DEPARTMENT OF THE AIR FORCE
AIR FORCE RESEARCH LABORATORY
WRIGHT-PATTERSON AIR FORCE BASE OHIO 45433

AFRLI61-101_GM2024-01

5 March 2024

MEMORANDUM FOR SEE DISTRIBUTION LIST

FROM: AFRL/CC

SUBJECT: Air Force Research Laboratory (AFRL) Guidance Memorandum (GM) to
AFRLI 61-101, *AFRL Equipment and Other Laboratory Asset Management*

This Guidance Memorandum immediately implements changes to AFRLI 61-101. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Department of the Air Force/Air Force/Space Force publications, the information herein prevails, in accordance with Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management* and Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*.

Paragraph 2.4 provide the RQW Accountable Property Officer with the authority to develop and publish local instructions to implement AFRLI 61-101 with AFRL units at WPAFB. Paragraph 2.10 ensures S&Es coordinate CCI with AFLCMC/HNC as required. Paragraph 3.9. informs all AFRL of CCI guidance requirements in Attachment 13.

Maintain all records created as a result of processes prescribed in this publication in accordance with AFI 33-322, *Records Management and Information Governance Program*, and dispose of them in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System.

This Memorandum becomes void after 1 year has elapsed from the date of this Memorandum, or upon incorporation by interim change to, or rewrite of AFRLI 61-101, whichever is earlier.

SCOTT A. CAIN
Major General, USAF
Commander

Attachment:
AFRLI 61-101 Guidance Changes

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Attachment

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**AFRL Equipment and Other Laboratory Asset Management
Guidance Changes**

(Replace) 1.4. Accountable Property Management: Property meeting the accountable property record criteria in DoD 7000.14-R Volume 4, Financial Management Regulation (FMR) - Accounting Policy; DoDI 5000.64_DAFI 23-111, *Accountability and Management of DoD Equipment and Other Accountable Property*; and this instruction must be tracked in the Accountable Property System of Record (APSR). In AFRL this generally includes laboratory equipment worth $5K or more, and accountable property of any value provided to a contractor as government furnished property (GFP). All controlled assets, which includes COMSEC/CCI regardless of value must be in an APSR. See the definition of terms in Attachment 1 for additional guidance.

(Added) 2.4.1.2. AFRL/RQW and AFRL/RVO Division Chiefs will appoint the Site APO at WPAFB/Arnold and KAFB. Appointments may be documented in the person's position description.

(Added) 2.4.1.2.1. To effectively execute this instruction, Site APOs are authorized to implement local site guidance to the TDs under their purview. Site AFRL activities will adhere to the Site APO's established local guidance. Waiver process must be followed.

(Deleted) 2.4.2.

(Replace) 2.5.2. Establish formal GFP records on property provided to third parties when identified by TD/Wing program managers (PM) and contracting officers (See AFRL GFP Guide).

(Replace) 2.5.4. Act as TD/Wing FLIPL coordinator. Provide financial liability recommendations to TD/Wing appointing authorities. Ensure property losses are thoroughly queried or investigated according to SAF-FMFC (AFAFO-A) Report of Survey Guide, DoD 7000.14-R Volume 12, Chapter 7, and local host base Commander procedures.

(Added) 2.9.7.3. Record temporary movement of COMSEC/Controlled Cryptographic Items (CCI) that leave the TD/Wing/Site on an SF 153, *COMSEC Material Report,* and ensure the recipient signs the mandatory receipt statement IAW AFMAN 17-1302-O, *Communications Security (COMSEC) Operations*. E-mail copy of the SF 153 to the AF COMSEC CCI Central Authority, provide a copy to the Logistics Materiel Control Activity (LMCA), and retain one in the Custodian Jacket File. Additionally, annotate the Custodian log.

(Added) 2.10.4. R eview their total CCI requirements semi-annually and provide change forecasts to the AFRL COMSEC/Controlled Cryptographic (CCI) Manager for consolidation and transmission to AFLCMC/HNC. LMCA should also make these changes on behalf of PM to Defense Property Accountability System (DPAS) NLT than 15 February and 15 August to ensure their incorporation into the 30 Sep and 31 Mar equipment requirements computation. The development and reporting of forecast authorizations is essential to ensure AFLCMC/HNC can adequately budget/buy and provide timely supply support for future equipping requirements.

(Added) 3.8.4. All Controlled Cryptographic Item requisitions will follow guidance detailed in Attachment 13.

(Added) 7.17. Refer to Attachment 13 for procedures involving CCI GFP.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

(Added) AFMAN17-1302-O, *Communications Security (COMSEC) Operations*, 9 April 2021

(Added) DAFMAN 23-119, *Government Furnished Property*, 6 April 2022

Prescribed Forms

(Added) AFRL Form 141, *AFRL ARC Change Request Form & DPAS Catalog Request Form*

Adopted Forms

(Added) AFMC Form 8, *GFM/Loan/Lease Availability/Supportability Request/Acquisition Assessment*

(Deleted) AFRL Form 141, *AFRL ARC Change Request Form & DPAS Catalog Request Form*

(Added) SF 153, *COMSEC Material Report*

Terms
(Added) R15—The DPAS UICs under the DF-RDTE Site ID where AFRL non-reportable property less than $5K may be tracked (See Attachment 6).

(Added) Attachment 13

CONTROLLED CRYPOGRAPHIC ITEM (CCI) MANAGEMENT

Note: Anytime an e-mail is sent to the AF COMSEC CCI Central Authority, all affected AFRL stakeholders such as LMCA, Alternate Equipment Custodian (EC), and PM will be included in the communication.

A13.1. CCI Ordering Procedures:

A13.1.1. The PM identifies a CCI requirement to AFLCMC/HNC via the AF COMSEC CCI Central Authority workflow e-mail box.

A13.1.2. The PM identifies if the requirement is new or an increase and provides NSN/model number, quantity requested, required delivery date, and purpose/justification.

A13.1.3. The PM entitles the subject line of the e-mail to read "AFRL CCI Request" and includes the Alternate EC account organization, shop code (e.g., "AFRL CCI Request 391CM"), AFRL DPAS Unit Identification Codes (UICs) (ie. AD****) and the host base LRS SRAN.

A13.2.2. After AFLCMC/HNC routes the request to the applicable IM for a supportability assessment, the IM responds to the PM with their determination.

A13.2.3. The PM works with the Alternate EC to prepare the issue request (e.g. AF Form 2005). The Alternate EC provides the original IM correspondence/e-mail and issue request to LMCA. Additionally, the Alternate EC advises LMCA, enters the request in the EC log, and retains related document in their Custodian Jacket File.

A13.2.4. Upon verification that the authorization is correct, the LMCA processes the requisition in ILS-S using the host base LRS SRAN, sends an e-mail to the AF COMSEC CCI Central Authority using the same e-mail subject line as the original PM AFLCMC/HNC request (e.g. "AFRL CCI Request 391CM advising the PM of the requisition number(s). This email should include the AFRL DPAS Unit Identification Codes (UICs) (ie. AD****) and the host base LRS SRAN. LMCA retains this documentation in the Master Jacket File.

