total Cost: Insert the total cost (estimated) of the quantity to be bought. This figure is the result of multiplying the quantity by the unit price.

28.5.3.16. Remarks: Include any additional or explanatory information. In the event more space is needed, continue on next line.

28.5.3.17. Page Total $: Considering all actions taken, indicate at the bottom of each page the total dollars (estimated) involved and whether the page total is an increase or decrease in dollars.

28.6. Data Change After Provisioned Item Order.

28.6.1. When the prime provisioning activity has initiated action to catalog an item introduced through the provisioning process and the response by Defense Logistics Agency Logistics Information Service results in an existing National Stock Number, the prime provisioning activity forwards that information to the inventory management specialist. The inventory management specialist reviews for appropriate action to be taken. If required, the inventory management specialist immediately prepares and processes through provisioning channels an AFMC Form 326 or required information for input to the Air Force Materiel Command *Provisioning System* to cancel the Provisioned Item Order, unless a Provisioned Item Order is allowed under the exceptions listed in **paragraph 28.3.8**. The Logistics Product data is processed in accordance with **Chapter 15**.

28.6.2. Part number corrections are processed as error corrections (action code “EC”) on AFMC Form 326 or appropriate transaction in the Air Force Materiel Command *Provisioning System*.

28.6.3. Changes to Source, Maintenance, Recoverability codes which affect the Expendability, Recoverability, Repairability, Category (“N to P”, P to N, and procurable to non-procurable) are coordinated with the prime provisioning activity and inventory management specialist to ensure appropriate action is taken on Provisioned Item Orders.

28.6.4. Reinstatement of Exhibit line Item Numbers is accomplished by a modification issued by the Provisioning Principal Contracting Office. Authority to reinstate the Exhibit Line Item Numbers is provided either through the prime provisioning activity to the provisioning principal contracting office or by the inventory management specialist to the provisioning principal contracting office.

Chapter 29

RECORDING OBLIGATION/DEOBLIGATION OF FUNDS

29.1. General. This chapter provides procedures for making commitments, obligation, and de-obligation of funds for provisioning requirements procured on Provisioned Item Orders in compliance with Public Law 663, Chapter 13, Section 1311, *General Provisions Departments, Agencies, and Corporations-Documentary Evidence of Obligations*. These procedures permit continuation of the normal methods of preparation and processing of Logistics Product data by contractors in accordance with provisioning appendices.

29.2. Requirements for Estimated Cost.

29.2.1. Provisioned Item Orders are segregated as to investment/expense type items. Release of AFMC Form 32 requires a total estimated cost. **(T-2)**

29.2.2. In exception cases, the item manager/equipment specialist may be requested to estimate unit costs when time is not available to allow the contractor to obtain valid price estimates. Unit price is an element which from the contractor and is obtained from the contractor by the prime provisioning activity. **(T-2)**

29.3. Confirmation.

29.3.1. Spares Provisioning Conference. This conference provides for support item selection and assignment of technical and management codes. However, the quantity of items for purchase is not normally established or confirmed during the conference. Accordingly, the total estimated cost of an order is neither established nor confirmed. **(T-2)**

29.3.2. Support equipment provisioning review team Action. As a result of the Support Equipment Purchase Request action on the Air Force Materiel Command type contract, the written order is prepared by the Purchase Request chairperson and signed by the sustainment provisioning principal contracting office. The contracting officer (procuring or administrative)/ buyer writes the order, and the order includes a total estimated cost of the items and quantities initially reviewed. Also included are any increased quantities of items previously selected and approved by the Purchase Request. The Purchase Request chairperson ensures the total estimated cost is included with the written order. Any previously selected, but unaltered items and quantities approved by the product support manager/product support integrator/end article item manager and released to the contractor would already be recorded as an obligation. **(T-2)**

29.4. Fund Information.

29.4.1. The inventory management specialist, when forwarding AFMC Form 326 to the prime provisioning activity. **(T-2)**

29.4.1.1. Consolidates the estimated total costs (investment/ expense) from the AFMC Form 778. **(T-2)**

29.4.1.2. Enters the estimated cost of the total Provisioned Item Order in block 19 of the first endorsement, AFMC Form 773, by investment and expense, as applicable. **(T-2)**

29.4.2. The prime provisioning activity.

29.4.2.1. Consolidates the estimated total costs (by investment and expense) from the AFMC Form 773 received from inventory management specialist and the AFMC Forms 778/773 and Provisioned Item Orders received from inventory management specialists within the product support manager/product support integrator/end article item manager or the Provisioned Item Orders output from the Air Force Materiel Command *Provisioning System*. **(T-2)**

29.4.2.2. Prepares AFMC Form 773 (or AFMC Form 778, if applicable) for transmittal of the Provisioned Item Order to the fund's manager in turn to the contracting officer (procuring or administrative), reflecting the total estimated cost of the order (investment/expense) in block 15 on the AFMC Form 773 (or the remarks section of AFMC Form 778). **(T-2)**

29.4.3. The Program Office Funds Manager.

29.4.3.1. Reviews Provisioned Item Order for funds availability. If funds are available, annotate funds cite in block 21 of the AFMC Form 773 or in the remarks block of AFMC Form 778. **(T-2)**

29.4.3.2. If funds are not available, forwards Provisioned Item Order to the product support manager with annotation that insufficient funds are available for the order.

29.4.4. If funds are not available, the product support manager, upon receipt of the unfunded Provisioned Item Order from the fund's manager.

29.4.4.1. Reviews program requirements, available funds, and determine necessary adjustments to the order.

29.4.4.2. Returns the unfunded Provisioned Item Order to the prime provisioning activity for adjustment of items and quantities to dollar value available.

29.4.5. The prime provisioning activity, upon receipt of the unfunded Provisioned Item Order from the product support manager, initiates action to reduce items and quantities as directed by the product support manager. The AFMC Form 326 or mechanized Provisioned Item Order is processed in accordance with **paragraph 29.4.2** above. The prime provisioning activity provides the involved inventory management specialists with a copy of the revised AFMC Form 326 or mechanized Provisioned Item Order for update of records as applicable. **(T-2)**

29.5. Release of Provisioned Item Order and obligation of funds.

29.5.1. The contracting officer (procuring or administrative) upon receipt of AFMC Form 326 or mechanized Provisioned Item Order list from the product support manager funds manager, attaches the Provisioned Item Order list to the SF 30, Amendment of Solicitation/Modification of Contract, and issues the contract modification against the Contract Line Items Numbers for provisioning spares. **(T-2)**

29.5.2. The product support manager responsible for securing funding and ensure it is provided to the contracting officer. To start the process, the Provisioned Item Order then prepares an administrative commitment document and processes it to the responsible Financial Management office. The Financial Management office certifies that there are sufficient funds to cover the total estimated price. After certification, the contracting officer (procuring or administrative) releases the Provisioned Item Order to the contractor who provides a proposal

estimate. The contracting officer negotiates a firm price and delivery schedule for the Provisioned Item Order and definitizes the Provisioned Item Order estimate. **(T-2)**

29.5.3. The financial management organization is consulted for detailed guidance on the rules of funds obligation. Obligation of funds, a legal reservation of a specific amount of funds associated with a firm contract or other obligating document that requires payment in this or future periods, involves certain absolute rules/limitations, established by public law that must be observed. **(T-2)**

29.5.3.1. Specificity. Title 31 United States Code Section 1501, *Documentary Evidence Requirement for Government Obligations*, requires documentary evidence of a binding agreement for specific goods. Any agreement that fails this test is not a valid obligation.

29.5.3.2. Bona Fide Need. A particular fiscal year's appropriated funds may be obligated only to meet a legitimate need of that same fiscal year. In contrast, stock funds are "no year" funds.

29.5.3.3. Expired funds are no longer available for obligation. The availability of appropriated funds for obligation varies from 1 to 3 years depending on the type of funds. Stock funds are available for obligation for 1 year.

29.5.3.4. Consistency. Consistency of funds means continuing to use the same type of funds to satisfy a particular requirement once that type of funds has been specified.

29.5.4. The Provisioned Item Order needs to be retained by the contracting officer (procuring or administrative) to support obligations/de-obligations (see **paragraph 29.7**) recorded as a result of the release of the Provisioned Item Order to the contractor until superseded by priced exhibits incorporating the related provisioned items into the contract by supplemental agreement. The contracting officer's file of Provisioned Item Orders is also retained as supporting documentation.

29.6. Additional Funds Requirements.

29.6.1. If, at any time, the contracting officer (procuring or administrative) or the contractor determines that funds originally obligated are insufficient to cover the total cost for items on any Provisioned Item Order, the contracting officer is notified by the contractor, in writing, of the need for additional funds. It is the requirement owner/product support manager’s responsibility to secure funding and ensure it is provided to the contracting officer. The fund’s manager advises the contracting officer as to funds availability. If funds are available, the administrative commitment document is forwarded to the local accounting office for certification. The contracting officer then awards a contract/order modification to obligate the additional funds.

29.6.2. When additional funds are not available, the contracting officer (procuring or administrative) returns the Provisioned Item Order to the product support manager for review and action to reduce items and/or quantities to the dollar value available. The product support manager returns the Provisioned Item Order to the prime provisioning activity for adjustment of items and quantities in the Air Force Materiel Command *Provisioning System*. The prime provisioning activity then processes the adjusted Provisioned Item Order in accordance with **paragraph 29.4.5** above.

29.7. Decreased Dollar Amounts. When Provisioned Item Order definitization results in a decrease in the funding required, excess funds are de-obligated.

29.8. Responsibility of the product support manager for funds management.

29.8.1. While many organizations are involved with the funds associated with the Provisioned Item Order process, product support managers have ultimate responsibility for managing these funds. In this case, "managing" means ensuring that funds are used for their intended purpose, and knowing the status of funds (e.g., what funds have been committed, obligated, de-obligated, have entered expired status, or have been canceled). **(T-2)**

29.8.2. Product support managers assist financial management functional and the program manager to ensure compliance with statutory and regulatory limitations, compliance with Air Force funds control policies and procedures, submission of interim reports on suspected violations, and prompt investigation and reporting of all actual violations. **(T-2)**

29.9. Responsibilities of all personnel involved in funds management.

29.9.1. All personnel who, in their assigned duties, are specifically authorized to distribute funds, certify funds availability, commit funds, incur obligations, or expend funds are accountable officers. In addition, other persons who advise, oversee, or direct actions may be named responsible parties. Accountable officers and responsible parties are "accountable" and "responsible" for the decisions and actions made during their tenure even after they have left the particular job. **(T-2)**

29.9.2. Proper Provisioned Item Order funds management entails establishing strong and clear lines of communication among the product support manager, the provisioning procuring contracting officer, the administrative contracting officer, the appropriate product support manager’s financial management point of contact, and the Defense Financial Accounting Service paying station. **(T-2)**

Chapter 30

OBLIGATION OF FUNDS OTHER SERVICES CONTRACTS

30.1. General.

30.1.1. The provisioning and ordering of spares from the contractors under the cognizance of other Services conforms to any existing inter-Service provisioning agreements with the various contracting agencies.

30.1.2. The obligation document released to the contractor by the contracting military Services is used as the basis for recording obligations.

30.2. Forwarding Provisioned Item Order. The prime provisioning activity forwards Provisioned Item Orders involved with other military Services to the appropriate product support manager via transmittal form, AFMC Form 773 (or AFMC Form 778, if appropriate). That office ensures the availability of sufficient funds prior to the issuance of a Military Interdepartmental Purchase Request amendment to the contracting military service.

30.3. Insufficient Funds. Provisioned Item Orders that exceed available funds for a given program year are not released. If sufficient funds cannot be obtained, the directorate funds control officer (or Planning and Technical Support Branch) returns the Provisioned Item Order to the prime provisioning activity. The prime provisioning activity immediately refers the document to the appropriate technical services branch. That organization reviews the Provisioned Item Order and establish the criteria required to reduce the items and/or quantities to the available dollars. The Provisioned Item Order then is sent to the Inventory Management Specialist(s) for revision in accordance with the set criteria. Upon completion, the revised Provisioned Item Order is returned to the prime provisioning activity who, in turn, forwards the document to the product support manager involved for an update of records.

30.4. Request for Additional Funds. AFMCI 20-102 outlines the rules to be followed for processing requests from other military services (as a contracting activity) for additional Air Force Materiel Command funds for provisioned items.

