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**LOGISTICS READINESS QUALITY
ASSURANCE PROGRAM (LR QA)**

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This publication implements Air Force Policy Directive (AFPD) 63-1/AFPD 20-1, *Integrated Life Cycle Management* and it is re-designated Department of the Air Force Instruction (DAFI) 20-112 *Logistics Readiness (LR) Quality Assurance Program (QA)*. This instruction establishes the logistics readiness quality assurance policy, procedures and guidelines for a standardized, repeatable assessment and evaluation process throughout the United States Air Force (USAF) logistics readiness community to include supply chain management QA. This publication applies to all civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve (AFR), the Air National Guard (ANG), the United States Space Force (USSF) and those who are contractually obligated to comply with Department of the Air Force (DAF) publications. For assistance with interpreting this instruction, contact your Major Command (MAJCOM) functional

policy activity. ANG units should contact the Air National Guard Readiness Center functional policy section for guidance. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval as outlined in Department of Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*. 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 DAFI 33-360 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 publication OPR for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

(Added-AFMC) This supplement implements and extends the guidance of Department of the Air Force Instruction 20-112, *Logistics Readiness Quality Assurance Program (LR QA)*, by placing command policy into this supplement. This supplement describes Air Force Materiel Command procedures to be used in conjunction with this instruction. It applies to all personnel (military, civilian, and contractor) working for AFMC Logistics Readiness Squadrons, Supply Chain Wings and their subordinate units, the Air Force Research Laboratory, the Nuclear Weapons-Related Materiel (NWRM) Storage Facility (NSF), the Air Force Sustainment Center, the Air Force Life Cycle Management Center, the Air Force Test Center, and applicable Center subordinate units. Additionally, this publication applies to the United States Space Force (USSF). This publication does not apply to Air National Guard or Air Force Reserve Command and their units. For purposes of this publication, LR refers to Logistics Readiness Activities that includes both Logistics Readiness Squadrons/Flights/Deltas and Supply Chain Management organizations, and their subordinate units. This publication applies in its entirety to logistics personnel (2T, 2G, 2F, 2M, 2W, and 2S related personnel) in Logistics Readiness Squadrons and Supply Chain Management organizations. Compliance with attachments in this publication is mandatory. This publication may not be supplemented or further implemented or extended. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. 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 OPR for non-tiered compliance items. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. All requests for waiver must be approved by the publication OPR prior to implementation. Copies of all approved waivers will be provided to AFMC/A4RX, to include waivers approved against the parent publication. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command using the following MANDATORY AFMC/A4R DAF Form 847 submission process. **(T-2)** Centers/Field Commands will assign a primary and alternate POC to populate the AFMC/A4R Publications Management 847 SharePoint, to include

attaching a digitally signed DAF Form 847 with Sections 1 through 5 completed by the submitting organization, and Section 6 completed by the Center LG/Field Command S4. Status will be obtained from the AFMC/A4R Publications Management SharePoint. Non-AFMC/USSF organizations will submit recommended changes and questions concerning this publication via email to the OPR (AFMC/A4RX) using DAF Form 847, *Recommendation for Change of Publication*. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Disposition Schedule located in the Air Force Records Information Management System (AFRIMS). Finally, in those instances where this supplement delegates a program/responsibility to a lower-level organization, that delegation includes the Pertinent Oversight Authority (POA) responsibilities as outlined in AFI 90-201, *The Air Force Inspection System*, and corresponding AFMC Supplement. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document revision includes changes to the Logistics Readiness (LR) Quality Assurance (QA) Program and must be reviewed in its entirety. Changes include renaming of the publication to incorporate all logistics activities outside of a squadron level organization. Additional changes include detailed descriptions of personnel evaluations and modifications to **Table A2.1** Logistics Readiness Functional Assessment Requirements and prescribed DAF Form 4421 *Logistics Readiness Quality Assurance (LR QA) Assessment Form*.

(Added-AFMC) This supplement has undergone extensive rewrite and must be reviewed in its entirety. It includes the addition of USSF LR QA organizations. Additionally, it expounds upon the requirements for the use of the Logistics Evaluation Assurance Program (LEAP) by all AFMC/USSF LR QA activities. It establishes those requirements that are exclusive to Supply Chain Management QA. Changes include clarification on the use of the Logistics Evaluation Assurance Program database, upload of documents to the AFMC LR QA SharePoint, and LR QA reporting requirements. Direction is given for standardization of Flight and Section data elements to be input into LEAP.

SUMMARY OF CHANGES CORRECTIVE ACTIONS

This corrective action corrects the integration of the AFMC supplement to the parent publication. Previously the supplement was a standalone publication. It has been updated on 21 October 2022.

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Chapter 1

GENERAL PURPOSE AND SCOPE

1.1. Purpose. The purpose of the LR QA program is to provide the unit commander/civilian director and senior leadership with an assessment of the unit's ability to perform key logistics processes by ensuring standardized, repeatable, technically compliant process execution, while promoting a culture of professional excellence and personal responsibility. The program's primary focus is on personnel proficiency and adherence to established policy and procedures.

1.2. Scope. The LR QA program is focused on enabling and strengthening commanders' mission effectiveness and efficiency. QA evaluators should possess the ability to be critical, communicative, creative, and cognitive with the capability to motivate and promote military discipline, improve unit performance, and manage excellence up and down the chain of command at all levels. To identify issues interfering with readiness, economy, efficiency, discipline, effectiveness, compliance, performance, surety and management excellence. Civil service most efficient organizations and contracted organizations shall follow the requirements established in their contract's Performance Work Statement (PWS) and the Quality Assurance Surveillance Plan (QASP) for an accepted quality program.

1.2. (Added-AFMC) Scope. The LR QA program is focused on enabling and strengthening commanders' mission effectiveness and efficiency, while motivating and promoting both military and supply discipline, improving unit performance, and managing excellence up and down the chain of command at all levels. Quality logistics processes, procedural compliance, and equipment reliability are the responsibility of all LR personnel. The LR QA program will oversee and assess unit compliance with AF safety and environmental programs to ensure logistics processes are executed in a safe and healthy environment. QA will serve as the primary technical advisory agency, assisting LR activity supervision at all levels to resolve quality problems, develop corrective action strategies, and enhance the overall quality of logistics/supply chain processes.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Quality Assurance Evaluator (QAE). Where applicable, QAEs are responsible for coordinating compliance actions for their assigned logistics management function, and will be aligned under individual flights within the LRS. **(T-2).** Commanders have the option to consolidate QA functions within a single office. However, the positions must remain aligned under the individual functional flights. **(T-2).** Evaluations will be accomplished by qualified subject matter experts from the various Air Force Specialty Codes (AFSCs) resident in the LR activity. **(T-2).** AFR and ANG units are authorized to tailor the QAE in order to accomplish the quality assurance function and complete mission requirements.

2.2. Headquarters Air Force Logistics Readiness Division (AF/A4LR) and Headquarters Air Force Logistics, Operations, Plans, and Programs Division (A4LX) will:

- 2.2.1. Develop, articulate, and clarify all Air Force LR QA guidance.
- 2.2.2. Develop/maintain/approve Key Task List (KTL) and Routine Inspection List (RIL) pertinent to MAJCOM/AFSC unique requirements via Career Field Education and Training Plan (CFETP).
- 2.2.3. Ensure MAJCOMs utilize Logistics Evaluation Assurance Program (LEAP) as the automated IT/SharePoint to manage all aspects of the program while serving as the central repository.
- 2.2.4. Review effectiveness of the overall LR QA program through metrics pertinent to AFSC unique requirements.
- 2.2.5. Provide funding and sustainment for LEAP.