A13.2.5. The LMCA advises the Alternate EC of the requisition number(s); Alternate EC updates the custodian log in the Custodian Jacket File.

A13.2.6. After the IM releases the requisition, the LRS receipts in the CCI asset and migrates out of ILS-S. If required, the LMCA loads the NSN into DPAS catalog; then assigns Asset ID and adds item to the EC's equipment account. The CCI serial number will be used as the DPAS Asset ID when possible. If EMAS is used, the label must be applied to a separate tag attached to the item. Note: Physically labeling cryptologic assets is not permitted (reference AFMAN 17-1302-O, *Communications Security [COMSEC] Operations*).

A13.2.7. The LMCA issues the CCI asset to the PM. Note: The TD COMSEC Mgr requests keying material.

A13.3. Government Furnished Property:

A13.3.1. The PM identifies CCI requirement(s) to support a contract and initiates Integrated Process Team per Chapter 7. When CCI is required as GFP, the unit COMSEC Mgr will be on IPT. The IPT justifies CCI need in the GFP memo for the Contracting Officer and the PM completes Program Integrated Enterprise Environment (PIEE) GFP attachment IAW Chapter 7.

A13.3.2. The PM or IPT member prepares AFMC Form 8, *GFM/Loan/Lease Availability/Supportability Request/Acquisition Assessment*, or other request format (HNCS/Space), and sends to AF COMSEC CCI Central Authority e-mail workflow box. The request must include the contractor's COMSEC Material Control System (CMCS) COMSEC account COMSEC Manager's name, Address, email address, and commercial phone number and titles the e-mail "AFRL CCI GFP Request" with the last four of the contract number.

A13.3.3. After AFLCMC/HNC routes to the CCSD Loan Control Officer for a supportability assessment, the LCO responds to the request as either:

A13.3.3.1. Not supportable: AFLCMC/HNC authorizes PM to procure commercially from an NSA approved source or AFLCMC/HNC authorizes PM to procure utilizing NSA's Indefinite Delivery, Indefinite Quantity (IDIQ) contracts.

A13.3.3.1.1. The PM procures CCI; completes PIEE GFP attachment IAW Chapter 7; provides SF 153 and approval document from the CCSD LCO to LMCA. LMCA establishes accountability and GFP records in DPAS. Documentation will be filed in the Master and Custodian Jacket Files.

A13.3.3.1.2. The PM sends SF 153 and copy of the awarded contract/mod to the AF COMSEC CCI Central Authority workflow e-mail box using the original request email subject line.

A13.3.3.2. Supportable: The LCO advises PM of determination. The PM/IPT processes the GFP attachment in PIEE and includes a note saying equipment accountability records are maintained by AFLCMC/HNC. The Log Mgr and LMCA are included on the routing, but no DPAS action is required by AFRL. Note: Since the CCI will not be recorded in the AFRL DPAS UIC or on the EC equipment account, CCI documentation will be retained in the contract file, not in the Custodian Jacket File.

A13.3.3.2.1. The PM/IPT e-mails the CCSD LCO a copy of the awarded contract/mod via the AF COMSEC CCI Central Authority workflow box using the original request e-mail subject line.

A13.3.3.2.2. The CCSD LCO ships the CCI asset to the contractor and transfers accountability to the contractor's COMSEC Account. Accountability records are maintained in the Stock Control System (D035). For CMCS Type Items, the CCSD Inventory Management Specialist (IMS)

ships the CCI asset in the Tier 1 System to the contractor's COMSEC Account and transfers accountability. Accountability records are maintained with a signed SF-153 from the contractors COMSEC Account.

A13.3.3.2.3. The Contractor accepts CCI on their account and acknowledges receipt in PIEE for the CCI serial numbers.

A13.4. Hand-Receipt of CCI:

A13.4.1. To effect temporary custody within the TD/Wing, ECs will hand-receipt CCI assets utilizing SF 153 and follow procedures in paragraph 2.9.7 and AFMAN 17-1302-O.

A13.4.2. The Alternate EC and LMCA will maintain SFs 153 in Tab B, 2 of the Custodian and Master Jacket Files respectively.

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements materiel solution development and property management and accountability policy from AFI 61-101, *Management of Science and Technology*, DAFI 23-101, *Materiel Management* to include AFMC's supplemental policy; DAFMAN 23-122, *Materiel Management Procedures*; and AFI 61-301, *The Domestic Technology Transfer Process and the Offices of Research and Technology Applications Cooperative Research and Development Agreements*. This instruction provides direction on how the Technical Directorates (TD)/Wing, Logistics Materiel Control Activities (LMCAs), and Accountable Property Officer (APO) interact with each other and other agencies to properly manage accountable property. All existing references to USAF publications and forms are applicable to all DAF entities including the USAF and the United States Space Force (USSF), unless specifically excluded. This instruction applies to all AFRL government and contract personnel that perform, plan, schedule, evaluate, and supervise materiel management functions in support of the AFRL research operations. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 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. This publication may be supplemented at any level, but all direct supplements must be routed to the Center APO (AFRL/DSO) for approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using DAF Form 847, Recommendation for Change of Publication. References to the authority to waive requirements in this publication resides with the AFRL Vice Commander (CV). Submit requests for waivers through the chain of command.

SUMMARY OF CHANGES

This document has been revised and needs to be completely reviewed. Changes include: Defined Accountable Property Officer requirements for TD/Wings and APO appointment authorities for TD/Wing detachments.

Chapter 1

GENERAL INFORMATION

1.1. Overview. This publication prescribes the basic property management procedures and gives direction to AFRL senior and middle management, AFRL Accountable Property Officers (APOs), Logistics Managers (LOG MGRs), researchers, engineers, scientists, technicians, contracting officers, and the Logistics Materiel Control Activities (LMCAs) on personal property management and accountability. Supervisors at all levels and functional areas are responsible to ensure this directive is fully implemented.

1.1.1. Contracts requiring supply support must conform to and reference AFRL 61-series instructions.

1.1.2. The Director of Staff (AFRL/DS) implements this instruction, provides policy guidance, and oversees the use of this instruction. The Center APO determines if interim supplemental instructions are required.

1.2. Compliance Terminology. For the purposes of this instruction, the following definitions apply:

1.2.1. *Shall, Must, Will* - Indicate mandatory requirements. (Will is also used to express a declaration of purpose for a future event.)

1.2.2. *Should* - Indicates a preferred method of accomplishment.

1.2.3. *May* - Indicates an acceptable or suggested means of accomplishment.

1.3. Waiver requests for this instruction must include a justification. Use the format listed in **Attachment 2**, Waiver/Change Request Format.