30.5. Cancellation Actions. See AFMCI 20-102, for procedures on cancellation action for provisioned items.

30.6. Provisioning Action Completed. The prime provisioning activity advises the product support manager and the accounting and finance office when provisioning is completed. The product support manager begins action with the contracting agency to decide whether excess funds exist. If so, the product support manager promptly prepares and distributes a de-committing Military Interdepartmental Purchase Request document.

C. MCCAULEY VON HOFFMAN
Major General, USAF
Director of Logistics, Civil Engineering,

Force Protection and Nuclear Integration

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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DoDM 4140.01, Volume 5, *DoD Supply Chain Materiel Management Procedures: Delivery of Materiel*, 10 February 2014

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DoDM 4140.01, Volume 9, *DoD Supply Chain Materiel Management Procedures: Materiel Programs*, 16 February 2018

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DoDM 4140.26, Volume 4, *DoD Integrated Materiel Management for Consumable Items: Supply Support Requests*, 10 June 2021

DoDM 4140.27, Volume 1, *DoD Shelf-Life Management Program: Program Administration*, 6 July 2016

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MIL-DTL-38807D, *Detail Specification Technical Manuals - Illustrated Parts Breakdown*, 17 September 2012

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Public Law 663, Chapter 13, Section 1311, *General Provisions Departments, Agencies, and Corporations-Documentary Evidence of Obligations*, 26 August 1954

SAE GEIA-STD-0007, Rev. B, *Tech America Standard, Logistics Product Data*, 1 May 2013

SAE TA-STD-0017, *Product Support Analysis*, 1 November 2012

T.O. 00-25-195, *Air Force Technical Order System Source, Maintenance, and Recoverability Coding of Air Force Weapons, Systems, and Equipments*, 1 October 2012

31 USC § 1501, *Documentary Evidence Requirement for Government Obligations*, 13 September 1982

Prescribed Forms

AFMC Form 27, *Programming Checklist*

AFMC Form 326, *Provisioned Item Order (With Delivery Schedule)*

AFMC Form 614, *Recoverable Item Initial Requirements Computation Worksheet*

AFMC Form 718, *Provisioning Performance Schedule*

AFMC Form 726, *Provisioning Document Control*

AFMC Form 771, *Conference Notification*

AFMC Form 773, *Provisioning Document Transmittal*

AFMC Form 778, *Provisioning Document-Internal Routing*

AFMC Form 813, *Surplus Materiel Worksheet*

AFMC Form 918, *Non-Provisioning Item Supply Support Request (SSR) Data*

AFMC Form 997, *EOQ Initial Requirements Worksheet*

Adopted Forms

AFMC Form 158, *Packaging, Handling, Storage, and Transportation Acquisition and Sustainment Product Support Instruction*

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

AFTO Form 95, *Significant Historical Data*

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 250, *Material Inspection and Receiving Report*

DD Form 1423, *Contract Data Requirements List*

DD Form 1653, *Transportation Data for Solicitations*

DD Form 1949-3, *Logistics Support Analysis Record (LSAR) Data Requirements*

DD Form 2554-1, *TDP Option Selection Worksheet Product Drawings and Associated Lists*

DD Form 2554-4, *Commercial Drawings and Associated Lists*

FAA Form 8130-3, *Authorized Release Certificate, Airworthiness Approval Tag*

SF 30, *Amendment of Solicitation/Modification of Contract*

Terms

Air Force Clothing and Textile Office—A component of Defense Logistics Agency Troop Support, Air Force Clothing and Textile Office handles Federal Stock Classes 7210, 8302, 8310, 8315, 8320, 8330, 8335, 8405, 8415, 8420, 8430, 8435, 8440, 8445, 8455, 8460, 8465, 8470, 8475, 9420, 9430, and 9925. If the request is not for a Defense Logistics Agency managed item, Air Force Clothing and Textile Office refers the requestor to the appropriate activity.

Defense Logistics Agency Logistics Information Services—A field activity of the Defense Logistics Agency located at Battle Creek, Michigan, it serves as the custodian of federal Logistics Data for suppliers and supply items. Defense Logistics Agency Logistics Information Service

assigns National Stock Number s, disseminates logistics information, and serves as the U.S. National Codification Bureau.

Demand Development Period—The period of time extending from the preliminary operational capability date to a point in time when requirements forecasts are entirely based on actual demands or other empirical data that indicate the need for spare and repair parts.

Engineering data For Provisioning—Technical data that provides definitive identification of cube, weight, packaging, shipping and handling requirements, dimensional, material, mechanical, electrical, or other characteristics that depict the physical characteristics, location, and function of the item. **Note:** Engineering data for Provisioning is also referred to as Supplemental Data for Provisioning or Supplementary Provisioning Technical Data, all of which are types of Provisioning technical documentation descriptive data referred to in and Defense Federal Acquisition Regulation Supplement, subpart 227.7601.

Expendability, Recoverability, Reparability, Category Code—Either a single digit or three digit supply code used to classify Air Force items of supply into various categories for management purposes. Initially assigned codes are derived directly from the maintenance repair level codes authorized for use by source codes in T.O. 00-25-195.

Initial Provisioning—The process of determining the range of quantity of items required to support and maintain an end item or article of materiel for an initial period of operation. The phases include identifying item of supply, establishing data needed to prepare catalogs, technical manuals and allowance standards; and preparing instructions that ensure delivery of necessary support items with related end articles.

Insurance Items—Items not expected to fail through normal usage, but are considered critical for system operation. Therefore, wholesale stockage of minimal quantities is authorized in the event of losses through abnormal equipment failure, accidents, natural disasters, or other unforeseen events. An Insurance item is catalogued as such during the provisioning process by assigning an Acquisition Advice Code "Z"; an Insurance item can change to a Demand Based item only through a catalog change.

Numeric Stockage Objective—A Numeric Stockage Objective item is an essential, non-demand-based stocked item for which some failure is expected, but so infrequently or sporadically that it is not possible to predict any meaningful demand rates. Numeric Stockage Objective items do not qualify for stockage on the basis of demand. But since the lack of a replacement item would hamper the operational capability of a weapon system, the item is stocked as an essential non-demand-based item.

Performance Based Logistics—Logistics that delineate outcome performance goals of weapon systems, ensure that responsibilities are assigned, provide incentives for attaining these goals, and facilitate the overall life-cycle management of system reliability, supportability, and total ownership costs.

Performance-Based Agreement—A product support agreement that is tied to system, subsystem, or component level performance that describes measurable service and performance level parameters based on customer requirements and expectations.

Product Support Manager—The designated individual responsible to provide weapon system product support subject matter expertise to the designated Program Manager for the execution of the Program Manager's duties as the Total Life-Cycle Systems Manager.

Program Manager—The designated individual with responsibility for and authority to accomplish program objectives for development, production, and sustainment to meet the user's operational needs. **Note:** This individual is accountable for credible cost, schedule, and performance reporting to the Milestone Decision Authority per Department of Defense Directive 5000.01.

Readiness Based Sparing—A requirement determination process that computes the levels of secondary item spares needed to support a weapon system readiness goal at least cost. Synonymous with readiness-based requirements and sparing-to-availability.

Readiness Based Sparing Tool—An analytical capability primarily used to set sparing levels. Examples of other applications that a Readiness-Based Sparing tool can support include: Assessing the inventory investment required for the fielding of a new program (e.g., weapon system or subsystem). Negotiating supplier Performance-Based Logistics agreements. Assessing the impact of reliability, maintainability, or supportability improvements on weapon system readiness. Planning and developing budgets. Conducting what-if exercises related to deployments.

Office Symbols

AF/A4L—Air Force Materiel Command, the Major Command Readiness Spares Packages manager, Air Force, Force Development

AFMC/A4/10—Headquarters Air Force Materiel Command/Logistics, Civil Engineering, Force Protection and Nuclear Integration Directorate

AFMC/A9A—Headquarters Air Force Materiel Command, Studies and Analyses Division

AFMC/A4R—Headquarters Air Force Materiel Command Logistics Readiness Division

AFMC/A4RM—Air Force Materiel Command Supply Chain Management Branch

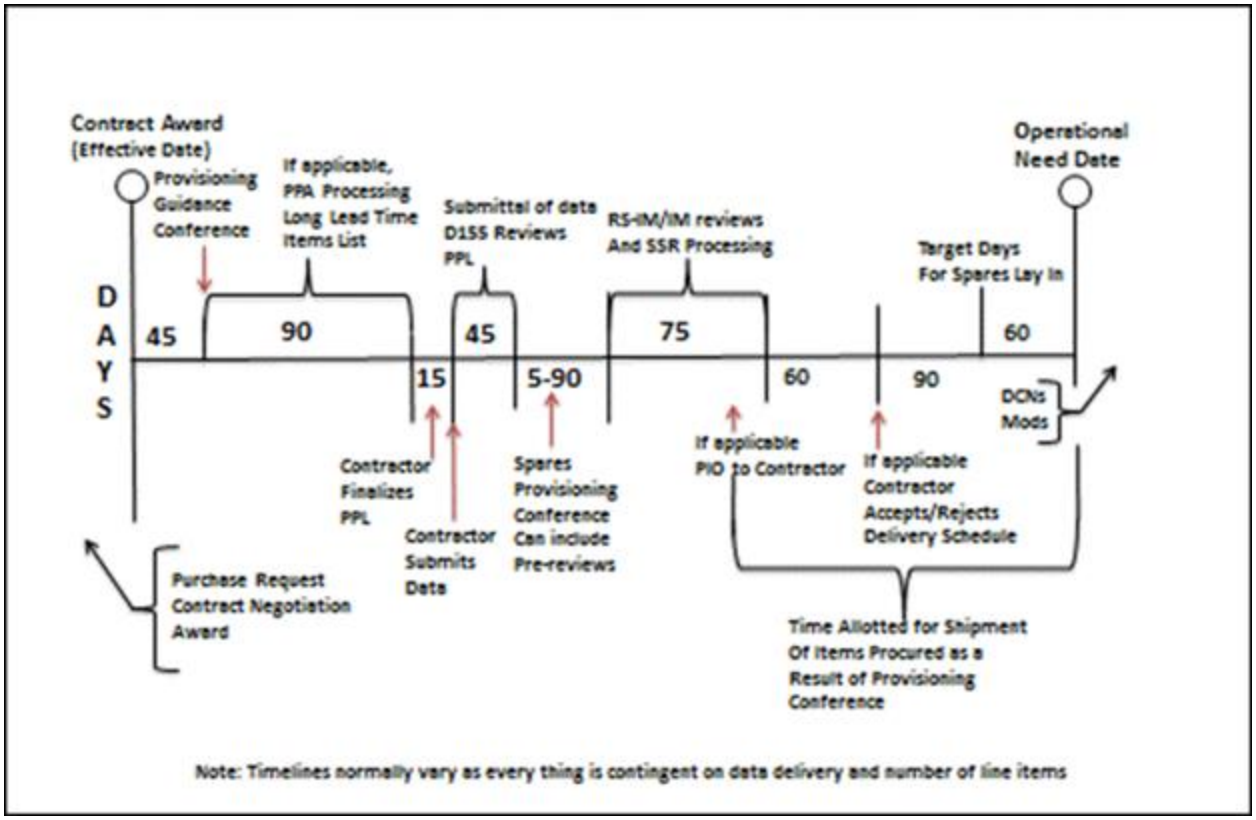
AFMC/A4RT—Headquarters Air Force Materiel Command/Supply Chain Management Branch/Transportation & Packaging Policy Branch