2.3. MAJCOM/A4R will:

2.3. (Added-AFMC) AFMC/A4R will:

- 2.3.1. Manage QA programs within the command.
- 2.3.2. Ensure units are executing KTLs and RILs developed by AF/A4LR/A4LX.
- 2.3.3. Recommend program guidance and administrative changes to AF/A4LR/A4LX.
 - 2.3.3.1. **(Added-AFMC)** Review unit recommendations/changes to the LR QA program.
- 2.3.4. Ensure units are utilizing LEAP as the repository for the LR enterprise.
- 2.3.5. Ensure distribution and posturing for LEAP in collaboration with program office and AF/A4LR/A4LX.
- 2.3.6. Ensure LEAP site managers gain access to the applicable trouble ticketing system.
- 2.3.7. Monitor all submitted open and queued LEAP trouble tickets tracked to closure within their command.
- 2.3.8. Ensure records are kept for locally developed KTLs and RILs.
- 2.3.9. **(Added-AFMC)** Oversee LEAP for USSF installation LR units.

2.3.10. **(Added-AFMC)** Maintain a current list of AFMC/USSF LR QA unit Site Managers.

2.3.11. **(Added-AFMC)** Upload any MAJCOM unique RILs/KTLs into LEAP, and to the AFMC/A4R Logistics Readiness Quality Assurance SharePoint (<https://usaf.dps.mil/teams/AFMC-A4R/SitePages/Logistics-Readiness-Quality-Assurance.aspx?web=1>).

2.3.12. **(Added-AFMC)** Appoint a primary and alternate(s) as AFMC/USSF LRS QA Functional Administrator(s) within AFMC/A4RX. The Functional Administrator will:

2.3.12.1. **(Added-AFMC)** Ensure personnel are trained on the use of LEAP.

2.3.12.2. **(Added-AFMC)** Assist Site Managers as needed.

2.3.12.3. **(Added-AFMC)** Conduct trend/risk analysis of all submitted analyses IAW **paragraph 4.1.2**.

2.3.12.4. **(Added-AFMC)** Review the Management Internal Control Toolset (MICT) to ensure units are utilizing appropriate QA associated Self-Assessment Communicators (SACs).

2.4. LR Activities will:

2.4.1. Establish a LR QA program. **(T-1)**. **Note:** Air Mobility Command (AMC) Forward Supply Locations (FSLs) QA program will be part of and under direction of parent air mobility squadron. AMC FSLs will run KTL/RILs and Management Internal Control Toolset (MICT) checklists associated with materiel management.

2.4.1.1. Assign a QA manager. **(T-1)**

2.4.1.1.1. QA manager will manage the unit-level QA program. **(T-1)**

2.4.1.1.1.1. **(Added-AFMC)** The QA Manager will be a SNCO or civilian equivalent, and will also be a LEAP Chief Evaluator. **Note:** QA Manager can be a Site Manager.

2.4.1.1.2. Ensure quality evaluators are trained IAW **Chapter 3** of this publication. **(T-1)**.

2.4.1.1.3. Ensure the required number of process evaluations are conducted monthly based on the approved QA evaluation and inspection plan, and assessment results are reported to each respective commander, flight chief, superintendent, and the training manager. **(T-1)**. Exemptions/exceptions to monthly functional area assessments will be developed in writing and submitted to MAJCOM for approval **(T-2)**.

2.4.1.1.4. Track all evaluations rated Fail, Technical Data Violation (TDV), Detected Safety Violation (DSV), or Unsatisfactory Condition Report (UCR) until resolved. Comply with the written response policy defined by the commander, to avoid overdue or overlooked replies. **(T-1)**.

2.4.1.1.4.1. The written response policy will be conducted within LEAP for all evaluations tracked within LEAP. Commanders must define what the written response policy will be for all entries input into LEAP.

- 2.4.1.1.5. Provide a summary of evaluations to unit commanders to include all late replies and repeat findings on a monthly basis. **(T-1)**.
- 2.4.2. Review reported findings for appropriate corrective actions. **(T-1)**.
- 2.4.2.1. Determine when additional assessments are required in a specific area based upon findings. **(T-2)**.
- 2.4.2.2. **(Added-AFMC)** A corrective action plan will be developed, and must be viable.
- 2.4.2.3. **(Added-AFMC)** Ensure LEAP inputs are reviewed and validated monthly for accuracy and content to ensure data integrity. **Note:** LEAP requires all evaluations must be input, updated, and validated NLT the 10th of the month for the previous month's entries.
- 2.4.3. Review and submit unit developed KTL/RIL items to MAJCOM. **(T-1)**.
- 2.4.3.1. **(Added-AFMC)** Unit developed RILs/KTLs (if any) will be reviewed annually, and submitted to the AFMC/USSF LRS Functional Administrator using the AFMC/A4R AFMC/USSF LR QA email, for review by 1 November of each year. Unit RILs/KTLs should be populated in LEAP and published in the Evaluation and Inspection Plan NLT 10 January of each year. Unit RILs/KTLs will not duplicate HAF or MAJCOM RIL/KTL items.
- 2.4.4. Utilize LEAP as the repository for the AF LR inspections/evaluations. **(T-1)**. **Note:** QAEs can use the DAF Form 4421, *Logistics Readiness Quality Assurance (LR QA) Assessment Form*, if the LEAP application isn't available.
- 2.4.4.1. **(Added-AFMC)** DAF Form 4421 will be used, in the event LEAP is unavailable. **(T-2)** **Note:** CCs/CLs may wish to develop local guidance for the use of DAF Form 4421.
- 2.4.5. Utilize MICT to support the unit's self-assessment program in accordance with AFI 90-201, *Air Force Inspection Program*. **(T-1)**.
- 2.4.6. **(Added-AFMC)** Ensure LR QA unit POC information is kept updated on the AFMC/A4R Logistics Readiness Quality Assurance SharePoint (<https://usaf.dps.mil/teams/AFMC-A4R/SitePages/Logistics-Readiness-Quality-Assurance.aspx?web=1>). Information will include a primary and alternate POC.
- 2.4.7. **(Added-AFMC)** Conduct quarterly analysis. Be sure to identify any trends or risks that may affect the unit's ability to effectively accomplish its mission. Submit quarterly analysis IAW **paragraph 4.1**. **(T-2)**
- 2.4.8. **(Added-AFMC)** Promote an environment where quality, safety, equipment reliability, job proficiency, and standardization remain at the core of all logistics/supply chain processes.
- 2.4.9. **(Added-AFMC)** Ensure locally developed checklists (if any) are reviewed, at least annually, and are current. Document the review accordingly. **(T-2)**
- 2.5. LR QA Program will:**
- 2.5.1. Evaluate the performance of logistics procedures performed within the organization or falling under the responsibility of the commander/director and report results. **(T-1)**.
- 2.5.2. Make recommendations for improving the effectiveness of all logistics processes. **(T-1)**.