1.4. Accountable Property Management: Property meeting the accountable property record criteria in DoD 7000.14-R Volume 4, Financial Management Regulation (FMR) - Accounting Policy; DoDI 5000.64_DAFI 23-111 DoDI 5000.64, Accountability and Management of DoD Equipment and Other Accountable Property, and DAFI 23-101, Materiel Management Policy, must be tracked in the Accountable Property System of Record (APSR). In AFRL this generally includes laboratory equipment worth $5K or more, and accountable property of any value provided to a contractor as government furnished property (GFP). See the definition of terms in **Attachment 1** for additional guidance.

1.4.1. Property under $5K will be managed at the direction of the TD/Wing Division Chief. Sensitive items, serially controlled equipment, weapons and COMSEC will be managed on R14/Custodian Inventory Report (CIR) or Custodian Asset Report (CAR) no matter the cost.

1.4.2. Defense Property Accounting System (DPAS). DPAS is the Air Force equipment APSR. All accountable property will be maintained on the AFRL Site ID (DF-RDTE). The AFRL DPAS Unit Identification Codes (UICs) are identified in **Attachment 6**.

1.4.2.1. Weapons issued to General Officers or on equipment accounts will remain on the DPAS site ID FH-AFHAF and will be managed in accordance with DAFI 23-101 and the GO Handbook.

1.4.3. Rome will follow Air Force Instructions managing accountable property. These processes will include maintenance, distribution, and transportation. Rome will follow the tenants of DAFI 23-101, paragraph 9.2.4. and Chapter 7 of this publication as applicable to their unique requirements. Rome will use DPAS Site ID FH-AFHAF to manage R14/CIR/CAR equipment.

1.4.4. Maui, RDSM will continue to manage equipment, COMSEC and weapons on the HAF Site ID in DPAS. RDSM will follow Air Force Instructions managing this property. A SuA will exist between RDSM APO and the supporting LRS/CC.

1.4.5. AFRL Center APO will manage all training, roles and DD Form 2875, *System Authorization Access Request*, to access DPAS site ID DF-RDTE.

1.4.5.1. Send all DPAS access requests for Site ID DF-RDTE to the Center APO for prompt service.

1.4.6. Any off-site training requirements are TD/Wing funded.

Chapter 2

GENERAL RESPONSIBILITIES

2.1. This chapter outlines responsibilities for key leaders and personnel involved in equipment and other laboratory asset management activities. AFRL/DS will publish policy for equipment and other laboratory asset management operations.

2.1.1. AFRL/TDs/Wing will coordinate local property management policy through AFRL/DSO for review prior to publication.

2.2. All TD/Wing OIs or local policy will Be posted in the Enterprise Business Systems (EBS) Logistics Site.

2.3. AFRL Center APO (AFRL/DSO). The Center APO will:

2.3.1. Oversee personal property management and LMCA policy.

2.3.2. Staff any waivers/deviations to this publication.

2.3.3. Serve as the Program Administrator for DPAS site ID DF-RDTE.

2.3.3.1. Manage all training, roles and DD Form 2875, *System Authorization Access Request*, to access DPAS site ID DF-RDTE.

2.3.4. Provide oversight to cataloging activities within AFRL and perform quality assurance audits on cataloged documents.

2.3.4.1. The AFRL Equipment Management Accountability System label (EMAS) or local label is the Item Unique Identification. The Asset ID in DPAS will match this label number.

2.3.5. Act as the Center Nuclear Certified Equipment (NCE) Liaison.

2.3.5.1. Maintain a listing of AFRL NCE.

2.3.5.2. Ensure initial AFRL NCE training is accomplished. Develop unique NCE training materials covering NCE/Master Nuclear Certification List (MNCL), User Course Computer Based testing (CBT), and AFRL requirements/awareness.

2.3.6. Track TD/Wing FLIPL (former Report of Survey).

2.3.7. Oversee Site APO execution of APO requirements defined in DoDI 5000.64 Chapter 3.

2.4. TD/Wing Director (Group CC). AFRL/RDS to support Maui will be included in all references to TDs/Wing in this document. The TDs/Wing will:

2.4.1. Appoint Site APO in writing. There will be one APO for the assigned LMCA (Site).

2.4.1.1. Ft Sam and Edwards Detachments Division Chief will appoint an APO.

2.4.2. AFRL/RQW and AFRL/RVO Division Chiefs will appoint the Site APO at WPAFB/Arnold and KAFB. Appointments may be documented in the person's position description.

2.4.3. Ensure accountability of applicable organizational property.

2.4.4. Establish internal procedures and workflows to ensure GFP is properly coordinated in the Procurement Integrated Enterprise Environment (PIEE) and captured in DPAS.

2.4.5. Establish Organization Visibility Listing (OVL) R15 criteria for property not meeting DoDI 5000.64 or AF policy accountability requirements when required. Designate an accounting system/method, inventory intervals, and audit capability. (See **Attachment 3** for an example R15).

2.5. The Site APO will:

2.5.1. Meet APO requirements defined in DoDI 5000.64 Chapter 3, paragraph 3.2.

2.5.1.1. Establish local TD/Site implementing procedures for accountability processes prescribed in this AFRLI.

2.5.1.2. Ensure a LMCA Chief is designated. This could be either established in the contract or through an appointment letter.

2.5.2. Establish formal GFP records on property provided to third parties when identified by TD/Wing program managers (PM) and contracting officers (See AFRL GFP Guide) **https://livelink.ebs.afrl.af.mil/livelink/lisapi.dll/open/130922506** .

2.5.3. Ensure accountable property inventories are performed IAW this instruction.

2.5.4. Act as TD/Wing FLIPL coordinator. Provide financial liability recommendations to TD/Wing appointing authorities. Ensure property losses are thoroughly queried or investigated according to SAF-FMFC (AFAFO-A) Report of Survey Guide, DoDFMR 7000.14-R Volume 12, Chapter 7, and local host base commander procedures.

2.5.4.1. Provide monthly status of initiated/completed FLIPL from ECs and LMCA to the Center APO.

2.5.5. Coordinate supply support between LRS and TDs/Wing for turn-ins/transfers or other transactions.

2.5.6. Act as primary property accountability advisor to Program Managers, Contracting Officers, and TDs/Site Log Mgrs and Equipment Custodians (ECs) on GFP and Contractor Acquired Property (CAP).

2.5.7. Assist each TD/Wing in establishing Organization Visibility Listing (OVL) R15 criteria. If DPAS, use a designated accounting system or develop processes and procedures. Establish Organization Visibility Listing (OVL) R15 criteria for property not meeting DoDI 5000.64 or AF policy accountability requirements when required. Develop procedures, designate an accounting system/method, inventory intervals, and audit capability. (See **Attachment 3**).

2.5.8. The APO Signature Delegation. In the event of an APO's absence or non-availability the APO's supervisor will assume signatory/GFP review responsibility.