AFSC/LGXB—Air Force Sustainment Center/ Strategic Polices and Processes Branch

Attachment 2

SAMPLE PROVISIONING CYCLE

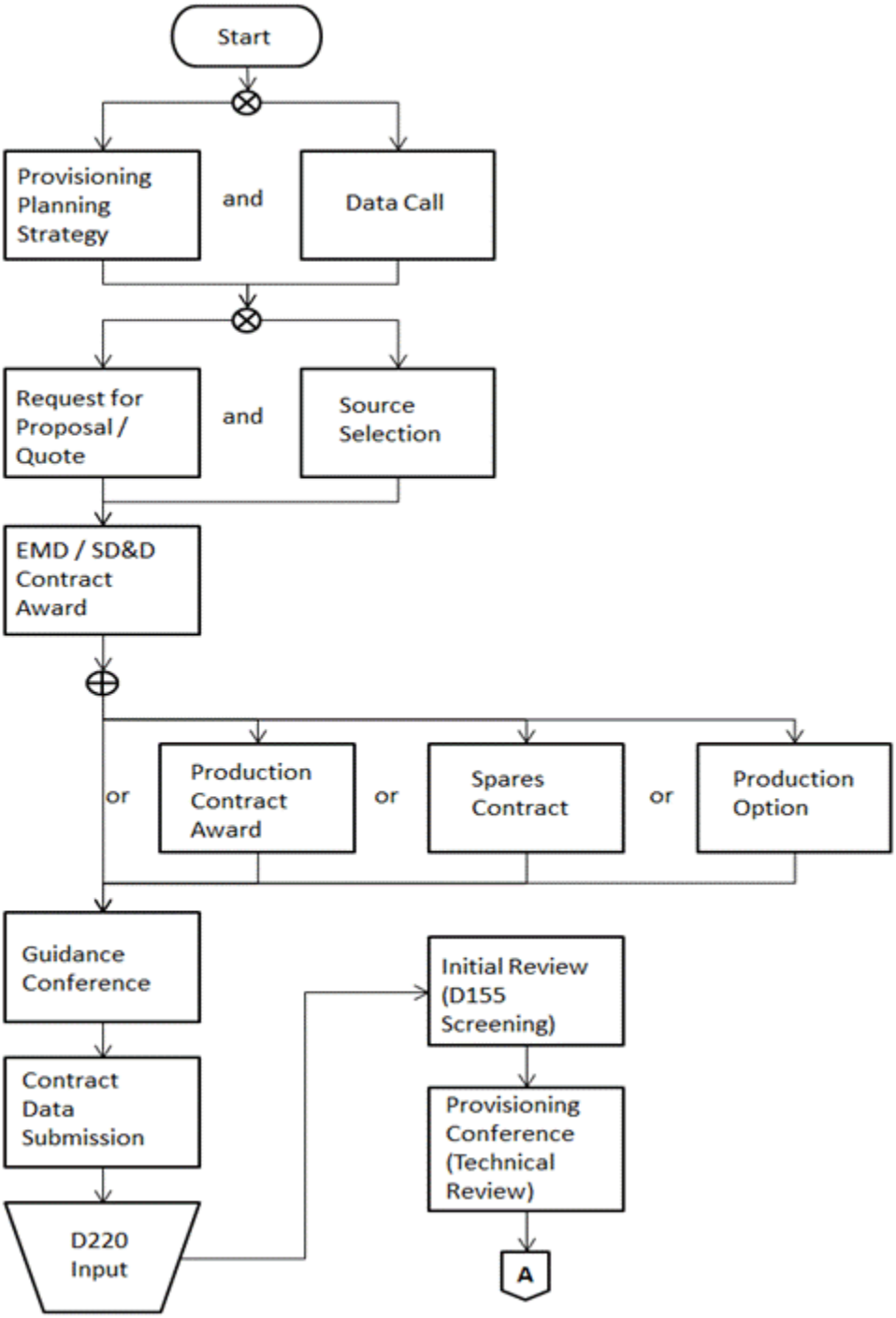
Figure A2.1. MAJOR MILESTONES & TIME LIMITS (17 MONTH CYCLE).

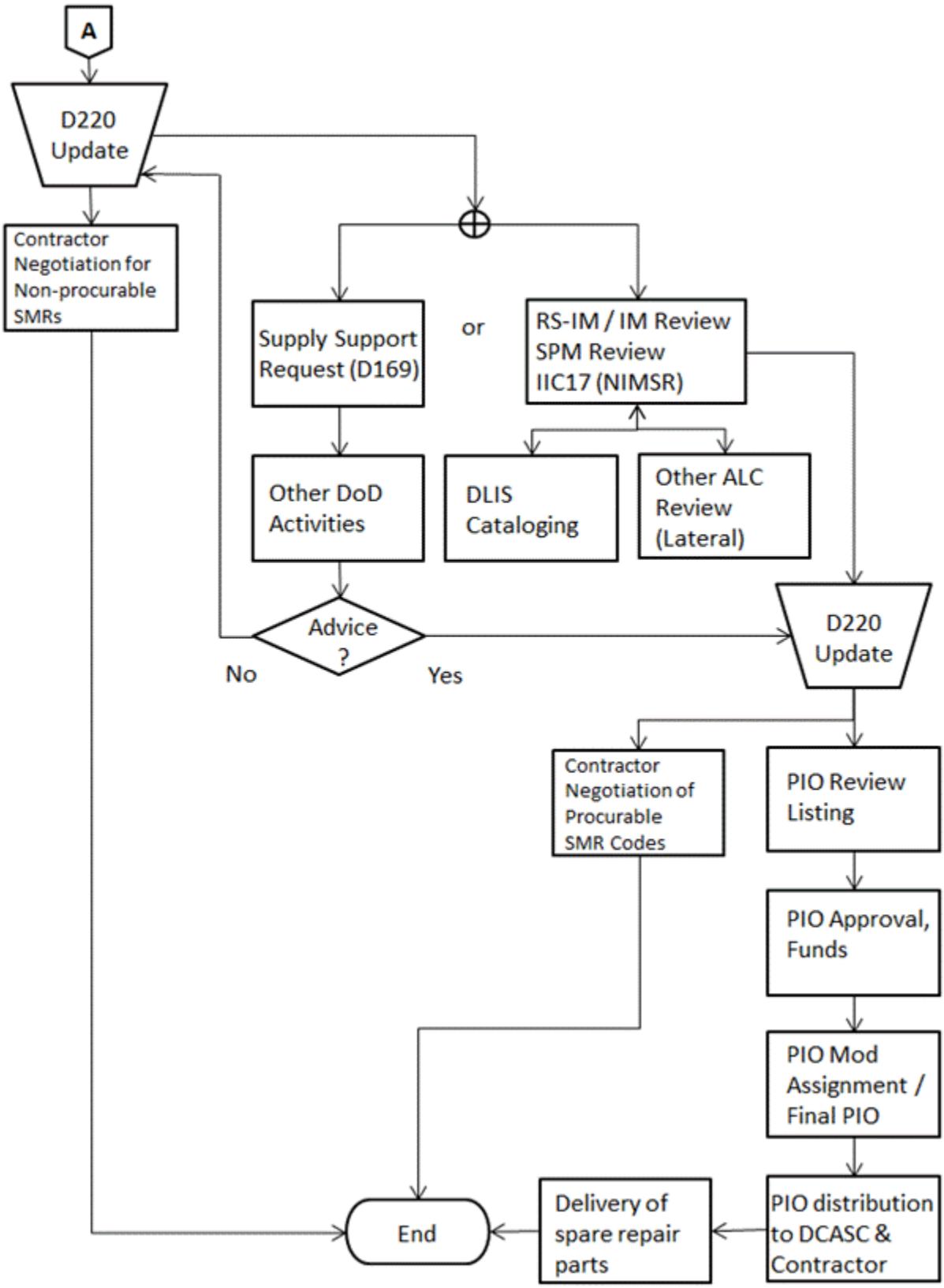


Attachment 3

PROVISIONING PROCESS FLOW

Figure A3.1. PROVISIONING PROCESS FLOW.




A
D220 Update
Contractor Negotiation for Non-procurable SMRs
Supply Support Request (D169)
or
RS-IM / IM Review SPM Review IIC17 (NIMSR)
Other DoD Activities
DLIS Cataloging
Other ALC Review (Lateral)
Advice ?
No
Yes
D220 Update
Contractor Negotiation of Procurable SMR Codes
PIO Review Listing
PIO Approval, Funds
PIO Mod Assignment / Final PIO
PIO distribution to DCASC & Contractor
Delivery of spare repair parts
End

Attachment 4

PROVISIONING RESPONSIBILITIES

A4.1. Provisioning Planning Begins. Identify need for provisioning and standard parts.

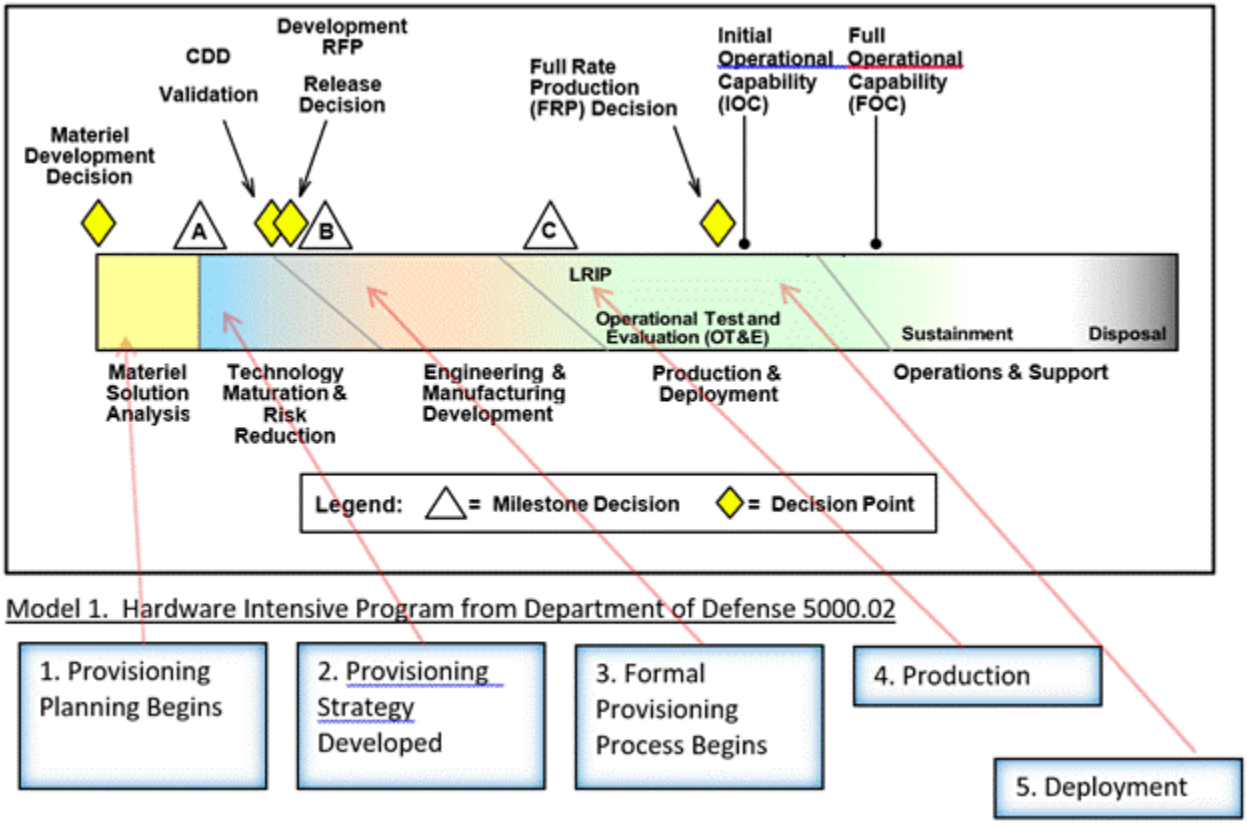
A4.2. Provisioning Strategy Developed. Identify provisioning documents. Define standard parts requirements.

A4.3. Formal Provisioning Process Begins. Define and negotiate provisioning requirements, e.g., Statement of Work, Contract Data Requirements List, Purchase Requests, Data, Elements, Media, etc. start developing maintenance level decisions. Review contractor's intent to use standard parts.

A4.4. Production. Start provisioning Line Replacement Unit and Sub-system Replacement Unit components, final approval of maintenance level decisions and verify contractor's use of standard parts.

A4.5. Deployment. Delivery of spare/repair parts by Operational Need Date.

Figure A4.1. Provisioning Responsibilities.



Attachment 5

AIR FORCE INITIAL PROVISIONING PERFORMANCE SPECIFICATION (15 SEPTEMBER 2013)

A5.1. Initial Provisioning Performance Specification. This document provides specifications for contractor's use in submitting Provisioning Technical Documentation compatible with the Air Force Materiel Command D220 *Provisioning System* and participating in the provisioning process with the Government.

A5.1.1. Initiator and prime provisioning activity.

Table A5.1. Address Example.

406 SCMS/GULAB-Tinker
7851 Arnold Street
BLDG 3 Door A Room 102
Tinker Air Force Base, OK 73145-3043

A5.1.2. Date of Initiation. _____. Revision # and Date. _____

A5.2. Correspondence.