- 2.5.2.1. **(Added-AFMC)** Submit recommendations through the AFMC/USSF LRS Functional Administrator.
- 2.5.3. Provide functional area inspection and evaluation quotas by type (e.g., Personnel Evaluations (PEs), Quality Verification Inspections (QVIs), Special Interest (SIs), etc.).
- 2.5.4. Incorporate Special Interest Items (SII) resulting from cross-tells or determined by commander driven metrics or other concerns. Ensure SIIs are reviewed, maintained, and appropriate action(s) taken.
- 2.5.5. Employ RIL/KTL items developed by Headquarters Air Force (HAF). Units may create locally developed RIL/KTL to improve effectiveness of logistics processes.
- 2.5.5.1. **(Added-AFMC)** Unit developed RILs/KTLs (if any) will be sent to the AFMC/USSF LRS Functional Administrator once approved by the unit CC/CL.
- 2.5.5.2. **(Added-AFMC)** Units will utilize standardized Flight/Section names listed in [Attachment 3](#). **Note:** Standard office symbols may be utilized if desired. Units will ensure all required fields are completed when entering evaluations into LEAP, including section name and Air Force Specialty Code.
- 2.5.6. Utilize appropriate training records (i.e., CFETP, Training Business Area [TBA], etc.), policy and procedural guidance to evaluate and inspect flights. **(T-1)**.
- 2.5.7. Determine when job guides and manuals associated with assessments, evaluations and inspections are current and available. Notify the appropriate organization (HAF, MAJCOM, wing, and group) when deficiencies are found. **(T-1)**.
- 2.5.8. Enter observations, inspections, and evaluation reports into LEAP. **(T-1)**.
- 2.5.8.1. **(Added-AFMC)** Observations, inspections, and evaluations will be entered into LEAP, even if there are no discrepancies identified.
- 2.5.9. Track all failed assessments, TDV, DSV, or UCR until resolved within LEAP. **(T-1)**.
- 2.5.10. Schedule customer assistant visits as requested by installation customers, at soonest availability with Logistics Readiness Squadron Commander (LRS/CC) or respective LR activity unit commander's approval and without impacting required inspection schedules.
- 2.5.11. Provide a developed monthly QA evaluation and inspection plan. The plan must show the areas, types, and number of assessments, inspections and evaluations that must be conducted over the course of the month. The plan will provide QA clear direction for assessing and measuring compliance. Consult with the agencies below to develop inspection plans: **(T-1)**.
- 2.5.11.1. The local legal counsel and ensure compliance with federal, state, and local environmental laws/regulations and AF publications. At overseas locations, ensure compliance with Final Governing Standards (FGS) or the Overseas Environmental Baseline Guidance Document (OEBGD) in the absence of the FGS. **(T-0)**.
- 2.5.11.2. The installation Environmental Protection Committee (EPC), base environmental manager, base civil engineer, base bioenvironmental engineer, wing safety, staff judge advocate, unit environmental coordinators and the Environmental Management

System (EMS) cross-functional team semiannually to stay current on local environmental rules, restrictions, and regulations. (T-1).

2.5.12. Gain access to the applicable trouble ticketing system for LEAP.

2.5.12.1. (Added-AFMC) Requests for access will be submitted directly to the LEAP Program Management Office (PMO) as indicated on the JIRA website (<https://jira.csd.disa.mil/secure/Dashboard.jspa>). Organizations will notify the AFMC/USSF LRS Functional Administrator of all requests for access. Training material for using JIRA is available in the Training folder under QA Products, Processes, and Requirements on the AFMC/A4R LR QA SharePoint at <https://usaf.dps.mil/teams/AFMC-A4R/SitePages/Logistics-Readiness-Quality-Assurance.aspx>.

2.5.13. Input all potential LEAP issues into the trouble ticketed system.

2.5.13.1. (Added-AFMC) Issues will only be submitted by personnel with a JIRA account. This will ensure the submitter can track and receive updates on trouble tickets.

2.5.13.2. (Added-AFMC) Field users will only submit tickets related to unit issues. The AFMC/USSF Functional Administrator will submit tickets that are functional in nature.

2.5.14. Monitor all trouble tickets until closure.

2.5.15. (Added-AFMC) Ensure Root Cause Codes are assigned when determining cause for all deficiencies, using the Root Cause Codes in AFI 90-201, *The Air Force Inspection System*, Attachment 9. (T-2)

2.5.16. (Added-AFMC) LEAP Chief Evaluator will review evaluation inputs for accuracy, and content. (T-2)

2.5.17. (Added-AFMC) Provide training/instruction, as applicable, to address deficiencies identified during evaluations/inspections. (T-2)

2.6. Contracted Functions. Contracted functions will be evaluated by the contract officer representative IAW the contract's PWS using the QASP. (T-1). IAW AFI 63-138, *Acquisitions of Services*, QA can act as the subject matter experts (SMEs) for the contract officer representative.

2.7. Munitions Activities. Munitions activities assigned to an LRS are responsible to the LRS/CC for quality assurance, will follow the quality assurance program requirements prescribed by AFMAN 21-200, *Munitions and Missile Maintenance Management*. (T-1). Munitions quality assurance reporting will be through the QA leadership to the LRS/CC. (T-1).

2.7.1. (Added-AFMC) (AFMC) In those instances when AFMAN 21-200 refers to DAFI 21-101, *Aircraft and Equipment Maintenance Management*, Munitions units/activities will review the DAFI 21-101 AFMC Supplement and Addendums A, B, and C for additional guidance and applicability. (T-2)

2.8. Fuels Activities. Fuels activities are responsible to the LRS/CC & DoD for quality assurance/quality surveillance, thus are required to follow the quality compliance program requirements prescribed by AFI 23-201, *Fuels Management*. (T-1).

2.8.1. **(Added-AFMC)** Fuels Quality Compliance responsibilities should facilitate reporting/metrics/data to the LR QA Program. All data, findings, and fixes should be included in metrics reported, and should be reported to the LRS CC/CL.

2.9. (Added-AFMC) USSF Field Commands and AFMC Centers will:

2.9.1. **(Added-AFMC)** Provide oversight of all subordinate LR Activities to ensure adherence to policy. **Note:** Field Commands and Centers are highly encouraged to obtain LEAP accounts in order to provide oversight of their units.

2.9.2. **(Added-AFMC)** Encourage cross-talk between subordinate LR QA activities.

2.9.3. **(Added-AFMC)** Ensure subordinate LR Activities submit quarterly analysis IAW **Chapter 4. (T-2)**

2.10. (Added-AFMC) LEAP Account Access.

2.10.1. **(Added-AFMC)** Access to LEAP will be IAW the LEAP User's Manual.

2.10.2. **(Added-AFMC)** Submit a completed DD Form 2875, *System Authorization Access Request (SAAR)*, to the respective unit's Site Manager. The LEAP DD Form 2875 for AFMC and USSF units can be found on the AFMC/A4R LR QA SharePoint under QA Policies & Guidance. **Note:** Ensure user uses this prefilled DD Form 2875, and follows the instructions in the LEAP User's Manual for completion and account creation. No other DD Form 2875 will be accepted.

2.10.2.1. **(Added-AFMC)** Unit personnel will submit requests for access to their respective Site Manager for approval. Site Managers can approve/modify other Site Managers. **Note:** If no Site Manager is available, submit requests to the AFMC/USSF LRS QA Functional Administrator.

2.10.2.1.1. **(Added-AFMC)** In addition to deactivating/downgrading accounts upon out-processing the QA office, Site Managers will conduct annual LEAP user validation by 1 November of each year.

2.10.2.2. **(Added-AFMC)** Units will maintain copies of completed DD Forms 2875 IAW the AF Records Disposition Schedule.

2.10.3. **(Added-AFMC)** LEAP users are required to log into LEAP every 30 days to avoid account lock-out. **(T-2)**

2.10.4. **(Added-AFMC)** For locked accounts, contact the unit Site Manager to request the account be unlocked. If the Site Manager is unable to unlock the account, contact the AFMC/USSF LRS Functional Administrator for assistance.

2.10.5. **(Added-AFMC)** LEAP accounts will automatically be deleted from G081 after 45 days of inactivity. The account will remain in LEAP, but will be disabled, requiring the account be added back into G081. For disabled accounts, contact the unit's Site Manager.

2.10.6. **(Added-AFMC)** Users who receive a new Common Access Card (CAC) will NOT re-register in LEAP. Re-registering will cause a conflict in the system, and lock-out the user. If a user is redirected to the registration screen, contact the AFMC/USSF LRS Functional Administrator for assistance.