2.5.9. Review DPAS Inventory Adjustments quarterly to provide oversight of inventory transactions.

2.5.10. Ensure TD/Wing has a process in place to identify government property, contractor owned property, GFP or personal property that is located at AFRL facilities or test ranges.

2.6. The LMCA Chief will:

2.6.1. Act in the Equipment Accountability Element capacity for AFRL property. Be responsible for creating/maintaining accountable property records for the TD/Site in DPAS for the APO.

2.6.2. Maintain the Master Jacket File for all TD/Wing accounts. If using locally devised method, meet requirements in AFI 33-322, *Records Management and Information Governance Program.*

2.6.3. Verify ECs accomplish a floor-to-book, book-to-floor inventory per this instruction. File signed reports in Jacket Folder and add items that meet APSR criteria to their accounts.

2.6.4. Act as the AFRL Loan Control Officer (LCO) in the GFP process unless the APO assumes this role. See **Chapter 7** in this publication.

2.6.5. Assign a Unique Item Identification (UII) asset ID number to all accountable property. ECs may apply label.

2.6.6. Perform duties as the NCE Monitor.

2.6.6.1. Obtain required NCE training per AFI 63-125, *Nuclear Certification Program*.

2.6.6.2. Cross Reference all DPAS Cataloging Requests with the Master Nuclear Certification List (MNCL). Advise the EC if a requested item is on the MNCL.

2.6.6.3. Maintain the TD/Site MNCL Listing. The listing will be posted to: **https://livelink.ebs.afrl.af.mil/livelink/llisapi.dll/open/92804630**.

2.6.7. The LMCA Chief will be the TD/Site DPAS Catalog Manager.

2.7. LMCA Personnel. LMCA personnel will:

2.7.1. Serve as the AFRL Site focal point for materiel management.

2.7.2. Support LMCA Chief by performing required EAE functions and act as liaison with external logistics support activities including procurement activities.

2.7.3. Use DPAS site ID DF-RDTE to track and manage property accountability and process transactions. Ensure auditability is maintained.

2.7.4. Work closely with ECs to ensure accountability.

2.7.5. Pick up and deliver property from/to ECs IAW local policy and/or LMCA contract if assigned as the Central Receiving point.

2.7.6. Maintain TD/Wing authorized to sign for classified item letters or follow internal TD/Wing guidance to ensure only authorized personnel receive classified items.

2.7.7. Manage the LMCA Temporary Storage Areas (TSA) per DAFI 23-101.

2.7.8. Coordinate/conduct property movements/shipments between the ECs and other logistics agencies.

2.7.8.1. Process transactions, quality control documentation, ensure organizations properly prepare property; transport property per local policy and/or LMCA contract.

2.7.9. Receive/track FLIPL from ECs and submit to the applicable management level and mission partners.

2.7.10. Provide and track initial and recurring ECs training.

2.8. Branch or Division Chiefs, Detachment Commander (organizational commander equivalents) will:

2.8.1. Serve as primary EC and appoint alternate EC(s) in writing for all equipment accounts. Primary ECs are responsible for performing all custodian functions, including inventories, in the alternates' absence.

2.8.1.1. The Branch/Division Chief signing the appointment letter assumes the primary custodian responsibility for the account.

2.8.1.2. Ensure LMCA is provided a copy of all alternate EC appointments.

2.8.1.3. The alternate EC appointment letters are valid until either alternate EC changes. However, the letter must be updated if the branch/division chief changes prior to the next inventory so the same person signs the letter and inventory report. Other updates should be made as required.

2.8.2. Attest to the inventory accuracy of accountable property records and that inventory procedures were properly followed by signing the applicable Inventory Report.

2.8.2.1. Review inventory results and ensure proper corrective action is taken on shortages (FLIPL action if required) or overages (adjust balances).

2.8.3. Ensure a complete joint physical inventory is performed (i.e., floor-to-book/book to floor) by a current alternate EC and new alternate EC within 60 days after appointment if that alternate EC signed the last inventory report. A new joint inventory is not required if a remaining alternate EC signed the inventory report. Inventory must be accomplished prior to outgoing's departure.

2.8.4. Work with the LMCA Chief on any extensions to transfer the account to the new alternate EC. Total days will not exceed 90 days from the date appointed as alternate EC.

2.8.5. Ensure alternate ECs complete inventories and sign the applicable DPAS listing.

2.8.6. Provide a list of personnel authorized to receive classified property to the LMCA office or document alternative method by which personnel know who are authorized to receive classified items.

2.8.7. Complete required EC training.

2.9. Alternate ECs will:

2.9.1. Contractors, who provide alternate EC services, require the function to be addressed in the Performance Work Statement (PWS) or Statement of Work/Objective (SOW/SOO). Request assistance from the LMCA Chief to resolve accountability issues if required.

2.9.1.1. Specific clauses are required in contracts to hold contractors appointed as alternate ECs financially liable for lost, damaged, or destroyed property if an investigation finds them culpable. The TD assumes the risk if there are no contractual liability provisions included.

2.9.2. Ensure equipment is properly labeled and correct locations are provided to LMCA for annotation in DPAS.

2.9.3. Complete initial EC training. Complete refresher EC training from LMCA annually.

2.9.4. Perform an inventory of accountable equipment IAW DAFI 23-101 and sign the DPAS R14/CIR/CAR." All L/P equipment authorized 3-year inventory schedule. Perform an inventory of accountable equipment and sign the DPAS R14/CIR/CAR IAW DAFI 23-101.

2.9.4.1. Ensure Division Chief/Branch Chief or delegated authority signs the R14/CIR/CAR and forward to the LMCA Chief.

2.9.5. Maintain an EC Jacket Folder according to this instruction for each assigned organizational account (see **Attachment 4** for required jacket file contents). The EC Jacket File must be accessible in the alternate EC's duty area.

2.9.5.1. Ensure records are current and reflect the latest changes to the equipment account.

2.9.6. Engage with Program Managers (PM) and participate on research project Integrated Process Teams (IPT) and advise on appropriate property management actions. Coordinate accountability changes (procurements, Government Furnished Equipment (GFE), transfers etc.). See **Chapter 7** in this publication.

2.9.7. Ensure property temporarily leaving EC control is appropriately recorded and tracked until returned IAW local policy. This includes but is not limited to: contract repair, Precision Measurement Equipment Laboratory (PMEL) calibrations, off-station research projects, temporary loans. Retain documentation (shipping documents, AF Form 1297, *Temporary Issue Receipt*, PMEL receipts, loan contracts, etc.) in the DPAS record.

2.9.7.1. Loaned equipment that exceeds inventory due date or 365 days will have documentation in the jacket file to reflect inventory status.

2.9.7.2. Advise the LMCA when property is being used for off-station research projects for periods of 90 days or more or permanently located at another site to be coded as deployed with the location in DPAS.

2.9.8. Coordinate with the TD/Wing LOG MGR to determine if the property loans/donations are coordinated with the appropriate agency and LMCA, and the records are promptly updated [e.g., GFE, Cooperative Research and Development Agreement (CRADA), Education Partnership Agreements (EPA)].