A5.2.1. Address all correspondence pertaining to spare/repair parts provisioning and related data items to the prime provisioning activity.

A5.2.2. The prime provisioning activity is the sole Government activity with which the contractor interfaces on initial provisioning matters, unless specifically authorized by the prime provisioning activity. Pursuant to **paragraph 2.1** and this paragraph, correspondence from the prime provisioning activity is accepted and all provisioning actions therein accomplished unless otherwise directed by the Contracting Officer (procuring or administrative).

A5.3. Conferences.

A5.3.1. A Provisioning Guidance Conference is scheduled by the prime provisioning activity and should be held no later than 45 days from receipt of contract by the Provisioning Activity. The Provisioning Guidance Conference is normally held at the prime provisioning activity for approximately two days to ensure both the contractor and the government understand the provisioning requirements on contract. If a Provisioning Guidance Conference is not desired, the Contractor submits a written request for waiver of the Provisioning Guidance Conference to the prime provisioning activity. In the event a waiver is approved, a mutual understanding of the Provisioning requirements needs to be communicated in some forum in which the AFMC Form 718 (Provisioning Performance Schedule) needs to be documented/completed, signed by government and contractor, and later modified to the contract.

A5.3.2. A Spares Provisioning Conference **is ☐/is not ☐ required.** If required, the Spares Provisioning Conference can held at the contractor/vendor facility or the prime provisioning activity. The dates and time of the Spares Provisioning Conference along with specific requirements usually is discussed at the Primary Inventory Control Activity or during the

completion of the AFMC Form 718, *Provisioning Performance Schedule*, if Provisioning Guidance Conference is waived.

A5.3.3. A sample article of the component/end item **is ☐/is not ☐ required** at the Spares Provisioning Conference. If required, sample article **viewed ☐/disassembled ☐** at the conference.

A5.4. Manufacturers or Commercial Manuals are ☐/are not ☐ required. When required furnish a manufacturer's or commercial manual to supplement the Short Form Provisioning Parts Lists or Provisioning Parts Lists that have embedded Commercial Off-the-Shelf equipment. All publications prepared and printed without regard to Government format and outline but which include a parts list are acceptable as a manufacturer or commercial manual for the purpose of this requirement. This requirement applies only to available manuals for the end item or components thereof. No manuals will be developed to satisfy this requirement.

A5.5. Interim Release is ☐/is not ☐ authorized.

A5.6. Statement of Prior Submission is required where applicable. The Statement of Prior Submission is submitted to certify that the contractor/subcontractor has previously furnished the Government Provisioning Technical Documentation for the end item or any component thereof which may satisfy the Provisioning Technical Documentation requirements of this contract. The Statement of Prior Submission will include identifying information (current procurement or previous submission) such as contract number, contract/exhibit line item number, end item/component type or model number/reference number, item name, manufacturer's name and Commercial and Government Entity Code, prime provisioning activity receiving the Provisioning Technical Documentation and date prepared, National Stock Number (if available) and other information as required by the prime provisioning activity. If the Government determines that the previously submitted data is adequate, the Statement of Prior Submission may result in reduction or elimination of Provisioning Technical Documentation and Supplemental Data for Provisioning requirements specified on DoD Form 1423 and conference requirements.

A5.7. Provisioning Performance Schedule, AFMC Form 718. Provisioning Performance Schedule is developed by prime provisioning activity and Contractor at the Provisioning Guidance Conference or in other agreed upon forum.

A5.8. Engineering data for Provisioning. For provisioning purposes, Engineering data for Provisioning is an integral part of the electronic 3D Model using Adobe® Acrobat® PDF format. The Engineering data for Provisioning is annotated within the model to provide definitive identification of dimensional, material, mechanical, electrical, or other characteristics adequate to describe the end article(s) on contract. The data known as Geometry, Dimension, and Tolerance is included in this definition of Engineering data for Provisioning as is the data often referred to as form, fit, and function which indicates the physical characteristics, location, and functions of the item. If the Engineering data for Provisioning is not retrievable from the 3D Model, then it needs to be provided with approved product engineering drawings that meets government requirements to fully describe each item of supply in its entirety.

A5.8.1. Sketches or photographs with brief descriptions of dimensional, materiel, mechanical, electrical, or other descriptive characteristics. When sketches or photographs are provided for an assembly, a bill of material is also provided.

A5.8.2. Acceptable electronic media formats are. Portable Data format (preferred), .JPG image format (alternative), or TIF image format (alternative).

A5.8.3. Federal Supply Class and Name assignment will be in accordance with Defense Logistics Agency Logistics Information Services'(Defense Logistics Agency Logistics Information System) Cataloging Handbooks H2 and H6.

A5.9. Design Change Notices. Design Change Notices will include all changes required to an item previously presented by all types of Provisioning Technical Documentations to align spares support with actual production items. Unless specifically instructed otherwise by the prime provisioning activity, the contractor notifies the prime provisioning activity of any and all changes whether of a production or modification type which are approved for incorporation into the system/equipment furnished under the contract. Design Change Notices are to be accompanied by applicable Engineering data for Provisioning (3D Models).

A5.9.1. Changes resulting from omission or correction of data previously submitted are considered administrative changes. This type of change may be submitted in non-standard Provisioning Technical Documentation formats to include business letter, computer lists, etc., as directed by the prime provisioning activity at the Provisioning Guidance Conference.

A5.9.2. Reference Number Changes. Reference numbers are not to be rolled or changed unless specifically allowed by applicable specifications. New design numbers are not to be assigned strictly for administrative or manufacturing purposes, or to facilitate the production control process.

A5.9.3. Reference Items. Submit Design Change Notices against only the first appearance items, unless specifically instructed otherwise by the prime provisioning activity.

A5.9.4. Design Change Notices to document changes made during the provisioning process by the Government to previously submitted Provisioning Technical Documentation is not submitted.

A5.9.5. Procurable Type Items. Design Change Notices for procurable type items are required to be submitted within twenty-one (21) calendar days after release for fabrication or procurement for prime contractor design items and forty-two (42) calendar days after release for fabrication and procurement of subcontractor supplied items.

A5.9.5.1. Design Change Notices Requiring Revision to Provisioned Item Orders. When a design change affects any part ordered by the government, the contractor takes immediate action to affect the following revisions and incorporate the results on Design Change Notices for approval.

A5.9.5.1.1. Deletions. When a design change reduces or eliminates spare/repair parts requirements for the end item/component, the contractor deletes or reduces such requirements originally ordered by Provisioned Item Order in the ratio authorized by the program data applicable to the end items on order that are affected by the Design Change Notice.

A5.9.5.1.2. Adjustments. When a spare/repair part previously ordered by the Government is replaced by another item, and the replacing part is not stocklisted, the contractor fabricates or procures the new item in the same ratio as the number of end items/components affected by the change not to exceed the amount funded for affected

items. When the adjustment requires an increase in the total quantity recommended or additional items of support, the increase is recommended by the contractor in accordance with program data provided by the prime provisioning activity.

A5.9.6. Non-procurable Type Items. When required by the prime provisioning activity, design change data for non-procurable type items (items not coded as spares) (Source, Maintenance, Recoverability Code first position X, A, M, K) are prepared in accordance with instructions from the prime provisioning activity. Submittals are within sixty (60) calendar days after release for fabrication or purchase.

A5.10. Provisioning Technical Documentation Submittal Specifications. The following paragraphs provide specifications for submission of Provisioning Technical Documentation by multiple card image to be compatible with the Air Force Materiel Command Automated *Provisioning System* (hereafter referred to as the D220 System). Strict adherence to these instructions is needed to ensure Provisioning Technical Documentation is accepted by the D220 System. Data elements to be included in the Provisioning Technical Documentation are reflected in **paragraph 13**., Logistics Product Data Selection Table.

A5.10.1. Media/Software. Acceptable electronic media file can be compact disk, DVD, or e-mail attachment. **Note:** Compact Disk +/-RW and DVD +/- RW are not acceptable. Submit e-mails with electronic Provisioning Technical Documentation to _____. (Enter prime provisioning activity email address.)

A5.10.1.1. Data may be input using Microsoft Word® and with the paragraph marker on, this enables the spaces to be seen at all times.

A5.10.1.2. Ensure margins are such that each line is exactly 80 characters as outlined in Initial Provisioning Performance Specification paragraph **11.4.1** through **11.6.4.2** of the Initial Provisioning Performance Specification. **Note:** Do Not use the Tab key.

A5.10.1.3. First line of data is the actual Provisioning Technical Documentation header card as called out in Initial Provisioning Performance Specification **paragraph 11.4.1**.

A5.10.1.4. Blank lines between entries are not acceptable. Do not put header, footer or page number in the page setup for the document. Data needs to be saved as a Text file (.txt) file.

A5.10.1.5. Do not submit encrypted data. D220 Provisioning system is for unclassified data only and D220 does not have encryption capabilities.

A5.10.2. Labels. Cite the Contract number, Provisioning Contract Control Number, and Submission Control Code (as a minimum) on the outside of a disk submittal or in the subject in on e-mail submittals.

A5.10.3. Security Classification of Data. Classified data (programs or line item data) cannot be entered into the D220 System. Classified data is processed outside the D220 System using contingency operating procedures as program directed.

A5.10.4. Provisioning Technical Documentation Format and Summary Layout. Government provided.

A5.10.4.1. Header Card. Required for all types and submissions of Provisioning Technical Documentation.

A5.10.4.1.1. CC 1-6, enter Provisioning Contract Control Number which provided at Provisioning Guidance Conference.

A5.10.4.1.2. CC 7-25, enter Procurement Instrument Identification Number. Do not use dashes. Alpha characters need to be upper case.

A5.10.4.1.3. CC 26-46, enter Model or Type No.

A5.10.4.1.4. CC 47-56, Control Data.

A5.10.4.1.4.1. CC 47, enter appropriate type Provisioning Technical Documentation Code. Mandatory entry. This code, peculiar to the Air Force, identifies the type of Provisioning Technical Documentation being submitted. Provisioning Technical Documentation code needs to be one of the codes defined below.

Table A5.2. Type Provisioning Technical Documentation.

Select Code	Definition
I – Long Lead Time Items List, Interim Release	Identify those items with long lead times, which may be release incrementally and concurrently with production of the end item, due to their complexity of design, complicated manufacturing process or limited production capacity, may cause production or procurement cycles which would preclude timely and adequate delivery, if not ordered in advance of normal provisioning.
R - Long Lead Time Items List, Recommended Items	Identify those items with long lead times, which due to their complexity of design, complicated manufacturing process or limited production capacity, may cause production or procurement cycles which would preclude timely and adequate delivery, if not ordered in advance of normal provisioning.
Note: Categories of Long Lead Time Item List are: Long Lead Time Item List. Identify not later than 165 days prior to contractor's production order need date. Long Lead Time Item List-Recommended. Items recommended as Long Lead Time Item List and not identified as Interim Release.	
G - Provisioning Parts List	The Air Force's expectation is defined as 100% Top-down breakdown to the lowest piece parts of the End Article approved baseline by sequencing all parts comprising the end item in a lateral and descending "family tree/generation breakdown." This breakdown identifies the end item including all components and support items, listing every assembly, subassembly, and parts which can be disassembled, reassembled, or replaced, and when combined, constitute the end item, component, or assembly. All parts are listed in their relation to the end item, component, assembly, or installation system in which they are contained and to their own further sub-subassemblies and parts. This relationship is shown by means of an indenture code.