Chapter 3

EVALUATION REQUIREMENTS AND METHODOLOGY

3.1. Program Guidance. The LR QA representative will perform analysis, surveillance, and trend identification of LR processes through evaluations of personnel on all duties assigned within their functional area to include personnel and inspections of processes. Commanders must ensure oversight is provided for all LR processes. **(T-1).**

3.1. (Added-AFMC) Note: QAEs have authority to observe, correct (when possible), and document logistics/supply chain activities within their respective organizations.

3.2. Personnel Requirements. Personnel assigned QA duties within LR activities must be impartial, objective, and consistent in all evaluations. Leadership is encouraged to select qualified personnel that are considered SMEs.

3.2.1. Military QAEs must hold the same AFSC of those being evaluated on technical tasks contained in the applicable CFETP. General evaluations or observations must be conducted by any qualified evaluator. **(T-1).**

3.2.2. Civilian QAEs must have experience in the functional discipline they are responsible for evaluating. Evaluator duties must be included in the individual's position description and their performance plan. **(T-1).** For those QA inspectors who perform QA duties as an additional duty, those duties will be added to their performance plan only.

3.2.3. AFR LR activities may utilize traditional members not on extended active duty as QAE.

3.2.4. Those component LR activities (active, guard and reserve), which are collocated, are encouraged to integrate QAE functions to facilitate diversity and experience while consolidating and streamlining workload. ANG LRS/CCs must request to waive the AFSC requirement only in manning shortage situations and after total force integration opportunities have been exhausted. **(T-2).**

3.3. QA Personnel Training Requirements.

3.3.1. All QA personnel must be trained to perform quality assurance evaluator functions **(T-1)**. Training must cover evaluator responsibilities, inspection and evaluation techniques, metrics analysis, inspection worksheet documentation, report writing, problem-solving, publications management, and actions to prevent personnel injury or equipment damage. Personnel performing QA duties must complete the following mandatory requirements to become fully qualified: **(T-1).**

3.3.1.1. Air Force Institute of Technology Logistics Readiness Squadron Quality Assurance Evaluator Course (AFIT LOG 143). This course is designed to educate LR evaluators on the concept, policies and responsibilities of the LR Quality Assurance Program contained in this DAFI. It will ensure a standardized method is used to evaluate a unit's compliance with Air Force, command and local directives and policies. Completion of this course is mandatory to qualify as an evaluator.

3.3.1.2. Nuclear Weapons Related Materiel (NWRM) Fundamentals Course IAW applicable CFETPs. This course can be found on The Griffin website <https://367trss.cce.af.mil/>.

- 3.3.1.2.1. **(Added-AFMC)** This course is required whether a unit handles NWRM or not. This is to ensure proper handling occurs in the event NWRM assets are incorrectly routed during transport.
- 3.3.1.3. Evaluators must pass three Evaluator Proficiency Evaluations (EPE) within 120 days of appointment (the first EPE will be accomplished within 40 days). **(T-2)**. EPEs will be conducted by a qualified evaluator to ensure the member can execute the proper steps to conduct an evaluation. Each quality evaluator, must pass the EPEs prior to performing unsupervised evaluations and inspections. AFR evaluators must accomplish mandatory training and pass three EPEs within 210 days of appointment (the first EPE will be accomplished within 90 days). **(T-2)**.
- 3.3.1.3.1. **(Added-AFMC)** EPEs will be documented in LEAP and applicable training records. **(T-2)**
- 3.3.2. For military personnel, a master training plan will be created in TBA using LR QA Air Force Job Qualification Standard (AFJQS) and document QAE training in individual training plans. **(T-2)**. Civilian training must be documented on the member's *Supervisor's Employee Brief*. **(T-2)**.
- 3.3.3. **(Added-AFMC)** QAEs will receive training on the Practical Problem Solving Model (formerly 8-Step Problem Solving Process).

3.4. Assessment Methodology. Assessments are the formal avenue to ensure the effectiveness of logistics procedures and identify areas for improvement. They provide leadership with factual information about the health and effectiveness of the unit and training. Accurate assessments of personnel proficiency and processes are critical to gauging unit effectiveness. This program enhances cross-tell and facilitates benchmarking, while allowing latitude to adapt it for local needs. QAE assessments will be conducted through the use of evaluations, inspections, and observations. **(T-2)**.

3.4.1. Evaluations. Represent the direct evaluation of a logistics action, inspection, or training conducted/performed by an individual or team. Evaluations are used to assess job proficiency, degree of training, and compliance with technical data or instructions. Any individual performing, supervising, or evaluating logistics tasks is subject to a direct evaluation. Evaluations include:

3.4.1.1. Personnel Evaluations (PE). A PE is the direct evaluation of an individual or team conducting/performing a logistics action. PEs may be conducted on task-oriented functions such as equipment maintenance as well as process-oriented functions such as vehicle dispatch. Task performance standards are trained and qualified as "Go" level. "Go" means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures ("Go" level equates to 3c and the Specialty Training Standard proficiency code key). Referenced in proficiency code key **table 4.5** within DAFI 33-2670, *Total Force Development*.

3.4.1.2. Evaluator Proficiency Evaluation (EPE). An EPE is the direct evaluation of QA or any individual performing a quality/compliance assurance function in a unit.

3.4.1.3. Trainer Proficiency Evaluations (TPE). A TPE is the direct evaluation of a unit instructor/trainer or certifier to determine their ability to teach accurately and sufficiently.

TPEs also assess weapon system, equipment or process knowledge; teaching methods and techniques; the ability to operate trainers; and adequacy and effectiveness of training programs. Any individual training or certifying personnel on a task or process is subject to a TPE.

3.4.1.4. **(Added-AFMC)** To ensure members are evaluated only on tasks they are actually trained on, the QAE will review available training records to determine those tasks not yet trained on, prior to any evaluation. **(T-2)**

3.4.1.5. **(Added-AFMC)** Rating Evaluations. QA rates each evaluation based on Acceptable Quality Levels (AQLs)/standards. Pass/Fail will be determined by the AQL assigned by the issuing authority prior to the evaluation. Upon completion of all evaluations, the evaluator must provide on-the-spot feedback. Determine ratings as follows:

3.4.1.5.1. **(Added-AFMC)** Pass: Number of Minor discrepancies does not exceed AQL/standards.

3.4.1.5.2. **(Added-AFMC)** Fail: An evaluation that results in any of the following:

3.4.1.5.2.1. **(Added-AFMC)** Number of discrepancies exceeds the established AQL/standards, or a Major finding is identified.

3.4.1.5.2.2. **(Added-AFMC)** A technician commits a safety violation. Use the word "Safety" when a safety violation is committed during an evaluation.

3.4.1.5.2.3. **(Added-AFMC)** A technician commits a technical data violation. Use the words "Tech Data" when a technical data violation is committed during an evaluation.

3.4.1.5.3. **(Added-AFMC)** If a PE or EPE results in a failure, and it is suspected/determined the failure is a result of training, the QAE shall perform a TPE on the certifier/trainer identified in available training records of the individual who failed the PE or EPE, providing the certifier/trainer is still assigned. **Note:** Some training is conducted by trainers from other bases, is web-based or the trainer may have PCS'd/retired. In these cases, a TPE is not feasible, and will not be accomplished. A Memorandum for Record will be accomplished indicating the TPE can't be accomplished, and stating the reason why.

3.4.2. Inspections. Utilized to identify deficient products, processes or equipment while ensuring compliance with established standards. Inspections are rated as "Pass/Fail." Inspections include:

3.4.2.1. Quality Verification Inspection (QVI). A QVI is an inspection of equipment condition or a process after an inspection, repair action or process that has been completed by a technician or supervisor to assess if it was properly completed. The QVI finding should reflect deficiencies by the individual who accomplished the task and identify specific discrepancies.