2.9.9. Along with the TD/Wing LOG MGR; determine the Accounting Requirements Code (ARC) designator for commercially procured RDT&E property IAW DAFMAN 23-122, *Materiel Management Procedures*, guidance.

2.9.10. Identify and process excess property through LMCA.

2.9.11. Prepare property for turn-in; ensure all paperwork is attached to the property (See **Para 6.4**.).

2.9.12. Ensure accountable property information is documented and provided to LMCA for recording with the APSR and that non-accountable property meeting OVL criteria is reflected on the DPAS R15 or TD equivalent listing.

2.9.13. May request limited DPAS inquiry access from Center APO to perform EC functions as needed. DPAS training will be required.

2.10. AFRL Scientists and Engineers (S&E) PMs. S&E's will:

2.10.1. As primary requirement owners, conduct IPTs or consult with applicable personnel (LOG MGR, EC) to discuss any equipment/property requirements before committing them to a program/project contract or agreement to ensure the appropriate accountability requirements are applied. See **Chapter 7** in this publication.

2.10.1.1. Ensure policy requirements identified in AFRL GFP Guide are followed and accountability records are established within DPAS for all GFP provided to contractors or third parties during their assigned project/programs

2.10.2. S&E PMs ensure LOG MGRs have access to business applications affecting equipment management and logistics programs.

2.10.3. The PM of AFRL entities without embedded Logistics Manager support (e.g., AFWERX, CRI, etc.) will contact AFRL/DS for assistance when GFP or CAP is required to support their contract.

2.10.3.1. The PM will correlate the contracted effort to an AFRL technology area (e.g., air vehicle, space vehicle, materiel, sensor, etc.).

2.10.3.2. AFRL/DS will refer the PM to the appropriate AFRL site APO and LMCA for property accountability support.

2.10.3.3. The APO will determine how accountability will handled with the PM having ultimate responsibility for AFRL property.

2.10.3.4. PMs will provide contract modifications, GFP attachments and GFP disposition instructions to the applicable site APO and LMCA to ensure DPAS records are accurate

2.11. Contracting Officer (CO) and GPC Holders will:

2.11.1. Ensure LOG MGRs alternate EC, and LMCA personnel coordination on GFP Attachment. Ensures the PM is provided copies of contractual documents.

2.12. TD/Wing LOG MGR will:

2.12.1. With the assistance of the ECs, act as the TD/Wing's liaison with the Site LMCA and APO (unless designated as APO).

2.12.2. Assist the TD/Wing Director in ensuring organizational equipment is properly accounted for.

2.12.3. Advise PMs and COs on property accountability requirements and logistics support issues.

2.12.3.1. Upon request, offer expertise to PMs and COs with the purpose of gaining awareness of contract requirements covering TD/Wing logistics activities.

2.12.3.2. Advise PMs and COs to ensure provisions comply with prescribing guidance references and contain proper logistics terminology.

2.12.4. Assist Wing/TD ECs with account management.

2.12.5. Act as TD/Wing RDT&E Subject Matter Expert (SME) in the ARC determination process.

2.12.6. Provide applicable supervisor or PM, recommend long-term retention/disposition options of sparsely used property to determine the value of retaining property in support of future research requirements.

Chapter 3

GENERAL PURCHASING (ACQUISITION) RULES

3.1. Commercial items may be ordered in lieu of going through the LRS when the locally procured item is superior to the item available through normal supply either because it is better suited to RDT&E requirements, or because it is significantly less expensive.

3.1.1. **Alternate ECs will:**

3.1.1.1. Work closely with the PM, LMCA and the TD/Wing LOG Mgrs. Alternate ECs are the primary key to ensuring timely and accurate accountability/tracking of purchased accountable property items.

3.1.2. Complete EC portion of applicable supply documentation and submit to LMCA.

3.1.3. Fill out supporting documents and submit to LMCA or base agency such as required for COMSEC and Hazardous Material (HAZMAT) per AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*.

3.1.4. Send accountable property procurement documents citing the item's total acquisition price (e.g., invoice, purchase agreement, delivery order, etc.) to the LMCA to maintain in the equipment record in DPAS. Provide LMCA rationale if supporting documents are not available in the cataloging request.

3.2. LMCA will:

3.2.1. Complete the LMCA portion of applicable supply documents/systems.

3.2.2. Complete DPAS Cataloging Action for items that do not exist in the DPAS catalog. LMCA will maintain a record of all cataloged accountable property entered into DPAS.

3.2.3. Ensure accountable property is listed on the DPAS R14/CIR/CAR. As required, provide assistance to the TDs/Wing in maintaining the OVL or equivalent.

3.3. AF Supply Chain or NSN Requisition.

3.3.1. AF Supply Chain requisitions must be used to obtain serialized controlled property (i.e., COMSEC, weapons, or classified), and may be used for other items if they are federally cataloged. However, unless serialized controlled, RDT&E accountable property may be procured commercially if the supply chain lead time is too long or the intent is to modify the accountable property outside of the NSN's original specifications.

3.3.2. AFRL will catalog these items in DPAS using an L/P stock number. The actual NSN must be included on the DPAS Cataloging Action Request.

3.3.3. The alternate EC prepares an AF Form 2005, *Issue/Turn-in Request*, (see **Attachment 5**), or locally determined method for supply chain requisitions, forwards to the LMCA for processing, and enters the request in DPAS or locally designated form. File in jacket file.

3.3.3.1. HAZMAT items may require additional justification and be processed IAW local procedures.

3.3.3.2. LMCA will provide a copy of the form to the alternate EC and retain a copy in the EC folder or suspense file until action is complete.

3.3.4. For Integrated Logistics Supply System (ILS-S) requisitioned accountable property: inform the alternate EC of document number and status of request.

3.3.4.1. Provide a copy of the form to the alternate EC and retain a copy in the EC folder or suspense file until action is complete.

3.4. Commercial Procurements.

3.4.1. Commercial procurements are appropriate for property that is not readily available in the AF supply chain, or the lead time is not responsive enough to support the research schedule.

3.4.1.1. Commercial procurement methods include AF Form 9, *Request for Purchase*, AFMC Form 36, *Purchase Request*, GPC, or RDT&E support clauses in research contracts.

3.4.2. **Alternate ECs will:**

3.4.2.1. Participate in research project IPTs and/or coordinate with PMs and COs to be aware of commercial acquisition requirements.   **NOTE:** It is the PM's and CO's responsibility to involve the EC and APO for property acquisitions.

3.4.2.1.1. Ensure the proper delivery location information is included in the procurement action.

3.4.2.2. In conjunction with the S&E and Log Mgr, perform ARC determinations and local procedures unless local policy determines the LMCA performs this function to begin the DPAS Cataloging Action process.