Select Code	Definition
Note 1: Provisioning Parts List includes: Items such as parts, materials, connecting cabling, piping and fittings required for the operation and maintenance of the end item, component, or assembly. Range and quantity of support items required to maintain the end item for an initial period of service. All repairable contractor off-the-shelf items unless excluded by the prime provisioning activity. All Government Furnished Equipment is listed as one line entries with no breakdown unless specified otherwise by the prime provisioning activity. Items of common and special design hardware such as nuts, bolts, screws, keys, washers and fittings. Electrical and electronic parts such as connectors, contacts, resistors, capacitors, transistors and diodes. **Note 2:** Provisioning Parts List does not include. Tools, test equipment, repair kits and repair parts sets unless specified otherwise by the prime provisioning activity. Bulk items, other than those specified in above" Provisioning Parts List includes" para, if contract requires Common and Bulk Items List. A separate Provisioning Parts List may be required on selected new or modified items of Support Equipment as indicated on Support Equipment Recommendation Data approval documents.	
F - Short Form Provisioning Parts List	Identify only those support items recommended for maintenance of the end item, component or assembly. Typically used on simple design and technical order such as modifications requiring initial spares which do not require the use of detailed group assembly breakdown documentation.
D - Design Change Notice	Identify changes to Provisioning Technical Documentation which add to, delete, supersede, or modify items previously listed which are approved for incorporation into the end item. Administrative Change Notice(s) are changes that do not result from an engineering change (e.g. typo, additional sources, etc.).
C - Common/Bulk Items List	Identify those items that are difficult or impractical to list on a top-down/disassembly sequence Provisioning Parts List but are required to support the operation of the end item/equipment. Identify material and specifications including material type, grade, class, etc. Identify bulk items such as electrical wire and cables, gasket material, tubing, hose, adhesives, paints, oils, grease, solvents and metal and plastic stocks, e.g., rods and sheets.

Select Code	Definition
	Peculiar, seldom rolled, seldom milled semi-fabricated items (less castings and forgings) and extrusions (rubber and metal). If Common and Bulk Items List is not requested on Contract Data Requirements List, Common and Bulk Items List items is included in all types of Provisioning Technical Documentation as applicable.
B - Recoverable Item Breakdown	A Recoverable Item Breakdown, supplemental Provisioning Parts List, is an all-inclusive breakdown and follow-on document to a Provisioning Technical Documentation due to Source, Maintenance, Recoverability coding changes, omission, or other factors requiring a 100% top-down breakdown of a part or assembly. Use, if necessary, is identified/requested, as required, at the time of initial review of a provisioning list by Air Force (i.e. Spares Provisioning Conference). Prime contractor is notified of a submittal requirement when appropriate.
P - Post Conference List (Foreign Military Sales or Manual Provisioning)	The Post Conference List lists all items selected as logical spares at the Provisioning Conference and those items previously selected as logical spares to which changes were made during the conference. The appropriate use of this type of listing would be for contracts using manual provisioning, when a Resident Integrated Logistics Support Activity is involved, or for Foreign Military Sales efforts.

A5.10.4.1.4.2. CC 48, enter B. Mandatory.

A5.10.4.1.4.3. CC 49-56, blank.

A5.10.4.1.5. CC 57-61, enter Prime Commercial and Government Entity.

A5.10.4.1.6. CC 62-66, enter appropriate SCC (ex. 00001, 00002, etc.).

A5.10.4.1.7. CC 67-72, enter date of list, e.g. “YYMMDD”.

A5.10.4.1.8. CC 73-80, blank.

A5.10.4.2. Basic Line Item Records. Basic line item records are completed for each provisioning line item and submitted by Card Format Identifier A, B, C, D, E, F, G, H, J, and L, as appropriate. The number of card images that the D220 System is capable of accepting are explained below. These instructions do not, however, impose card count restrictions upon the contractor in the submission of Provisioning Technical Documentation to the Government.

A5.10.4.2.1. A Card. A maximum of four "A" cards can be accepted per Provisioning Line Item Sequence Number. The number depends upon total number of reference numbers being presented. Reference numbers are identified on “A” Cards as follows.

A5.10.4.2.1.1. 01A Card – First Precedent Reference Number.

A5.10.4.2.1.2. 02A Card – Second Precedent Reference Number.

A5.10.4.2.1.3. 03A Card – First Additional Reference Number.

A5.10.4.2.1.4. 04A Card – Second Additional Reference Number.

A5.10.4.2.2. B Card. Only one "B" Card can be accepted per Provisioning List Item Sequence Number.

A5.10.4.2.3. C Card. Only one "C" card can be accepted per Provisioning List Item Sequence Number.

A5.10.4.2.4. D Card. Two "D" cards can be accepted per Provisioning List Item Sequence Number. This is be based on number of cards required to present reference designations.

A5.10.4.2.5. E Card. Only one "E" card can be accepted per Provisioning List Item Sequence Number.

A5.10.4.2.6. F Card. Maximum of 30 "F" cards can be accepted depending on serial effectivity. Submitted only on type Provisioning Technical Documentation "D".

A5.10.4.2.7. G. Card. Only one "G" card can be accepted per Provisioning List Item Sequence Number. Submitted only on type Provisioning Technical Documentation "D".

A5.10.4.2.8. H Card. A total of three "H" cards can be accepted per Provisioning List Item Sequence Number with a maximum of 105 characters in the remarks. Only the first fifteen positions of the third "H" card can be accepted by the D220 System (e.g., Card 01H CC 33-77, Card 02H CC 33-77, & Card 03H CC 33-47).

A5.10.4.2.9. J Card. Only one "J" card can be accepted per Provisioning List Item Sequence Number,

A5.10.4.2.10. L Card. Only one "L" card is accepted per Provisioning List Item Sequence Number.

A5.10.4.3. Card Sequence Numbers. Two position numeric code, cc 78-79. Mandatory entry, 01, 02, 03, etc., as needed.

A5.10.4.4. Card Format Identifiers. One position alpha code, CC 80. Mandatory entry.

A5.10.5. Specific codes and definitions for data elements can be found in DoDM 4100.39. (**http://www.dla.mil/HQ/InformationOperations/Offers/Services/TrainingandReference/FLISProcedures.aspx**, and GEIA-STD-0007, *Logistics Product Data*, and GEIA-HB-0007 *Logistics Product Data Handbook*. Specifications for the length, type, positional justification, and decimal placement of a data element field, or subfield, can be found in **paragraph 13**., Logistics Product Data Selection Table.

A5.10.6. Type Provisioning Technical Documentation "D", Design Change Notice. Design Change Notice submittals require the following.

A5.10.6.1. Header Card per **paragraph 11.4.1**.

A5.10.6.2. For Replaced Provisioning List Item Sequence Numbers.

A5.10.6.2.1. 01A Card with Provisioning Contract Control Number, Provisioning List Item Sequence Number, Type of Change Code, Commercial and Government Entity, Reference Number and Common Support Equipment entered.

A5.10.6.2.2. "F", "G" and "H" Cards as required.

A5.10.6.3. For Superseding Provisioning List Item Sequence Numbers. Cards "A" through "L" are required as applicable.

A5.10.6.4. The following information is provided for preparation of Design Change Notices and use of the Type of Change Code. There are five basic types of Provisioning Technical Documentation updates which are required when data is added, changed, or deleted affecting provisioning lists previously delivered. These transactions are required based on data changes in provisioning data baselined by a previous Provisioning Technical Documentation submittal.

A5.10.6.4.1. Standard Data Update. For each Provisioning Technical Documentation card affected by data which has been added or changed since the previous Provisioning Technical Documentation delivery, mandatory data, e.g., Provisioning Contract Control Number, Provisioning List Item Sequence Number, Common Support Equipment, and Card Format Identifier/Indicator, an "M" Type of Change Code and the added/changed data only are required. If data has been deleted, a "G" is required in the Type of Change Code and in the left most position of each field deleted on the appropriate Provisioning Technical Documentation card. Data deletions and changes/additions occurring on the same Provisioning Technical Documentation card requires both a change and deletion card for the appropriate data.

A5.10.6.4.1.1. If all data on a Provisioning Technical Documentation Card Format Identifier/Indicator is deleted, a delete transaction is required consisting of the Provisioning Contract Control Number, Provisioning List Item Sequence Number, Common Support Equipment "01", Card Format Identifier/Indicator (except A), the key data associated with that Provisioning Technical Documentation Card, and a "G" Type of Change Code.

A5.10.6.4.1.2. When an entire Provisioning List Item Sequence Number record is deleted, a delete transaction is required consisting of the appropriate Provisioning Contract Control Number, Provisioning List Item Sequence Number, Commercial and Government Entity, Reference Number, and a "D" Type of Change Code on the 01A card. Also, if the reference designation exists, it along with the Provisioning Contract Control Number and Provisioning List Item Sequence Number on the 01D card with a "G" Type of Change Code is required. In addition, if any change authority related information is changed, Card Format Identifiers/Indicators "F", "G" and "H" update transactions are also required.

A5.10.6.4.2. Quantity Data Update. If a quantity field is updated, mandatory data, a "Q" Type of Change Code, and the updated quantity data field(s) are required. This only applies to the following data. Quantity Per Assembly, Quantity Per End Item, Total Quantity Recommended, Quantity Shipped, Quantity Procured and Prorated Quantity. If additional data displayed on the same Provisioning Technical Documentation card also changes, only one change card is required with Type of Change Code "Q". If quantity data is deleted, a change card is required with a zero filled quantity and Type of Change Code "Q".

A5.10.6.4.3. Key Data Update. Certain provisioning data are considered key and associated data elements and are listed below. Changes to key data requires the submission of both a delete and change card for the appropriate key data. The deletion card contains a "G" Type of Change Code and the original key data. The change card contains an "M" Type of Change Code with new key data and applicable associated data. When key data is deleted, deletion of the corresponding associated data is required.

Table A5.3. Key Data Update.

Key Data	**Associated Data**
Commercial and Government Entity and Additional Reference.	Number Category Code and Reference Number Variation Code Reference number.
Next Higher Assembly Provisioning List Item Sequence Number.	Overhaul Replacement Rate.
Usable on Code.	None
Reference Designation.	Reference Designation Overflow Code, Reference Designation Code.
Provisioning List Category Code.	None
Change Authority Number.	Serial Number Effectivity. Prorated Exhibit Line Item Number. Prorated Quantity. Interchangeability Code. Replaced or Superseding Provisioning List Item Sequence Number. Total Item Changes. Quantity Shipped. Quantity Procured.
Serial Number Effectivity.	None

A5.10.6.4.4. Associated Data Update. Changes to associated data require the submission of a change card consisting of an "M" Type of Change Code with the changed data and entry of the applicable key data. Deletion of associated data requires the submission of a deletion card with a "G" Type of Change Code, a "G" in the left most position of the associated data field and entry of the key data.

A5.10.6.4.5. Design Changes with Limited Serial Effectivity. When Provisioning Technical Documentation updates are submitted for these design changes, Change

Authority Number and Serial Number Effectivity along with a "L" Type of Change Code for the replaced item are required. If a quantity change occurs on a limited effectivity item, an "L" Type of Change Code is required in lieu of a "Q". The superseding item is submitted with a "blank" Type of Change Code.

A5.11. Additional Information. Information regarding the following requirements or any other provisioning matter may be requested from the prime provisioning activity through the Procuring Contracting Office by the contractor prior to contract award. Requests for this information need to be submitted to the Procuring Contracting Office in writing. Detailed guidance on these subjects is provided at the Provisioning Guidance Conference. This information may also be available in the Bidder's Library.

A5.11.1. Instructions for Failure Factors, Maintenance Replacement Rate 1, Condemnation Below Depot, Condemnation at Depot, Overhaul Replacement Rate, and Not Repairable this Station. It is noted that the Air Force definition for Maintenance Replacement Rate 1 differs from the Appendix A of GEIA-STD-0007 (subsequent versions), Data Type Number #3060.

A5.11.2. Provisioning Factor Table. This table is used to determine which factors are required for items assigned a procurable Source, Maintenance, Recoverability code.

A5.11.3. Contractor Notification Products. These products are generated by the Air Force in the provisioning process. Media/software for Contract Notification products are returned to the contractor in electronic format. Peculiar Air Force data elements are included in Contract Notification products which is explained at the Provisioning Guidance Conference. The Government does not require the contractor to develop an Automated Data Processing capability to accept Provisioned Item Orders and/or the Contract Notification products.

Table A5.4. Logistics Product Data Selection Sheet.