3.4.2.2. Special Inspections (SI). SIs are inspections not covered by QVIs or evaluations and may include, but are not limited to, inspections of: equipment forms, document control procedures and file plans, inventory controls, Technical Order (T.O.) files, vehicle

inspections, housekeeping, safety practices, and other interest items identified by HAF and MAJCOMs. SIs may be compliance or proficiency oriented.

3.4.2.2. **(Added-AFMC) Note:** Special Inspections (SI) will also include requirements computation procedures and any file folders (digital or hard copy) associated with the previously mentioned areas.

3.4.2.3. **(Added-AFMC)** Rating Inspections.

3.4.2.3.1. **(Added-AFMC)** Pass: Number of discrepancies does not exceed established AQL/standard.

3.4.2.3.2. **(Added-AFMC)** Fail: Number of discrepancies exceeds the established AQL/standard, or a Major finding is identified.

3.4.3. Observations. Defined as the observed events or conditions with safety implications or technical violations not related to an evaluation or inspection that are considered unsafe, not in accordance with established procedures, or in the case of equipment, unfit to operate. Observations include:

3.4.3.1. Detected Safety Violation (DSV). A DSV is an observed unsafe act by an individual. The QAE must stop the unsafe act immediately **(T-0)**. Do not document a separate DSV on an individual undergoing a direct evaluation since the unsafe act automatically results in a "Fail" rating. Annotate the failure with "Safety" when a safety violation is committed during an evaluation. Report all safety incidents to the squadron safety representative IAW local safety policy.

3.4.3.2. Technical Data Violation (TDV). A TDV is an observation of any person performing maintenance or another logistics process inconsistent, contradictory, or without the required technical data present at the job site when mandatory use is required. The technician must have knowledge of all general directives associated with the job prior to performing the task. **(T-1)**. Do not document a separate TDV on an individual undergoing a direct evaluation since failure to use technical data automatically results in a "Fail" rating. Annotate the failure with "Tech Data" when a TDV is committed during an evaluation.

3.4.3.3. Unsatisfactory Condition Report (UCR). A UCR is an unsafe or unsatisfactory condition, other than a DSV, chargeable to the work center supervisor. UCRs will be documented even when it is not possible to determine who created the condition. **(T-1)**.

3.5. Acceptable Quality Levels (AQLs). An AQL denotes the maximum allowable number of minor findings that a process or product may be charged for the task to be rated "Pass." It must be strict enough that the task, process or product meets an acceptable level of quality, but is not so strict that a pass rating is unattainable. Task issuing authorities (e.g., HAF, MAJCOM, LRS/CC) establish/approve AQLs. Discrepancy codes are IAW AFI 90-201.

3.5. (Added-AFMC) Note: Task issuing authorities will also include Commanders/Civilian Leaders of non-standard LR units. Non-standard LR units include, but are not limited to, the Cryptologic & Cyber Systems Division, Supply Chain Operations Wing, Supply Chain Management Wing, Arnold Engineering Development Center, etc.

3.6. Key Task List (KTL). The KTL is a HAF, MAJCOM or unit developed list of required inspections. The KTL is designed to cover tasks that are complex and those affecting critical logistics processes, nuclear surety and/or safety as designated by leadership. All logistics

actions/functions listed on the KTL require mandatory call-in to QA each time the logistics action/function is accomplished. QAE will respond and perform an inspection (T-3). The QAE must review and update unit KTLs as required to ensure they encompass those logistics actions/functions directly affecting quality of complex critical logistics processes. (T-1).

3.7. Routine Inspection List (RIL). The RIL is a HAF, MAJCOM or unit developed list of routine inspections that must be performed with an identified frequency. The QAE shall consolidate inputs provided by flight leadership for suggested RIL items/frequency and obtain LRS/CC or respective LR activity unit commander's approval. Tasks shall not be removed from the RIL without issuing authorities' approval (e.g., HAF, MAJCOM, LRS/CC). (T-1).

3.7. (Added-AFMC) Note: Task issuing authorities will also include Commanders/Civilian Leaders of non-standard LR units. Non-standard LR units include, but are not limited to, the Cryptologic & Cyber Systems Division, Supply Chain Operations Wing, Supply Chain Management Wing, Arnold Engineering Development Center, etc.

3.7.1. (Added-AFMC) Requested changes to MAJCOM RILs will be sent to the AFMC/USSF LRS Functional Administrator Organizational Box (HOAFMC.A4R.AFMCUSSFLROA@us.af.mil) for approval/disapproval. All documentation of this verification will be maintained IAW the AF Records Disposition Schedule.

3.7.2. (Added-AFMC) The AFMC/USSF LRS Functional Administrator will develop MAJCOM RILs specific to supply chain management. The Functional Administrator will provide a draft of these RILs to the non-standard LR units for them to provide input specific to their organization.

3.8. Assessment Finding Procedures.

3.8.1. The QAE will notify the LRS/CC or LR activity unit commander immediately of all major findings or failures related to safety, security, or nuclear surety. (T-1). Additionally, the QAE will suspense evaluations/inspections receiving a fail rating, DSV, TDV, or UCR to the appropriate flight commander/ Noncommissioned Officer In Charge (NCOIC) or appropriate LR activity representative for corrective action(s). (T-1).

3.8.2. Work centers will provide a corrective action plan to all findings by the 10th duty day, stating the action taken to resolve the identified problem(s) to include an implementation date or estimated completion date. (T-2). Root cause analysis will be conducted by the evaluated work center for all major findings to determine underlying causes and appropriate corrective action (T-2). The LR QAEs may assist with conducting root cause analysis. Unit commanders will be briefed on open/closed items. (T-2). AFR units will submit replies by the end of the next scheduled unit training assembly/regularly scheduled drill. (T-2).

3.8.2.1. (Added-AFMC) All Corrective Action Plans (CAPs) and findings will be tracked until closure. (T-2) The QA Manager will determine whether a CAP is required (based on situation) for Minor deficiencies.

3.8.3. Evaluators will provide the following:

3.8.3.1. Introductory and post-evaluation feedback to personnel, as appropriate to the evaluation. (T-1).

3.8.3.2. Offer guidance/suggestions as needed during the post-evaluation feedback session. **(T-1)**.

3.8.3.3. Tracking number assigned to each evaluation within LEAP. **(T-1)**.

3.8.3.4. Use specialty training standard to evaluate authorized areas. **(T-1)**.

3.8.3.5. Maintain all specialty training, i.e., hazardous materials, joint inspections, etc. **(T-1)**.

3.8.3.6. Review all individuals' records, where applicable, for those evaluations receiving a fail, DSV or TDV to verify training documentation. **(T-1)**.

3.8.3.7. Identify discrepancies in documentation to the individual's supervisor with follow-up action to the unit training manager. **(T-1)**. At no time will the evaluation ratings be changed based on the Job Training (OJT) record documentation discrepancies alone.

3.8.4. Findings are validated deficiencies and will be tracked at the unit level within LEAP until resolved. The following are the two types of findings:

3.8.4. **(Added-AFMC) Note:** All inspections will be entered into LEAP, whether there are findings or not. **(T-2)** If an assessment ends with zero defects, the inspection will still be entered into LEAP. QA activities will enter "Zero Defects" into the LEAP Evaluation record.

3.8.4.1. Major finding. A critical or significant deficiency that results or could result in widespread or significant mission impact or failure.

3.8.4.1.1. **(Added-AFMC)** Any Major finding will result in an automatic failure. For additional guidance on Major findings, refer to AFI 90-201. **Note:** The QAE will intercede to prevent any unsafe acts that could cause serious bodily harm or death, or may jeopardize personnel, equipment, system reliability or impact safety of flight.

3.8.4.2. Minor finding. A deficiency that is procedurally incorrect, but only has minor mission impact.

3.8.4.3. All findings (e.g., failed evaluation/inspection or observation) will include a reference to the TO, instruction, and/or command standard individually violated. QAE will review results with the individual(s) and supervisor upon completion of each evaluation. **(T-1)**.