3.4.2.3. Advise LMCA of impending purchases; submit DPAS Cataloging Actions Request IAW local procedures.

3.4.3. **LMCA will:**

3.4.3.1. Enter accountable equipment acquisitions per DAFMAN 23-122, IAW local procedures and LMCA requirements.

3.5. Information Technology (IT), Equipment. Refer IT equipment issues to the TD/Wing Information Technology Asset Management (ITAM) equipment custodian. See DAFMAN 17-1203 for IT APO procedures.

3.6. Determining ARC Designators/Property Accountability Level (See 3.8.1.).

3.6.1. DAFMAN 23-122, *Materiel Management Procedures*, grants AFRL the authority to determine ARC designation codes to commercially-procured items. If an item is determined to be non-accountable, it is up to each TD/Wing to set criteria to determine whether an item requires organizational level accounting OVL (with some exceptions) or shop level accounting (no records required). The LMCA Chief retains ARC determination documentation if required by site procedures.

3.6.2. If the item acquisition cost is $5K or more, it requires accountability and must be assigned an ARC N (R14/CIR/CAR Accountable). Unless it meets any of the following exceptions:

3.6.2.1. Item is installed into or onto other end items.

3.6.2.2. Item is built from an assortment of piece parts (i.e., mock-ups).

3.6.2.3. Item can be broken down and components can be used for other purposes, components should be assigned applicable ARC and accounted for if necessary.

3.6.2.4. Item is retrieved from Defense Logistics Agency Disposition Services (DLADS), Aerospace Maintenance and Regeneration Group, or other storing activity for cannibalization of parts. Asset will be locally cataloged using as a p-serialized stock number even if part being cannibalized crosses to a federally cataloged stock number.

3.6.3. If the item meets one of the exceptions listed above, it must be compared to the TD/Wing OVL accounting criteria.

3.6.3.1. If it meets the OVL criteria, it must be coded ARC D and recorded on the TD/Wing OVL.

3.6.3.2. If it does not meet the OVL criteria, it must be coded ARC X (expendable) and tracked by shop/laboratory supervision.

3.6.4. If the item acquisition cost is less than $5K, compare the item to the TD/Wing OVL criteria.

3.6.4.1. If it meets the criteria, it must be coded ARC D and recorded on the TD/Wing OVL.

3.6.4.2. If it does not meet the OVL criteria, it is considered ARC X (expendable) and tracked by shop/laboratory supervision.

3.6.4.3. If an ARC of D or X is assigned to an item with an acquisition cost of $5K or more the determination will be documented on the DPAS Cataloging Action Request or other form and provided to the TD/Wing Catalog Manager when required by site policy.

3.6.4.3.1. The TD/Wing Catalog Manager will maintain an archive of all catalog requests/accountability level determinations for audit or inspection purposes.

3.7. DPAS Cataloging Action.

3.7.1. The DPAS Cataloging Action Request (AFRL Form 141) was developed to document the initial ARC assignment or changes to ARC assignments per the TD/Wing local policy. See **Attachment 10** for detailed instructions when the AFRL Form 141 is used.

3.7.1.1. ARC determinations of "D" or "X" on research property with acquisition costs over $5K should be documented per local policy.

3.7.1.2. TD/Wing needs to submit Cataloging Action to TD/Wing Catalog Manager for all R14 items and for OVL (R15) items if the TD/Wing uses DPAS to manage the accountability records.

3.7.1.3. If the AFRL site does not have a central receiving facility; TD/Wing may fill out/submit form after property receipt, form must be submitted within five duty days of receipt.

3.7.1.4. Cataloging Actions are NOT required for:

3.7.1.4.1. Tools: follow AFRLI 21-101, AFMC Sup, Addendum C, *Air Force Research Laboratory (AFRL) Logistics Maintenance Management* direction.

3.7.1.4.2. ITAM: follow DAFMAN 17-1203, and ITAM EC direction.

3.7.1.4.3. Consumable materials and piece parts; follow AFRL Logistics Support Stock (LSS) guidance.

3.7.1.4.4. General administrative and janitorial supplies.

3.8. Special Requirements. AFRL units are bound by AF governing directives for other special requirements, e.g., munitions, engines, vehicles, UAS, etc.

3.8.1. Unique research air vehicles (exceeding the $5K threshold) are not typically entered into the Reliability and Maintainability Information System (REMIS), and therefore will be entered into DPAS.

3.8.2. Munitions. Must be ordered through the local Munitions Accountable Systems Officer. LMCA will not process munition-type requests.

3.8.3. Targets. Targets are pulled from DLADS or other sources and are generally destroyed during use. The residue may be turned into DLADS as scrap or use other methods.

Chapter 4

RECEIVING

4.1. LMCA will:

4.1.1. Either act as the site central receiving point for all account accountable property or work with the TD/Wing to set-up other receiving points as needed.

4.1.2. Complete cataloging actions. Include invoice/packing slip or other document establishing item total acquisition cost for all accountable property in DPAS records upon receipt when possible. Complete catalog action within 5 workdays of LMCA receipt of indicative data from EC (see **para 4.2.4**.).

4.1.3. Assist ECs in reporting damaged or incorrectly receipted items with the proper agencies if required.

4.2. The alternate EC will:

4.2.1. Ensure all accountable items are processed through LMCA and DPAS cataloging requests are submitted.

4.2.2. Perform an inspection of the item for damage and match against requisition document. Work with vendor to resolve if there is any damage or discrepancy.

4.2.3. Ensure items marked as Electrostatic Discharge (ESD) are opened within the proper environment.

4.2.4. Submit the invoice/packing slip or document that establishes the item's acquisition cost for all accountable property to the LMCA within five duty days of EC inspection/acceptance.

4.2.5. Ensure receipted property directly supporting research operations in an AFRL facility is labeled/marked in a visual manner to distinguish ownership and level of accountability. There will be a visual indicator to discern whether the property is:

4.2.5.1. Contractor-owned property; purchased with contractor funds.

4.2.5.2. Government property. Accountability level review must be visible if local policy requires visual evidence that an item underwent an accountability assessment.

4.2.5.2.1. Ensure the asset ID is attached to all accountable equipment. This label will readily identify the asset in DPAS.

4.2.5.3. This does not apply to: tools, IT equipment, consumables (LSS), general administrative and janitorial supplies and furniture.

4.2.6. Check with accountable property user to ensure new items have applicable technical data loaded in the Technical Data System (TDS). (See AFRLI 21-101, Logistics Maintenance Management, paragraph 7.).

4.2.7. Account for non-APSR property under $5K as determined by the Director/CC direction.

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Chapter 5

LEVELS OF ACCOUNTABILITY

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5.1. Government property has different levels of accountability and record keeping dependent upon many factors comprised within an ARC. AFRL does not typically have equipment that supports the development of end items that are produced for operational use.

5.1.1. There are three levels of accountability, the first two require records per DoDI 5000.64: Accountable Property Records (APR). Maintained on accountable property; controlled by the APO in DPAS (accountable record); generally, > $5K or controlled items (i.e., COMSEC, GFP).