CARD	CC	DTN		SEE NOTE 1	DATA PRODUCT TITLE	LTIL	PPL RIB	SFPL	CBIL	DCN	ADDTIONAL INFORMATION
A-L	1-6	4100		6XF-	PROVISIONING CONTRACT CONTROL NR (Provisioning	X	X	X	X	X	**See Note 2**
A-L	7-11	4120		5XL-	PROVISIONING LINE ITEM SEQUENCE NR	X	X	X	X	X	**See Note 3**
A-L	12	5620		1Air	TYPE OF CHANGE CODE					X	**See Note 4**
A	13	2520		1XF-	INDENTURE		X			X	Use Option 4
A	14-18	1520		5XF-	COMMERCIAL AND GOVERNMENT ENTITY	X	X	X	X	X	**See Note 5**
A	19-50	4400		32XL-	REFERENCE NR	X	X	X	X	X	**See Note 6**
A	51	4390		1XF-	REFERENCE NR CATEGORY CODE	X	X	X	X	X	
A	52	4410		1NF-	REFERENCE NR VARIATION CODE	X	X	X	X	X	
A	55	2080		1NF-	ESSENTIALITY CODE	X	X	X	X	X	
A	56-74	2790		19XL-	ITEM NAME	X	X	X	X	X	**See Note 7**
A	75	4730		1XF-	SHELF LIFE	X	X	X	X	X	
A-L	78-80			3Air Force-	CARD SEQUENCE NR & CARD FORMAT INDICATOR	X	X	X	X	X	**See Note 8** Not in Logistics Product
B	13-32	3520		20X--	NATIONAL STOCK NUMBER AND RELATED DATA	X	X	X	X	X	**See Note 9**
B	45-46	5700		2Air	UNIT OF Interim Supply Support UE	X	X	X	X	X	**See Note 10**
B	47-56	3990		10NR2	UNIT OF Interim Supply Support UE	X	X	X	X	X	**See Note 10**
B	62-64	4240		3NR-3Air	QUANTITY UNIT PACK	X	X	X	X	X	

CARD	CC	DTN		SEE NOTE 1	DATA PRODUCT TITLE	LTIL	PPL RIB	SFPL	CBIL	DCN	ADDTIONAL INFORMATION
B	65-70	4830		6XL-	SOURCE/MAINT/RECOVER-ABILITY	X	X	X	X	X	**See Note 11**
B	71	1820		1Air	DEMILITARIZATION CODE	X	X	X	X	X	
B	72-73	4020		2NR-	PRODUCTION LEAD TIME	X	X	X	X	X	
B	74	2350		1Air	HARDNESS CRITICAL ITEM	X	X	X	X	X	
B	75	3920		1XF-	CONTROLLED ITEM INVENTORY CODE	X	X	X	X	X	
B	76	3940		1XF-	PRECIOUS METALS INDICATOR CODE	X	X	X	X	X	
B	77	1310		1NF-	AUTOMATED DATA PROCESSING EQUIPMENT CODE	X	X	X	X	X	
C	13-17	3590		5XL-	NEXT HIGHER ASSEMBLY Provisioning List Item Sequence		X			X	
C	19-21	3790		3NR2	OVERHAUL REPLACEMENT RATE	X	X	X	X	X	**See Note 12**
C	22-25	4190		4AL-4NR-	QTY PER ASSEMBLY	X	X	X	X	X	**See Note 13**
C	26-30	4210		5AL-5NR-	QTY PER END ITEM	X	X	X	X	X	**See Note 14**
C	31-38	3060		8NR4	MAINTENANCE REPLACEMENT RATE I	X	X	X	X	X	**See Note 12**

Table A5.5. Logistics Product Data Selection (continued).

CARD	CC	DTN	SEE NOTE 1	DATA PRODUCT TITLE	LLTIL	PPL RIB	SFPPL	CBIL	DCN	ADD INFORMATION
C	54-59	5410	6NR-	TOTAL QTY RECOMMENDED	X	X	X	X	X	**See Note 15**
C	60-64	4120	5XL-	SAME AS Provisioning List Item		X			X	**See Note 16**
C	65-69	4120	5XL-	PRIOR ITEM Provisioning List Item		X	X		X	**See Note 17**
C	70-73	3160	4X--	MAXIMUM ALLOWABLE OPERATING TIME	X	X	X	X	X	
C	74	3010	1Air	MAINT ACTION CODE	X	X	X		X	
C	75-77	3610	3NR-	NOT REPAIRABLE THIS STATION	X	X	X	X	X	**See Note 12**
D	13-20	5790	4XL-	USEABLE ON CODE	X	X	X	X	X	**See Note 18**
D	21-52	4380	64XL-	REFERENCE DESIGNATION	X	X	X		X	**See Note 19**
D	53		1Air Force-	REFERENCE DESIGNATION OVERFLOW CODE	X	X	X		X	**See Note 20**
D	54	4370	1Air Force-	REFERENCE DESIGNATOR CODE	X	X	X		X	
D	55	4900	1XF-	SPECIAL MATERIAL CONTENT CODE	X	X	X	X	X	
D	56	4110	1Air Force-	PROVISIONING LIST CATEGORY CODE	X	X	X	X	X	**See Note 21**
D	57	4870	1Air Force-	SPECIAL MAINTENANCE ITEM CODE	X	X	X	X	X	
E	23-24	3090	2NR-	CONDEMNATION BELOW DEPOT	X	X	X	X	X	**See Note 12**
E	25-26	3090	2NR-	CONDEMNATION AT DEPOT	X	X	X	X	X	**See Note 12**
E	27-44	4480	3NR-	REPAIR CYCLE TIME OPTION 1	X	X	X		X	**See Note 22**
E	72	1650	2A--	CONTRACTOR TECHNICAL INFORMATION CODE	X	X	X	X	X	**See Note 23**
F	13-27	1490	15XL-	CHANGE AUTHORITY NUMBER					X	**See Note 24**
F	28-29	2670	2Air	INTERCHANGEABILITY CODE					X	
F	30-49	4690	20X--	SERIAL NUMBER EFFECTIVITY					X	**See Note 25**
F	52-56	4520	5XL-	REPLACED/SUPERSEDING Provisioning List Item Sequence					X	

CARD	CC	DTN	SEE NOTE 1	DATA PRODUCT TITLE	LLTIL	PPL RIB	SFPPL	CBIL	DCN	ADD INFORMATION
F	58-63	4260	6NR-	QUANTITY SHIPPED					X	
F	64-69	4250	6NR-	QUANTITY PROCURED					X	
G	28-33	4080	6X--	PRORATED EXHIBIT LINE ITEM NR					X	**See Note 26**
G	34-39	4090	6NR-	PRORATED QUANTITY					X	
H	33-77	4150	45XL-	PROVISIONING REMARKS	X	X	X	X	X	**See Note 27**
J	30-40	5920	5XL-	WORK UNIT CODE	X	X	X	X	X	**See Note 28**
01L	26		1Air Force-	INTERIM SUPPLY SUPPORT	X	X	X	X	X	**See Note 29** Not in Logistics Product
01L	27		1Air Force-	SPECIAL ITEM CODE	X	X	X	X	X	**See Note 30** Not in Logistics Product

1. Data Field Format. A specification for the length, type, positional justification, and decimal placement of a data field, or subfield thereof, as described below.

a. Length. The number of character positions in the data. In the event the length is variable, the maximum length is specified.

b. Type. A specification of the character type, wherein.

1). "A" specifies that all characters of the data entry are upper case alphabetical.

2). "N" specifies that all characters of the data entry are numerical.

3). "X" specifies that characters of the data entry are upper case alphabetical, numerical, special, or any combination thereof.

2. Provisioning Contract Control Number. To be provided by prime provisioning activity during Provisioning Guidance Conference and as needed.

3. Provisioning List Item Sequence Number. Contractor resequencing of previously submitted Provisioning Technical Documentation to the Government cannot be accepted by the D220 System. A provisioning plan that precludes resequencing Provisioning Technical Documentation is decided at the Provisioning Guidance Conference.

4. Type of Change Code. Used with type Provisioning Technical Documentation “D” only. Additional guidance for Type of Change Code is provided during Provisioning Guidance Conference.

5. Commercial and Government Entity Code. Guidance for obtaining Commercial and Government Entity Code may be provided at the Provisioning Guidance Conference if required.

6. REFERENCE NUMBER. Special characters can only be “-” or “/”. Reference number begins with an alphanumeric character.

7. ITEM NAME. Catalog Handbook H6 may be viewed on line at https.//www.dlis.dla.mil/H6/search.aspx.

CARD	CC	DTN	SEE NOTE 1	DATA PRODUCT TITLE	LLTIL	PPL RIB	SFPPL	CBIL	DCN	ADD INFORMATION
8. Card Sequence Number and Card Format Indicator. Common Support Equipment is a two position numeric code, e.g., 01, 02, etc., as required in CC 78-79. Card Format Indicator is a one position alpha code in CC 80. Mandatory entries.										
9. National Stock Number and Related Data. Refer to GEIA-STD-0007, Appendix B (subsequent versions) – Reference Data Element Definitions (Informative) for description of this data field. If National Stock Number is unknown, enter a Federal Supply Class recommendation in CC 16-19 per Cataloging Handbooks H-2 and H-6. Federal Supply Classification recommendation is required on all items regardless of Source, Maintenance, Recoverability code, type Provisioning Technical Documentation, or indenture code. National Stock Number and Related Data. A number assigned under the Federal Cataloging Program/North Atlantic Treaty Organization codification of equipment system to each approved item identification which provides a unique identification of an item of supply within a specified Federal Supply Classification. The field consists of a 13-character National Stock Number, and a two-character suffix code as follows. b. National Stock Number . Consists of the following subfields. Federal supply classification 4 N F - National item identification number 9 X F - **Note:** An alphanumeric National Item Identification Number is used to document management control or temporarily assigned numbers prior to final National Stock Number assignment. Final National Item Identification Numbers are completely numeric. National Stock Number - CONTAINER. A number which provides a unique identification to a reusable (long file) container within the appropriate Federal Supply Classification. b. Suffix 1). Special materiel identification code/Materiel management aggregation code 2.X.F – For applicable codes, see DoDM 41400.39-M. c. If National Stock Number is unknown, enter the recommended Federal Supply Classification in CC 16-19 per Defense Logistics Agency Logistics Information System' Cataloging Handbooks H2 and H6. Federal Supply Classification recommendation is required on all items regardless of Source, Maintenance, Recoverability code, type Provisioning Technical Documentation, or indenture code.									
10. Unit of Issue (UI). Price is the best estimated price per unit of issue for each item based on the total recommended quantity, taking into consideration the quantity per unit pack and Programming Checklist data. The Contractor provides, if known, any existing price break for particular batches or economical order quantities, in the remarks block or as directed by the prime provisioning activity. a. UI Price. GEIA-STD-0007 (subsequent versions) 3990 indicates field maximum length is 14. Air Force D220 maximum length is 10 characters.										

CARD	CC	DTN	SEE NOTE 1	DATA PRODUCT TITLE	LLTIL	PPL RIB	SFPPL	CBIL	DCN	ADD INFORMATION
11. SOURCE/MAINT/RECOVERABILITY CODE. Acceptable Source, Maintenance, Recoverability codes are contained in T.O. 00-25-195. Handouts for acceptable Source, Maintenance, Recoverability codes are provided at Provisioning Guidance Conference.										
12. Maintenance Replacement Rate I, ORR, NRTS, Condemnation at Depot, and Condemnation Below Depot factors for Federal Supply Groups (FSGs) 53 and 59 (except 5955) are not required when non-repairable Source, Maintenance, Recoverability codes are recommended. a. OVERHAUL REPLACEMENT RATE (ORR). GEIA-STD-0007 (subsequent versions) 3790 indicates field maximum length is 4. Air Force D220 maximum length is 3 characters. b. MAINTENANCE REPLACEMENT RATE I. GEIA-STD-0007 (subsequent versions) 3060 indicates field maximum length is 9. Air Force D220 maximum length is 8 characters. c. CONDEMNATION BELOW DEPOT. GEIA-STD-0007 (subsequent versions) 3090 indicates field maximum length is 3. Air Force D220 maximum length for data load is 2 characters. d. CONDEMNATION AT DEPOT. GEIA-STD-0007 (subsequent versions) 3090 indicates field maximum length is 3. Air Force D220 maximum length for data load is 2 characters.										
13. Quantity Per Application. Option 1 is used. "V" (variable) and "A" or "AR" (as required) are not acceptable entries for the D220 System. Entry is numeric and >0.										
14. Quantity Per End Item. Option 1 is used. "V" (variable) and "AR" (as required) are not acceptable entries. Entry is numeric and > 0 for first appearance. **Note:** If "REF" is entered in QPEI, CC 26-30, the "Same as Provisioning List Item Sequence Number" will be entered in CC 60-64.										
15. Total Quantity Recommended. Enter recommended quantity only on the non-stocklisted repairable items which are Source, Maintenance, Recoverability coded as procurable. Unless advised otherwise by the prime provisioning activity, when Source, Maintenance, Recoverability is procurable, field is blank or filled with a quantity greater than 0. **Note:** If the contractor is aware that a minimum buy quantity exists, the recommended quantity block reflects the minimum buy. In the remarks block, annotate, "MIN BUY".										
16. SPLISN. If SPLISN is entered, Quantity Per End Item reflects "REF" in CC 26-30.										
17. Prior Item PLISN. When Prior Item PLISN is entered, the remarks block reflects the Provisioning Contract Control Number and SCC where the Prior Item PLISN appears. Entry limited to PLISNS for same reference number previously submitted on Long Lead Time Item List Provisioning Technical Documentation on current contract.										
18. Usable on Code. To be determined at Provisioning Guidance Conference. Contractor makes recommendations at the Provisioning Guidance Conference.										