3.8.5. **(Added-AFMC) Follow-Up Evaluations.** Within 30 days after receiving the Root Cause Analysis (RCA), QA will follow-up on all Major findings to verify a sustainable Corrective Action Plan (CAP) has been implemented by the flight. Immediately notify the Commander if the follow-up evaluation would be considered a failure. The follow-up evaluation will be documented on DAF Form 4421 in Section 5, and the form will be maintained electronically until closure. Additionally, an update will be made in LEAP to the existing finding as long as it is not past the 10th of the next month.

3.8.6. **(Added-AFMC) Duplicate Unit Self-Assessment Program (USAP)/QA findings.** These are two separate systems that do not cross. If, during an evaluation, QA identifies a deficiency that is also an observation within the Management Internal Control Toolset (MICT), the deficiency must still be entered into LEAP. However, a comment will be entered into LEAP's evaluation narrative block that the deficiency is being worked under USAP. If QA

determines the CAP is insufficient for that observation, QA will take action to identify the deficiency as a finding in LEAP and track to closure.

3.9. (Added-AFMC) Focus Areas. While conducting evaluations/inspections, QA should focus, at a minimum, on the following:

3.9.1. **(Added-AFMC) Compliance with Nuclear Surety Standards** (if applicable). Personnel at all levels are responsible for ensuring nuclear weapons, nuclear weapon systems, and nuclear weapon related materiel is safe, secure, and reliable. Refer to AFI 20-110, AFMC Sup, *Nuclear Weapons-Related Materiel Management*, for additional information. Ensure weapon system safety rules, owner/user security, and reliability standards are strictly adhered.

3.9.2. **(Added-AFMC) Qualified and Proficient Workforce.** Ensure a properly trained and qualified workforce is maintained to accomplish the mission. Commanders/Civilian Leaders are responsible for ensuring unit personnel receive the proper training to accomplish the mission. Factors that impede the unit's ability to adequately achieve or maintain a qualified workforce should be identified to AFMC.

3.9.3. **(Added-AFMC) Compliance with Written Instructions.** Written instructions include any official document that is created to identify requirements for accomplishing the mission. These include Technical Orders (TOs), DAF Instructions (at all levels), DAF Manuals (at all levels), and DAF Directives (at all levels). It is the responsibility of the QA to ensure the most current guidance is available and being adhered. Using outdated guidance can result in mission failure.

3.9.4. **(Added-AFMC) Compliance with, and Management of, Safety Programs.** Personnel at all levels are responsible for minimizing risk to equipment and personnel. Failure in this area can lead to loss of life, limb, eyesight, or DAF property.

3.9.5. **(Added-AFMC) Facilities and Equipment Condition.** Leadership at all levels is required to ensure appropriate facilities and equipment are adequate to meet the mission, and are available and properly maintained. It is the responsibility of Commanders/Civilian Leaders to identify any facility and equipment conditions and/or shortfalls that can or will impact that unit's ability to effectively accomplish or maintain mission readiness, to AFMC.

3.9.6. **(Added-AFMC) Accountability of Assets.** Personnel at all levels are responsible for ensuring the accountability of all assets within, or under, their control. This includes tools, materiel, equipment, and weapons. It is extremely important that Positive Inventory Control (PIC) is maintained of nuclear weapons, nuclear weapon systems, Nuclear Weapons-Related Materiel (NWRM), classified assets, Communications Security/Controlled Cryptographic Items (COMSEC/CCI), equipment, serialized controlled items, small arms/light weapons (SA/LW), conventional munitions, and sensitive related materiel. This includes ensuring that accurate data is reflected in the appropriate approved AF accountable property system of record.

3.9.7. **(Added-AFMC) USSF units** will include any space assets under their control, as appropriate.

Chapter 4 (Added-AFMC)

QA REPORTING REQUIREMENTS

4.1. (Added-AFMC) Quarterly Analysis. All AFMC/USSF LR QA Activities will conduct a quarterly trend analysis, and upload to the AFMC/A4R Logistics Readiness Quality Assurance SharePoint NLT 30 calendar days following the end of each quarter, at: <https://usaf.dps.mil/teams/AFMC-A4R/SitePages/Logistics-Readiness-Quality-Assurance.aspx?web=1>. **Note:** Access to the SharePoint requires a Department of the Air Force Enterprise Email Account (us.af.mil or spaceforce.mil).

4.1.1. **(Added-AFMC)** For those organizations that are unable to access the SharePoint, trend analyses will be emailed to the AFMC/USSF LRS Functional Administrator.

4.1.2. **(Added-AFMC)** AFMC/A4RX will compile all data from submitted trend analyses, and conduct an analysis across AFMC and USSF. Any identified trends/risks will be briefed to the AFMC/A4R Division Chief and the AFMC/A4/10 Military Deputy Director. Additionally, results will be provided to USSF Field Command S4's (e.g. SSC, SpOC), and to the unit level. Finally, any identified trends/risks will become focus areas for the AFMC/Field Command IG's during follow-on inspections.

4.2. (Added-AFMC) Quarterly QA Working Group (QAWG). All AFMC/USSF LR QA Activities will attend the quarterly QAWG to discuss issues and concerns, and to receive guidance and information from AFMC/A4/10.

4.2.1. **(Added-AFMC)** QAWGs will be done via Microsoft Teams.

4.2.2. **(Added-AFMC)** All AFMC/USSF LR QA personnel will ensure they have Teams loaded on their government system, and that they have an active account.

4.2.3. **(Added-AFMC)** The AFMC/USSF LRS Functional Administrator will send out a calendar invite from Teams NLT two weeks prior to the scheduled meeting. Invites will include a call-in number in case access to Teams is unavailable.

4.2.3.1. **(Added-AFMC)** The invite will include a request for topic discussions to be submitted NLT five duty days prior to the scheduled QAWG.

4.3. (Added-AFMC) QA Assessment Response. The inspected area will respond in accordance with **paragraph 3.8.2** of the parent DAFI. Additionally, any Major deficiency recommended for closure must meet the requirements in **paragraph 3.8.2**.

WARREN D. BERRY, Lt General, USAF
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Director of Logistics, Civil Engineering,
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 63-1, 20-1, *Integrated Life Cycle Management*, 7 August 2018

(Added-AFMC) AFI 20-110, *Nuclear Weapons-Related Materiel Management*, 4 June 2018

(Added-AFMC) AFI 20-110_AFMCSUP, *Nuclear Weapons-Related Materiel Management*, 24 January 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 90-201, *Air Force Inspection System*, 29 January 2021

(Added-AFMC) DAFI 23-101, *Materiel Management Policy*, 22 October 2020

DAFI 33-360, *Publications and Forms Management*, 21 July 2021

DAFI 36-2670, *Total Force Development*, 12 October 2021

(Added-AFMC) DAFI 90-161, *Publishing Processes and Procedures*, 15 April 2022

AFMAN 21-200, *Munitions and Missile Maintenance Management*, 9 August 2018

AFI 23-201, *Fuels Management*, 9 August 2021

AFI 63-138, *Acquisitions of Services*, 30 September 2019

Prescribed Forms

AF Form 4421, *Logistics Readiness Quality Assurance Assessment Form*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

(Added-AFMC) DAF Form 847, *Recommendation for Change of Publication*

(Added-AFMC) DD Form 2875, *System Authorization Access Request (SAAR)*

Abbreviations and Acronyms

AF—Air Force

AF/A4LR—Headquarters Air Force Logistics Readiness Division

AF/A4LX—Headquarters Air Force Logistics, Operations, Plans, and Programs Division