5.1.2. OVL records are maintained per the site Director/CC guidance for equipment items not meeting DoD or AF accountability requirements.

5.1.3. Expendable property or material do not require records but is still accountable at the shop level to ensure it is properly utilized and maintained. Lab level supervision will oversee resource use and establish controls.

5.2. Documentation/Reports and Listings.

5.2.1. LMCA will:

5.2.1.1. Retain required documentation and information needed for supply and accountable property actions and maintain reports/listings identified within this instruction.

5.2.1.2. Dispose of these files IAW AFI 33-322, *Records Management and Information Governance Program.*

5.2.1.3. Maintain a list of primary and alternate ECs for all organizational account codes.

5.2.1.3.1. If LMCA is the central receiving point, use the EC list to ensure only individuals authorized sign for accountable property.

5.2.1.4. Review and screen DPAS management products for accuracy; follow-up and take corrective actions on discrepancies

5.2.1.5. Communicate all DPAS issues to the Center APO for coordination with the DPAS System Manager.

5.3. Alternate ECs will:

5.3.1. Provide LMCA as much information as possible for supply and accountable property actions.

5.4. Accountable Property Management. L/P items may be inventoried every three years. COMSEC, weapons inventory will follow AF guidance in DAFI 23-101. Date of Last Inventory field must be updated in the month inventory was completed.

5.4.1. LMCA personnel will:

5.4.1.1. Provide EC with DPAS reports.

5.4.1.2. Provide ECs inventory assistance if requested.

5.4.1.3. Conduct EAE reviews for each equipment account custodial area at the required intervals, which will include:

5.4.1.3.1. Review the EC's equipment jacket file for compliance with **Attachment 4** of this instruction.

5.4.1.3.2. Perform 10 percent random sample account inventory.

5.4.1.3.3. Verify 100% accountability of all COMSEC/CCI and Nuclear Weapons-Related Materiel. Validate COMSEC/CCI/weapons equipment per applicable AFI.

5.4.1.3.4. QA may conduct the 10 percent random sample inventory, and COMSEC validation. They do not have to happen in conjunction with the LMCA visit. The QA results will be included in the annual report required by DAFMAN 23-122.

5.4.1.3.5. Provide written report to the site APO for appropriate follow-up action with the branch/division chief.

5.5. The alternate EC will:

5.5.1. Maintain required documents in an EC Jacket file for each account they are responsible for. At a minimum, they must meet the intent of DAFMAN 23-122 for EC Jacket Folder organization and contents. If required documents are not stored in the Jacket File cross-reference the location in the applicable file tab.

5.5.1.1. Record all actions/transactions affecting accountable property balances and extended term location changes on a locally developed or DPAS generated form; include asset ID number if applicable. This includes new requests such as adds, cataloging requests, turn-ins, transfers, temporary loans, contract repair shipments, etc. Retain a suspense copy in the jacket file until all accountable property is returned or action completed.

5.5.1.2. EC equipment jacket files may be a hard copy or electronic. Organize file into the required tabs and contain a digitally signed PDF of the last completed inventory.

5.5.1.3. Work closely with LMCA to resolve any inventory problems.

5.5.1.3.1. Establish accountability of property found on base as needed to support research operations or turn-in surplus property when no longer needed.

5.5.1.3.2. For shortages, thoroughly search surrounding areas and quickly initiate FLIPL actions if not found.

5.5.1.4. Provide LMCA the location of the items accounted for on the Accountable UIC and non-accountable UIC.

5.5.1.5. Complete LMCA delivered refresher training annually.

5.6. Special Item Accountability Guidelines.

5.6.1. Special Purpose Recoverable Authorized Maintenance (SPRAM) Management. AFRL laboratories generally do not use stock listed reparable (ARC X) in the same manner as the operational AF. These assets are often used comparable to test equipment and retained to support other research projects.

5.6.1.1. SPRAM assets modified or used in operational conditions not meeting original design are authorized to be converted to LP numbers and accounted for via the OVL IAW DAFI 23-101 AFMC Supplement. Centrally managed/depot-level stock listed reparable regardless of cost, will be managed on the OVL.

5.6.1.2. If a research project requires initial issue for a stock listed reparable spare from the supply system, the EC or Alt EC will:

5.6.1.2.1. Provide a SPRAM request letter to LMCA. The letter must include all required information identified in DAFMAN 23-122, a statement identifying potential or known modification/use outside of original design conditions, and OVL information the asset may be accounted for on. If using DPAS for the OVL and the stock number is not loaded, provide a DPAS Cataloging Request.

5.6.1.2.2. Coordinate with AFRL Financial Management (FM) to ensure funds are loaded within the Organizational Project Fund Management Report account to cover the expense of the item.

5.6.1.2.3. LMCA will:

5.6.1.2.3.1. Forward justification letter to the APO for concurrence.

5.6.1.2.3.2. Once APO concurs, create the applicable DPAS records and attach the APO concurrence and justification letter to the DPAS record.

5.6.1.2.3.3. Requisition the asset through ILS-S and ensure the item is recorded on the   appropriate accountability record after receipt.

5.6.2. Contract Repair.

5.6.2.1. If an item must be sent to a commercial entity for contract repair support, the user is primarily responsible for sourcing a vendor, creating the contract, and arranging the shipment.

5.6.2.2. The alternate EC will:

5.6.2.2.1. Retain contract and shipping documents in the EC equipment jacket folder.

5.6.2.2.2. Use a control register to monitor contract repair item status.

5.6.2.2.3. Track and monitor request and ensure follow-ups are accomplished in a timely   manner.

5.6.3. Administrative & Janitorial (A&J) stocks. The site APO and/or Integration and Operations   Chief are authorized to consolidate A&J stocks for efficiency. These items are paper, pens, highlighters, and cleaners (i.e., Office type material and supplies).

5.6.4. Logistics Support Stock (LSS), also referred to as working stock, is expendable or consumable material needed to support research, development, and innovation operations. Accountability is required and detailed at the shop or laboratory level. These stocks may be formed using work order residue from other projects. It may be consumed in use, used, and returned, or formed using work order residue from other projects.

5.6.4.1. The LSS will have an internal method to monitor contents and levels and replenish used quantities as required.

5.6.4.2. The LSS must be reviewed annually by logistics support personnel or the Log Mgr. The review will ensure:

5.6.4.2.1. The bins and listings are properly cross-referenced.

5.6.4.2.2. The items are clearly labeled and not co-mingled with other types of items.

5.6.5. Component stock, also referred to as operating stock, consists of durable items such as gauges, flanges, built-up electronic boards, line replaceable units, shop replaceable units, or other items that have a dedicated purpose. These items are normally used on an end item for a particular test and then returned to stock for future tests, rather than discarded. Items stored as component stock will be segregated by type (binned, bagged, shadowed, etc.), and labeled with appropriate nomenclature.