CARD	CC	DTN	SEE NOTE 1	DATA PRODUCT TITLE	LLTIL	PPL RIB	SFPPL	CBIL	DCN	ADD INFORMATION
19. Reference Designation. Compression (gang listing) of reference designators under one Provisioning List Item Sequence Number is allowed. Specific details for reference designators to be determined at the Provisioning Guidance Conference.										
20. REFERENCE DESIGNATION OVERFLOW CODE. Refer to GEIA-STD-0007, Appendix D (subsequent versions) – Data Exchange Set Definitions (Normative), 4.3.2.c.										
21. Provisioning List Category Code. Contractor installed Government Furnished Equipment appears in the Provisioning Technical Documentation as a single line item entry without a breakdown and is identified by an "A" in CC 56 of the "D" card.										
22. Repair Cycle Time. Details to be determined at the Provisioning Guidance Conference. Only sixth subfield (CC 42-44) used for provisioning. If required, Option 1 is used unless otherwise directed by the prime provisioning activity.										
23. Contractor Technical Information Code. Only first position is used to enter Breakout code.										
24. Change Authority Number. For design changes which result from an Engineering Change requiring approval of the configuration control authority, change authority block reflects the approved Engineering Order number or other applicable approval authority. For changes without such approval, the change authority block in the Provisioning Technical Documentation is left blank and the reason for the change identified in the remarks block.										
25. Serial Number Effectivity. GEIA-STD-0007 (subsequent versions) 4690 indicates field maximum length is 10. Air Force D220 maximum length is 20 characters, the culmination of both the TO and FROM fields. Serial number effectivity FROM (CC 30-39) and TO (CC 40-49) limited to thirty (30) breaks in serial number per basic line item. Additional "F" card required for each break in serial numbers.										
26. Prorated Exhibit Line Item Number. When authorized by the Government, the contractor may utilize an Exhibit Line Item Number suffix on Exhibit Line Item Numbers previously assigned by the Provisioning Principal Contracting Office or by the D220 System when submitting Design Change Notices. If the proration is a result of a design change, enter the new "Prorated "TO" Exhibit Line Item Number" in the Provisioning Technical Documentation as instructed by the prime provisioning activity.										
27. Remarks. Narrative clarification of provisioning data. GEIA-STD-0007 (subsequent versions) 4150 indicates field maximum length has no limit. Air Force D220 has a maximum length of 105 characters. See below for format. Card 01H Length = 45 Card 02H Length = 45 Card 03H Length = 15										

CARD	CC	DTN	SEE NOTE 1	DATA PRODUCT TITLE	LLTIL	PPL RIB	SFPPL	CBIL	DCN	ADD INFORMATION
28. Work Unit Code. GEIA-STD-0007 (subsequent versions) 5920 indicates field maximum length is 11. Air Force D220 maximum length is 5 characters. Air Force uses only CC 30-34. CC 35-49 are to be left blank.										
29. Interim Supply Support. One alpha position (use one of the following codes). Code Definition X Interim Supply Support A Air Training Command S Special Purpose Recoverable Authorized to Maintenance										
30. Special Item Code. One alpha position (use one of the following codes). Code Definition W Warranty Item E FAA Certified (Also will be the FAA Indicator Code and Serial Report Code F FAA Certified Tracked (also will be the FAA Indicator Code and Serial Report Code) G FAA Certified Warranty J FAA Certified Tracked/Warranty										

Figure A5.1. Provisioning Technical Documentation Format.

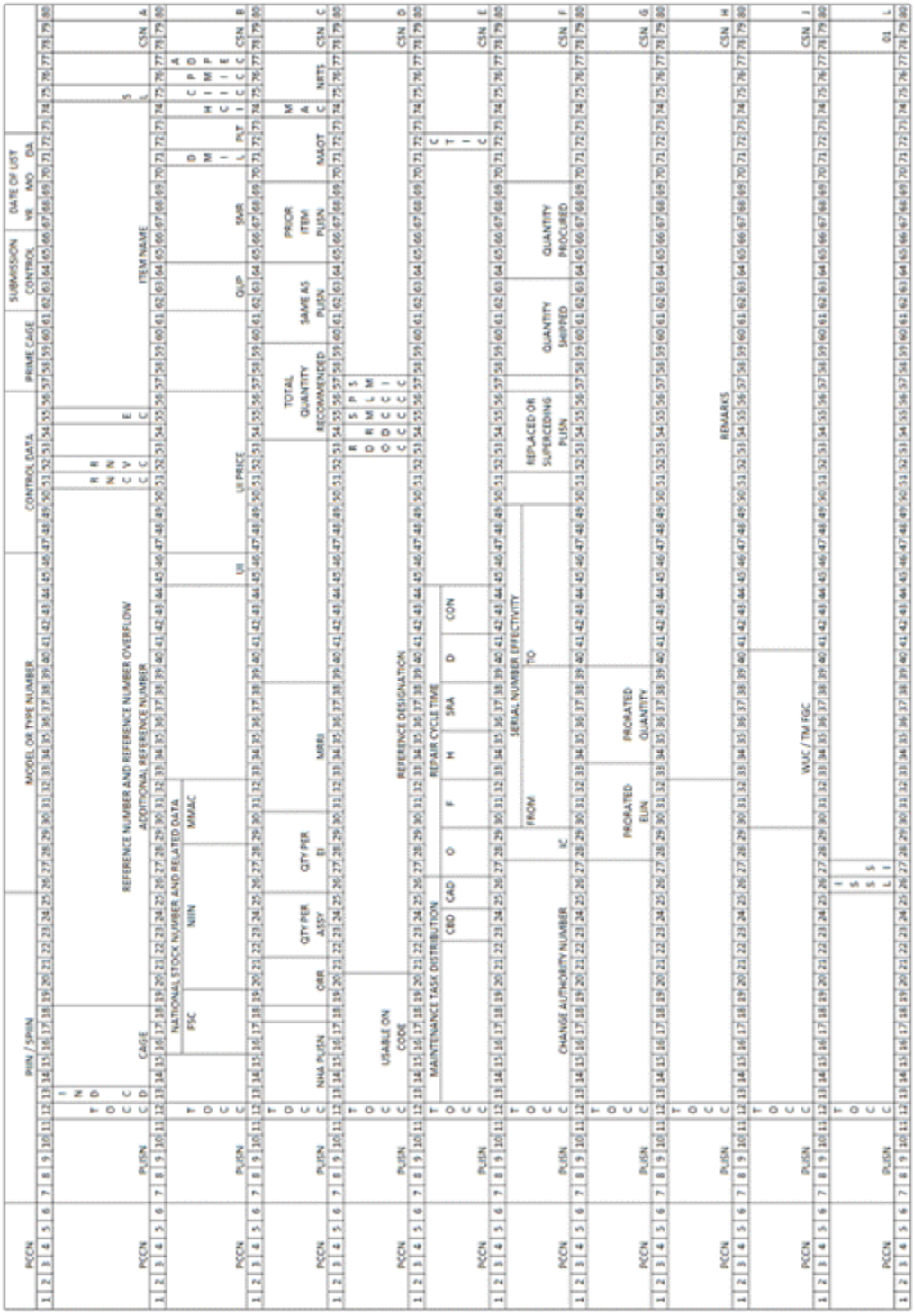


Figure A5.2. Provisioning Performance Schedule (AFMC Form 713).

PROVISIONING PERFORMANCE SCHEDULE			DATE	OMB NO 0704-0188

Public reporting burden for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate of Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project

END ARTICLE	CONTRACTOR

END ARTICLE DELIVERY DATES		SOLICITATION OR CONTRACT NUMBER		TYPE OF CONTRACT
DATE OF FIRST DELIVERY			REVISION	☐ EMD ☐ PROD
DATE OF LAST DELIVERY		NUMBER	DATE	☐ EMC W/PROD OPT

NO	EVENT	ACTION AGENCY	TIMING	CALENDAR DATE
1	CONTRACT AWARD	GOVT	CONTRACT MAILING DATE	
2	GUIDANCE CONFERENCE	GOVT AND CONTR	NLT 45 DAYS AFTER MAILING DATE OF CONTRACT	
3	DLSC SCREENING	CONTR	SUBMIT TO DLSC NOT EARLIER THEN 30 DAYS PRIOR TO SUBMITTING PTD	
4	SAIP a. CANDIDATE LIST	CONTR	NLT 165 DAYS PRIOR TO CONTRACTOR'S ORDER NEED DATE	
	b. SELECTED ITEM NOTIFICATION	GOVT	NLT 30 DAYS AFTER RECEIPT OF CANDIDATE LIST	
	c. CONTRACTOR PROCUREMENT SCHEDULE PTD, EDFP SCREENING	CONTR	NLT 90 DAYS PRIOR TO CONTRACTOR'S ORDER NEED DATE	
	d. PROVISIONING CONFERENCE	GOVT AND CONTR	NLT 60 DAYS PRIOR TO CONTRACTOR'S ORDER NEED DATE	START FINISH
	e. PIOs RELEASED TO CONTRACTOR	GOVT	NLT 30 DAYS PRIOR TO CONTRACTOR'S ORDER NEED DATE	
5	LONG LEAD ITEMS LIST (LLIL) WITH EDFP AND DLSC SCREENING RESULTS	CONTR	NLT 30 DAYS AFTER RELEASE FOR FABRICATION OR PROCUREMENT OF	START FINISH
	b. RECOMMENDED ITEMS	CONTR	45 DAYS PRIOR TO RELEASE OF PPL	
	c. PROVISIONING CONFERENCE	GOVT AND CONTR	NLT 90 DAYS PRIOR TO CONTRACTOR'S ORDER NEED DATE	
	d. PIOs RELEASED TO CONTRACTOR	GOVT	NLT 30 DAYS AFTER RECEIPT OF LLIL FROM CONTRACTOR	
6	PTD/EDFP REQUIREMENTS	CONTR	NLT 60 DAYS PRIOR TO PROVISIONING CONFERENCE	
7	PROVISIONING CONFERENCE	GOVT AND CONTR	NLT 60 DAYS AFTER RECEIPT OF PTD/EDFP	START FINISH
8	PIOs w/DELIVERY SCHEDULE	GOVT	DUE 90 DAYS AFTER RECEIPT OF PTD/EDFP	
9	ACCEPTANCE/REVISION OF DELIVERY SCHEDULE	CONTR	NLT 60 DAYS AFTER RECEIPT OF PIO's	
10	SPARES NEED DATE	GOVT	IAW PROGRAMMING CHECKLIST BUT NLT 90 DAYS PRIOR TO OND	
11	TRAINING START DATE	GOVT		
12	OPERATIONAL NEED DATE	GOVT		

REMARKS *(Continue on reverse)*

APPROVED BY

AF PROV CHAIRPERSON	CONTRACTOR	PROGRAM MANAGER

AFMC IMT 718,19940401,*V-2* REPLACES AFMC FORM 718, JUL 92 WHICH IS OBSOLETE

Attachment 6

TIME CYCLES NECESSARY TO PROCESS PROVISIONING TECHNICAL DOCUMENTATION THROUGH AIR FORCE ACTIVITIES

Table A6.1. Document Codes by Provisioning Technical Documentation Type.

Document Code	Type of Provisioning Technical Documentation
1	Long Lead-Time Item List– Interim Release and recommended items (Support item selection and coding action required)
2	Provisioning Parts List Design Change Notices (Support Item Selection and Coding Action Required)
3	Post conference List - Manual Provisioning Only (Support Item Selection and Coding Action Required)
4	Recoverable Item Breakdown (Recoverable Item inventory management specialist Located at product support manager/ product support integrator/end article item manager location)
5	Recoverable Item Breakdown (Recoverable Item Manager Located at Other than at product support manager/Product Support Integrator /End Article Item Manager location)

Table A6.2. Applicable Processing Time in Calendar Days.