AFI—Air Force Instruction

AFIT LOG 143—Air Force Institute of Technology Logistics Readiness Squadron Quality Assurance Evaluator Course

AFJQS—Air Force Job Qualification Standard

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFR—Air Force Reserve
AFSC—Air Force Specialty Code
ANG—Air National Guard
AQL—Acceptable Quality Level
CFETP—Career Field Education and Training Plan
DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DSV—Detected Safety Violation
EMS—Environmental Management System
EPE—Evaluator Proficiency Evaluation
EPC—Environmental Protection Committee
FGS—Final Governing Standards
FSL—Forward Supply Locations
HAF—Headquarters Air Force
KTL—Key Task List
LEAP—Logistic Evaluation Assurance Program
LR—Logistics Readiness Activities
LRS—Logistics Readiness Squadron
LRS/CC—Logistics Readiness Squadron Commander
MAJCOM—Major Command
MICT—Management Internal Control Toolset
NCOIC—Noncommissioned Officer In Charge
NWRM—Nuclear Weapons Related Materiel
OJT—On the Job Training
OPR—Office of Primary Responsibility
OEBGD—Overseas Environmental Baseline Guidance Document
PE—Personnel Evaluation
PWS—Performance Work Statement
QA—Quality Assurance
QAE—Quality Assurance Evaluator
QASP—Quality Assurance Surveillance Plan
QVI—Quality Verification Inspection

RIL—Routine Inspection List

SAF/AQD—Office of the Deputy Assistant Secretary of the Air Force for Logistics and Product Support

SECAF—Secretary of the Air Force

SI—Special Inspection

SII—Special Interest Item

TBA—Training Business Area

TDV—Technical Data Violation

T.O.—Technical Order

TPE—Trainer Proficiency Evaluation

UCR—Unsatisfactory Condition Report

USAF—United States Air Force

USSF—United States Space Force

Office Symbols

(Added-AFMC) AFMC/A4R—Air Force Materiel Command Logistics Readiness Division

(Added-AFMC) AFMC/A4RX—Air Force Materiel Command Mission Readiness Branch

Terms

Acceptable Quality Levels (AQLs)—An AQL denotes the maximum allowable number of minor findings that a process or product may be charged for the task to be rated “Pass.” It must be strict enough that the task, process or product meets an acceptable level of quality, but isn’t so strict that a pass rating is unattainable.

Assessment—Assessments are the formal avenue to ensure the effectiveness of logistics processes and identify areas for improvement.

(Added-AFMC) Delta—A component of the USSF, subordinate to a Field Command. Responsible for Space Mission Force operations and oversight. Equivalent to an Air Force Wing.

Detected Safety Violation (DSV)—An observed unsafe act by an individual.

Evaluations—Represent the direct evaluation of a logistics action, inspection, or training conducted/performed by an individual or team. Evaluations are used to evaluate job proficiency, degree of training, and compliance with technical data or instructions. Any individual performing, supervising, or evaluating logistics tasks is subject to a direct evaluation.

Evaluator Proficiency Evaluations (EPE)—An EPE is the direct evaluation of QAE or any individual performing a quality/compliance assurance function in a unit.

(Added-AFMC) Field Command—A major subdivision of the USSF assigned a key part of the USSF mission. Directly subordinate to the Space Staff Headquarters Air Force, and report to the Chief of Space Operations (CSO). Similar to an Air Force Major Command.

Inspections—Represents inspections of products, processes, and equipment to ensure compliance standards. Inspections are rated as Pass/Fail.

Key Task List (KTL)—The KTL is a HAF, MAJCOM or unit developed list of required inspections. The KTL is designed to cover tasks that are complex and those affecting critical logistics processes, nuclear surety and/or safety as designated by leadership. All logistics actions/functions listed on the KTL require mandatory call-in to QA each time the logistics action/function is accomplished.

Logistics Evaluation Assurance Program (LEAP)—A dynamic web application designed to provide the Logistics Quality Assurance the capability for direct input of the quality assurance evaluation results.

(Added-AFMC) LR Activities—Identifies those organizations that perform QA functions as Logistics Readiness Squadrons and/or Supply Chain Management, to include AFMC Centers.

LR activities include—Air Force Sustainment Center; Air Logistics Complex; Air Force Installation and Mission Support Center.

Major finding—A deficiency that results or could result in widespread or significant mission impact or failure.

Management Internal Control Toolset (MICT)—Is an interactive application designed to assist in managing self-assessment programs.

Minor finding—A deficiency that is procedurally incorrect but only has minor mission impact.

Observations—Represents observed events or conditions with safety implications or technical violations not related to an evaluation or inspection that are considered unsafe, not in accordance with established procedures, or in the case of equipment, unfit to operate.

Personnel Evaluation (PE)—The direct evaluation of an individual or team conducting/performing a logistics action. PEs may be conducted on task-oriented functions such as equipment maintenance as well as process-oriented functions such as vehicle dispatch.

Quality Verification Inspection (QVI)—An inspection of equipment condition or a process after an inspection, repair action, or process that has been completed by a technician or supervisor to assess if it was properly completed. The QVI finding should reflect deficiencies by the individual who accomplished the task and identify specific discrepancies.

(Added-AFMC) Root Cause Analysis (RCA)—Problem-solving process used to determine the original reason for nonconformance within a process. When the root cause is removed or corrected, the nonconformance will be eliminated.

Routine Inspection List (RIL)—The RIL is a HAF, MAJCOM or unit developed list of routine inspections that must be performed with an identified frequency. The QA Section shall consolidate inputs provided by flight leadership for suggested RIL items/frequency and obtain Logistics Readiness Squadron Commander (LRS/CC) approval. Tasks shall not be removed from the RIL without issuing authorities' approval (e.g., AF, MAJCOM, LRS/CC).

Special Inspections (SI)—SIs are inspections not covered by QVIs or Evaluations and may include, but are not limited to, inspections of: equipment forms, document control procedures and file plans, inventory controls, Technical Order (T.O.) files, vehicle inspections, housekeeping,

safety practices, and other interest items identified by Headquarters Air Force and MAJCOMs. SIs may be compliance or proficiency oriented.

Technical Data Violation (TDV)—A TDV is an observation of any person performing maintenance or another logistics process inconsistent, contradictory or without the required technical data present at the job site when mandatory use is required. The technician must have knowledge of all general directives associated with the job prior to performing the task. Do not document a separate TDV on an individual undergoing a direct evaluation since failure to use technical data automatically results in a “Fail” rating. Annotate the failure with “Tech Data” when a TDV is committed during an evaluation.

Trainer Proficiency Evaluations (TPE)—The direct evaluation of a unit instructor/trainer to determine their ability to teach accurately and sufficiently. TPEs also assess weapon system, equipment or process knowledge; teaching methods and techniques; the ability to operate trainers; and adequacy and effectiveness of training programs. Any individual training personnel on a task or process is subject to a TPE.

Unsatisfactory Condition Report (UCR)—An unsafe or unsatisfactory condition, other than a DSV, chargeable to the work center supervisor.

Attachment 2

LOGISTICS READINESS FUNCTIONAL ASSESSMENT REQUIREMENTS

Table A2.1. Logistics Readiness Functional Assessment Requirements.

Logistics Readiness Functional Assessment Requirements	Minimum Personnel Assessments
Distribution	
Passenger Movement Element	20%
Cargo Movement Element	25%
Personal Property Section	20%
Applicable 2T2 Activity	15% / 4% See Notes: 1 & 2
Vehicle Operations Element	20%
Plans and Integration Section	5%
Fuels Management	See Note: 3
Fuels Operations	20%
Fuels Information Service Center	20%
LRS Materiel Management	(Added)(AFMC) See Note: 6 as applicable
Central Storage Element	20%
Flight Service Center (FSC)	15%
Aircraft Parts Store (APS)	20%
Hazardous Materiel Pharmacy (HAZMAT)	10% See Note: 4
Physical Inventory Control Section	15%
Inspection Section	10%
Individual Protective Equipment (IPE)/ Individual Equipment Element (IEE)	20%. See Note: 4
Customer Support Liaison Element	15%
Equipment Accountability Element	15%
Decentralized Materiel Support	15%
(Added)(AFMC) Warehouse Operations	5%
(Added)(AFMC) Stock Control	5%
(Added)(AFMC) COMSEC/CCI Operations	5%

(Added)(AFMC) Logistics Systems	5%
SCOW Materiel Management	*See Note: 5
Stock Control	5%
Records Maintenance	5%
General Support Division (GSD) Stock Fund	5%
Centralized Equipment Management	5%
MICAP Support Activities	5%
Enterprise Mobility Equipment & Clothing	5%
ILS-S Computer Operations	5%
Weapons System Support	5%
LR Activities	
*Assign elements and % as mission requirements deviate from listed requirements	See Note: 6 (Added)(AFMC) & 7
(Added)(AFMC)*QA Managers will assign elements and % as mission requirements deviate from listed requirements	
Vehicle Management	
Vehicle Vehicular Equipment Maintenance	15%
Materiel Handling Equipment Maintenance	15%
Refueling Maintenance	15%
Fire Truck Maintenance	15%
Allied Trades	15%
Customer Service	10%
Vehicle Management & Analysis	10%
Materiel Control	10%
<p>Note 1: 15% for combat mobility flight (added to air transportation function and/or unilateral aircrew training)</p> <p>Note 2: 4% for Airlift Support Functions (i.e., and AMC aerial port exists on base)</p>	

Note 3: Refer to AFI 23-201, Chapter 8 *Fuels Quality Compliance Requirements*

Note 4: This applies to those LRS squadrons that do not have the function outsourced.

Note 5: 635 SCOG/735 SCOG percentages will be conducted during annual assessments.

Note 6: LR Activities include: Cryptologic and Cyber Systems Division; Air Force Sustainment Center; Air Logistics Complex and Air Force Installation and Mission Support Center. **(Added)(AFMC)** Also includes Air Force Research Laboratory; Air Force Nuclear Weapons Center; Air Force Test Center.

(Added)(AFMC) Note 7: Commanders/Directors (excluding LRSs) will establish the required number of process evaluations (based on the percentage of personnel assigned to each functional area) to be conducted monthly.

Attachment 3 (Added-AFMC)**AFMC LEAP STANDARD FLIGHT/SECTION NAMES****Table A3.1. (Added-AFMC) AFMC Standard Flight/Section Names.**

Flight	Section
Deployment & Distribution	Air Transportation Function
Deployment & Distribution	Ground Transportation Operations Center
Deployment & Distribution	Passenger Movement
Deployment & Distribution	Personal Property
Deployment & Distribution	Plans & Integration
Deployment & Distribution	Small Air and Passenger Movement
Deployment & Distribution	Cargo Movement
Deployment & Distribution	Deployment & Distribution
Deployment & Distribution	Ground Transportation Support
Fuels Management	Fuels Information Service Center
Fuels Management	Fuels Operations
Fuels Management	WRM Training/Maintenance
Fuels Management	Environmental Safety & Protection
Fuels Management	Fuels Management Team
Fuels Management	Fuels Laboratory
Fuels Management	Fuels Support
Fuels Management	Fuels Distribution
Operations Compliance	Quality Assurance
Materiel Management	Customer Service Support
Materiel Management	Materiel Management
Materiel Management	Equipment Accountability Element (EAE)
Materiel Management	Maintenance Support
Materiel Management	Asset Management
Materiel Management	Individual Protective Equipment (IPE)
Materiel Management	Warehouse Operations
Materiel Management	Stock Control
Materiel Management	Inspection Section
Materiel Management	Central Storage
Materiel Management	Aircraft Parts Store/Readiness Spares

Materiel Management	HAZMART
Materiel Management	Flight Service Center
Materiel Management	Physical Inventory
Vehicle Management	Fleet Management & Analysis
Vehicle Management	Mission Generation & Veh Equip Maint
Vehicle Management	Fire Truck/Heavy Maintenance
Vehicle Management	Customer Service
Vehicle Management	Refueling Maintenance
Vehicle Management	Materiel Control
Vehicle Management	463L/Materiel Handling Equip Maint
Vehicle Management	Vehicle Operations
Non-Standard Operations	Munitions
Non-Standard Operations	AGE
Non-Standard Operations	Analysis & Compliance
Non-Standard Operations	Electrical Shop
Non-Standard Operations	Electrical Power Production
Non-Standard Operations	Mechanical Heating, Ventilation & A/C
Non-Standard Operations	Mechanical Utilities
Non-Standard Operations	Structures Training
Non-Standard Operations	Structures Corrosion Control
Non-Standard Operations	Structures Metals Technology
Non-Standard Operations	Structures Shop
Non-Standard Operations	Readiness & Support Training
Non-Standard Operations	Maintenance Ops QA
Non-Standard Operations	Maintenance Operations Center
Non-Standard Operations	Maintenance Ops UTC Management
Non-Standard Operations	Maintenance Ops Reports & Analysis
Non-Standard Operations	D&A Logistics
Non-Standard Operations	D&A Log Technical Support
Non-Standard Operations	D&A Log Storage 02
Non-Standard Operations	D&A Log Storage 03
Non-Standard Operations	D&A Log Storage 04
Non-Standard Operations	D&A Log Disposal Ops

Non-Standard Operations	D&A Operations Transportation
Non-Standard Operations	D&A Supply Maint Materiel Control
Non-Standard Operations	D&A Support Inventory Element
Non-Standard Operations	D&A Support Policy & Procedures
Supply Chain Management	GUBA
Supply Chain Management	GULA
Supply Chain Management	GULB
Supply Chain Management	GULC
Supply Chain Management	GUMA
Supply Chain Management	GUMB
Supply Chain Management	GUMC
Supply Chain Management	GUMD
Supply Chain Management	GUME
Supply Chain Management	GUMF
Supply Chain Management	GULD
Supply Chain Management	GUEA
Supply Chain Management	Internal Controls
Supply Chain Management	Quality Assurance
Supply Chain Management	HNCB
Supply Chain Management	HNCC
Supply Chain Management	HNCD
Supply Chain Management	HNCJ
Supply Chain Management	HNCS
Supply Chain Management	HNC-PSL
Supply Chain Operations	WSMF C-130
Supply Chain Operations	WSMF Strategic Air
Supply Chain Operations	WSMF Tankers & Specials
Supply Chain Operations	WSMF KC-46
Supply Chain Operations	WSMF Rotary
Supply Chain Operations	WSMF Other
Supply Chain Operations	GSD
Supply Chain Operations	Records Maintenance
Supply Chain Operations	Stock Control

Supply Chain Operations	RNM
Supply Chain Operations	NSF
Supply Chain Operations	MICAP Fighters
Supply Chain Operations	MICAP Non-Airborne
Supply Chain Operations	MICAP ICBM
Supply Chain Operations	MICAP A-10/Specials/ISR
Supply Chain Operations	MICAP Bombers
Supply Chain Operations	MICAP Other
Supply Chain Operations	Warfighter Equipment Support
Supply Chain Operations	Equipment Variance & Excess
Supply Chain Operations	Equipment Allowance Source Code Mgt
Supply Chain Operations	EMEF
Supply Chain Operations	Computer Operations
Supply Chain Operations	AWP ICBM
Supply Chain Operations	CEMF Program Execution
<p>Note: Any changes or additions to the Flights and/or Sections must be approved by the AFMC/USSF LRS Functional Administrator.</p>	