RECEIPT OF Provisioning Technical Documentation					
DOC CODE	Prime Provisioning Activity Inputs To D220	Defense Logistics Agency Logistics Information Service Review	Prime Provisioning Activity Pre-Review	prime provisioning activity Processing	Total Process Time
1	5	45	10	60	120
2	5	45	10	60	120
3	0	0	0	60	60
4	5	45	10	60	120
5	0	0	0	60	60

Attachment 7

PROVISIONING EVENTS CHECKLIST

Figure A7.1. Provisioning Events Checklist. (Data Call, Provisioning Guidance Conference, and Spares Provisioning Conference)

PROVISIONER._____ CONTRACT NO._____CONTRACT MAILING DATE._____ CONTRACTOR._____ END ITEM._____ PRODUCT GROUP._____DATE._____
Data Call/Pre Provisioning Guidance Conference.
1. Who is the (name/office/phone). PSM._____ ES. _____ IM. _____
2. Who is(are) the User(s)? _____
3. The provisioning data requirements are submitted in support of. (check one): _____ SAE GEIA-STD-0007-B (subsequent versions)_____ Contractor Supported Weapon System. **Note:** If other than SAE GEIA-STD-0007-B (subsequent versions) or Contractor Supported Weapon System, state reason. _____
4. What type Provisioning Technical Documentation is required (PPL/SFPPL)? _____
5. Is Long Lead Time Item List a requirement? Yes/No. If no, why not? _____
6. Data items provided on this contract (DoD Forms 1423) are:

Data Item Description:_____ Provisioning Technical Documentation: _____
7. Will Provisioning Technical Documentation be under Engineering and Manufacturing Development, Production, Engineering and Manufacturing Development/Production, System Design and Development, or Low Rate Initial Production options? _____ _____
8. Is this effort for a new system/end item or a modification to an existing system/end tem? _____
9. Is this a multi-service program? Yes/No. If yes, list the service(s) and identify the Primary Inventory Control Activity and Secondary Inventory Control Activity. _____ _____
10. Is this a multi-aircraft effort (e.g., F-15, C-130, etc.)? Yes/No. If yes, list the aircraft. _____
11 How many configurations of the system/end item are involved?_____ List them. _____ _____
12. Will there be current or future Foreign Military Sales requirements? Yes/No. If yes, list the country(ies). _____
13. Is First Article Acceptance a requirement? Yes/No. If yes, cite the reference from the contract._____
14. Has the Programming Checklist been established in D200H/Initial Requirements Determination? Yes/No. If yes, what is the Application Program Designation? _____
15. What is the maintenance concept?_____ Who is the repair (depot) facility (Government or contractor)? _____
16. Does the Statement of Work/Statement of Objective/Performance Based Work Statement/Performance Based Work Statements specify warranty(ies)? Yes/No. If yes, what are the provisions? _____
17. Does the Statement of Work/Statement of Objectives/Performance Based Work Statement/Performance Based Work Statements specify Interim Contractor Support? Yes/No. If yes, how long is Interim Contractor Support and are there options to extend?

_____ _____
18. Is Contractor Supported Weapon System approach being considered? Yes/No.
19. Does the Statement of Work/Statement of Objectives/ Performance Based Work Statements specify Interim Release? Yes/No.
20. Will there be any commercial items (Commercial Off-the-Shelf)? Yes/No. If yes, how will they be supported? _____
21. Will there be any requirements for manufacturer's commercial manuals? Yes/No.
22. Delivery of the end item begins/began and ends/ended_____.
23. Is Support Equipment (Support Equipment Recommendation Data) required? Yes/No. Is a Standard/Modified Hand Tools List required? Yes/No.
24. Material Management Aggregation Code assigned to this end item is. _____.
25. Weapon System Designator Code assigned to this end item is. _____.
26. Are Provisioned Item Orders required? Yes/No. If yes, what are the spares CLINS on contract? _____
27. Is Wide Area Workflow Required? Yes/No. If yes, what is the contractor's Department of Defense Activity Address Code? _____ _____
28. What are the Useable On Codes?_____
29. Will the end item consist of North Atlantic Treaty Organization items? Yes/No
30. Are there hazardous/ozone depleting substances being used? Yes/No.
31. Where will the Provisioning Guidance Conference/ Spares Provisioning Conference be held (local on-base, local off-base, contractor's facility)? _____ _____ (Coordinate with the product support manager/Equipment Specialist/Contractor for date(s) for the Provisioning Guidance Conference/Spares Provisioning Conference. Ensure adequate facilities will be available. If required, there will be a computer available for the briefing slides).

32. Prepare/distribute AFMC Form 771, Conference Notification, at least 21 calendar days prior to the conference.
33. Prepare/submit visit request information, if required, for clearance/badge issuance. Ensure attendees have the visit request information.
34. Prepare travel orders using the Defense Travel System. a. Who is funding your travel?_____ b. Has funds cite information been obtained? Yes/No. c. Ensure motel reservations are done (either by traveler or thru Defense Travel System). d. Mode of travel arrangements (airline flight information or Privately Owned Vehicle travel, whichever applies). **Note:** If Privately Owned Vehicle, complete Constructive Travel Worksheet and the Government Constructive Cost Worksheet. e. If desired, obtain directions, maps, etc. from contractor Point of Contact.
35. Prepare a preliminary set of minutes. If Provisioning Guidance Conference, save the Provisioning Guidance Conference briefing charts to a disk to show at the conference. **Note:** They will be tailored to your contract specifications
Figure Note: These questions may be tailored in order to accommodate each site's specific contract requirements.

Figure A7.2. Provisioning Guidance Conference Checklist.

NO. ITEM	YES	NO	N/A
1. Government Only Meeting			
2. Introduction and Purpose of Conference			
3. Provisioning Conference Administrative Requirements (Facilities, Equipment, Contractor Personnel)			
4. Briefing by Contractor on End Item			
5. Programming Checklist and Initial Requirements Determination			
6. Joint Usage Concept			
7. Maintenance Concept			
8. Direct Contact With Vendors			
9. Illustrated Parts Breakdown Data			
10. Source/Maintenance/Recoverability Codes			
11. Instructions for Failure Factors and Provisioning Factor Tables			

NO. ITEM	YES	NO	N/A
12. Air Force Initial Provisioning Performance Specification and Attachments			
13. Sample Article(s)			
14. Interim Release Criteria			
15. Provisioned Item Order Procedures			
16. Recoverable Item Breakdown			
17. Common Bulk Items List			
18. Post Conference Documentation Requirements			
19. Design Change Notice /Administrative Change Notice			
20. Parts Kit			
21. Material Management Aggregation Code			
22. Item Management Code			
23. Funding Requirements			
24. Contract Data Requirements List, DoD Form 1423			
25. Logistics Product Data			
26. Security Classification Requirements (if applicable)			
28. 27. Application of Logistics Support Analysis			
28. Engineering data For Provisioning Requirements			
29. Non Acceptance of Letters of Refusal for Engineering data for Provisioning			
30. Limited Rights Data Sheet (Defense Logistics Agency Logistics Information Service Form 37)			
31. Drawing Restrictions			
32. Vendor/Subcontractor Logistics Product data/Engineering data for Provisioning Requirements			
33. Engineering data for Provisioning Checklist			
34. Provisioning Screening			
35. Incremental Submission of Logistics Product data			
36. Tools and Test Equipment List			
37. Support Equipment Recommendation Data; Standard/Modified Hand Tools List (if required)			

NO. ITEM	YES	NO	N/A
38. Complete Provisioning Performance Schedule, AFMC Form 718			
39. Air Force Materiel Command *Provisioning System* (D220) Flow Chart Review			
40. Defense Logistics Agency Logistics Information Services *Provisioning System* (D155)			
41. Estimated Unit Prices/Minimum Buy Requirements			
42. Price Challenges			
43. Instructions for Initial Spares Breakout (Vendor Breakout) (Air Force Spare Parts Breakout Program)			
44. First Article Acceptance			
45. Preparation of Minutes (action items will have an assigned Office of Primary Responsibility and suspense date)			
46. Provisioning Contract Control Number/Provisioning Control Code			
47. Media for Contractor Notifications and Provisioned Item Orders			
48. Hazardous Materials/Ozone Depleting Substances			
49. Weapon System Support Program Requirements			
50. Repair Level Analysis/Level of Repair Analysis			
51. Method of Support /Method of Support Modifier Codes			
52. Cataloging Actions in Support of North Atlantic Treaty Organization			
53. Shelf Life Designations			

Figure A7.3. POST Provisioning Guidance Conference.

1. Complete travel voucher.
2. Complete minutes within five (5) working days after trip and forward to the supervisor for approval. If approved, distribute to all attendees.
3. Monitor all action items until complete.

Figure A7.4. PRE Spares Provisioning Conference.

1. Is all required data available and correct? Yes/No. a. Does Logistics Product data have all required fields complete in accordance with Data Product Selection Sheet on contract? Yes/No. b. Have Defense Logistics Agency Logistics Information Service screening results been received/reviewed? Yes/No. c. Do you have a complete set of Engineering data for Provisioning? Yes/No. If no, do you have Limited Rights Sheets available? Yes/No. d. Will a set of Engineering data for Provisioning be available at the contractor's plant for use during the Spares Provisioning Conference? Yes/No.
2. Coordinate with the Equipment Specialist and Contractor firm date(s) for the Spares Provisioning Conference. Ensure there will be adequate conference room facilities available.
3. Are sample article(s) required for review/disassembly at the Spares Provisioning Conference in accordance with Para 3.3 of the Initial Provisioning Performance Specification? Yes/No. If yes, verify with the contractor the sample article(s) will be provided at the conference (either in the conference room or within reasonable distance of the conference room).
4. Prepare/distribute AFMC Form 771, Conference Notification, at least 21 calendar days prior to the Spares Provisioning Conference.
5. Prepare/submit visit request information, if required, for clearance/badge issuance. Provide the visit request information to the attendees.
6. Prepare travel orders using Defense Travel System. a. Who is funding your travel? _____ b. Has funds cite information been obtained? Yes/No. c. Ensure motel reservations are done (either by traveler or thru Defense Travel System). d. Mode of travel arrangements (airline flight information or Privately Owned Vehicle travel, whichever applies). **Note:** If Privately Owned Vehicle, complete Constructive Travel Worksheet and the Government Constructive Cost Worksheet. e. If desired, obtain directions, maps, etc. from the contractor Point of Contact.
7. Prepare a preliminary set of minutes.

Figure A7.5. DURING Spares Provisioning Conference.

1. Government Only Meeting. Yes/No/NA
2. Introduction and Purpose of Conference. Yes/No/NA
3. Administrative Issues (daily work schedule, lunch observed, comp time/overtime). Yes/No/NA.

4. Identify Roles and Responsibilities. Yes/No/NA
5. Document Review. (list not all inclusive) a. Ensure all first appearance items are reviewed. b. Commercial and Government Entity, Part Numbers, and Nouns validated. c. Source, Maintenance, Recoverability codes approved and validated. d. Item Management Codes assigned, when required. e. Appropriate cataloging data assigned, when required. f. Useable on Codes assigned and verified. g. Items with hazardous material reviewed and coded properly. h. Price challenges considered. i. Minimum buy quantities considered. j. Recommended quantities verified. k. Special Purpose Recoverable Authorized Maintain and/or War Reserve Requirements candidates identified and recommended quantities documented. l. All maintenance factors are obtained where required. m. Mission Item Essentiality Code is assigned, where required.
6. D155 Pre-Provisioning screening considered and reviewed.
7. Substitute offers considered and documented.
8. Packaging requirements captured, where required.
9. Ensure missing drawings are obtained or limited rights sheets are completed for item to be stocklisted. Is Engineering data for Provisioning adequate for stock listing purposes?
10. Make sure all applicable lists are complete to be attached to the minutes as required.
11. Ensure all action items have an Office of Primary Responsibility and suspense date.
12. Make sure you have a copy of the sign-in sheet to include name, office symbol, phone, number and email address.
13. Make sure signature page is signed by all required persons.

Figure A7.6. POST Spares Provisioning Conference.

1. Prepare travel voucher.
2. Complete minutes within five (5) working days after trip and forward to the supervisor for approval. If approved, distribute to all attendees.
3. Monitor all action items until complete.
4. Update Logistics Product data in D220.