5.6.5.1. LSS and component stock may be located in a work area or work center; however, they must be physically separated from other items such as equipment, TMDE, administrative supplies, etc.

5.7. Report of Surveys/Inventory Shortages. The Financial Management Regulation (FMR) establishes the Financial Liability Investigation of Property Loss (FLIPL) as an installation commander program. All TD/Wings must follow host base commander procedures on lost and damaged property. All formal queries and investigations for S&T property must be processed through the LMCA and Site APO. FLIPLs for ITAM property are processed IAW local guidance.

5.7.1. Upon discovery of missing property regardless of value, immediately initiate an informal inquiry (search) of probable locations or loss causes. If the inquiry is unsuccessful immediately contact the LMCA to initiate FLIPL procedures. Determination on FLIPL and level of close out is dependent upon the item type and/or total value, FLIPL policy.

5.7.2. Whether the inquiry turns into a full FLIPL the   level it can be closed out at depends on the total value of the loss and the type of property. FLIPL policy can be found in DoDFMR 7000.14-R Volume 12, Chapter 7, the SA-FMFC Report of Survey Guide and local host base Wing/CC guidance, but the LMCA and the Site APO will advise the EC on the process.

5.7.3. It is important to note there are tight timelines for the FLIPL deliverables and so it must be an organizational priority to complete FLIPLs promptly.

5.7.4. Document all search and recovery efforts including personal interviews. Record:

5.7.4.1. What happened.

5.7.4.2. How it happened.

5.7.4.3. Where it happened.

5.7.4.4. Who was involved.

5.7.4.5. When it happened.

5.7.4.6. Any evidence of negligence, willful misconduct, or deliberate unauthorized use or disposition of the property.

5.8. Property Loans and Donations. The Site APO will work with PMs to ensure CRADA/EPA property is tracked in DPAS.

5.8.1. Grants, Loans and donations are managed with CRADAs/EPAs per AFI 61-301, The *Domestic Technology Transfer Process and the Offices of Research and Technology Applications Cooperative Research and Development Agreements*, or using Cooperative Agreements IAW CFR Title 2, Subtitle A, Chapter II, Part 200.

5.8.1.1. Grants and loans including Non-FAR Cooperative Agreements may be processed and documented using the GFP procedures in **Chapter 7** and this chapter. Approved PIEE generated GFP attachments may be included in any agreement involving GFP.

5.8.1.2. Program Managers and TD/Wing Technology Transfer Office must ensure ECs or   Log Mgrs are advised whenever property is being considered for grants, loans, transfers, or donations.

5.8.2. Alternate EC will:

5.8.2.1. Notify LMCA when a serviceable asset is being considered for a grant, loan/donation as soon as possible.

5.8.2.2. Ensure there is a written agreement prior to the grant, loan/donation of property.

5.8.2.3. Provide LMCA with copies of the grant, EPA/CRADA agreement showing the items to be loaned or donated to include the label number (asset ID).

5.8.2.4. Document all subsequent EPA/CRADA loans or grants or other agreement as an appendix or attachment to the agreement.

5.8.2.5. Obtain TD/Wing Technology Transfer Office coordination and Director's approval for loan/donation agreements. TD Director may delegate approval authority for loan/donation agreements to Division Chiefs.

5.8.2.6. The agreement must have a reference number or other unique identification symbol assigned by the organization.

5.8.2.7. Ensure a completed signed copy of the agreement is filed in EC jacket folder file and provided to the LMCA.

5.8.2.8. Ensure donated items are demilitarized (DEMIL) or able to be donated based on the item's   DEMIL code.

5.8.2.9. Ensure centrally managed items acquired from DoD sources are approved by the controlling Item Manager or PM prior to donation.

5.8.2.10. Contact Point of Contact (POC) of EPA/CRADA when the agreement is within 30 days of expiring and make arrangements to get the items returned or have agreement modified.

5.8.2.11. Ensure LMCA is provided with any extension to loan agreements.

5.8.2.12. Notify LMCA within seven workdays of the item being returned.

5.8.3. LMCA will:

5.8.3.1. Follow AFI 61-301 and the AFRL GFP/CAP Guide.

5.8.3.2. Obtain a copy of the agreement and record the transaction in DPAS using the "On LOAN/GFE option. Obtain a copy of the agreement and create contract and contractor records in DPAS. Attach the agreement and any documents supporting record changes to the DPAS record.

5.8.3.2.1. Enter the Agreement number, date shipped, sub-location, Alt-EC name (i.e., organization/POC), project title, agreement expiration date, and any other pertinent data.

5.8.3.3. Update DPAS when the item is returned to the government, enter the date returned into DPAS using the DPAS ON_LOAN information screen and enter appropriate information to change the DPAS location in DPAS.

5.8.3.4. All donated items will be removed from DPAS and copies of documentation kept with   record to record audit trail.

5.9. Holding Areas. LMCA Holding Areas. This section prescribes LMCA holding area procedures for control, storage, issue, and disposition of property in order to organize and protect laboratory equipment and supplies, to keep it in a serviceable condition. Note: General storage guidance for equipment located in labs is found in AFRLI 21-101.

5.9.1. There are three types of Holding areas:

5.9.1.1. Temporary Storage Areas (TSA). TSAs are authorized for storage of RDT&E and other materials for anticipated use, typically authorized for one year.

5.9.1.2. In-Transit Property Areas (IPA). IPAs are used to store accountable property and supplies   awaiting turn-in, shipment, or disposition instructions.

5.9.1.3. Project Holding Areas (PHA). PHAs are for staging supplies/materials in advance of starting a specific research project. PHAs are provided to allow researchers to preplan and order materials required for a specific research project in advance of need.

5.9.2. General Holding Area guidelines:

5.9.2.1. TSA, IPA and PHA materials must be segregated/not co-mingled and clearly marked.

5.9.2.2. Items will be properly tagged to identify noun, condition, and listed on a report. This report will be posted within the immediate area or made readily available upon request.

5.9.2.3. Items must be stored properly to prevent damage and promote safe handling. Notify the Division Chief's designated authority if items condition deteriorates to an unsafe condition.

5.9.2.4. Maintain disposition status for items in the TSA/IPA. Document all movement of materials in and out of the holding areas with the appropriate forms. For example, using AF Form 1297.

5.9.2.5. Document the movement by marking the location of each item that is moved to/from a holding area.

5.9.3. TSA Requirements:

5.9.3.1. TD/Wing will:

5.9.3.1.1. Notify the EC if accountable items are moved to the TSA.

5.9.3.1.2. Validate storage requirement with LMCA annually by the applicable Division/Branch Chief. Identify the following to LMCA:

5.9.3.1.2.1. NSN and/or part number, if known.

5.9.3.1.2.2. Item name.

5.9.3.1.2.3. POC and telephone number.

5.9.3.1.2.4. Period of time requiring TSA.

5.9.3.1.2.5. Special handling or storage instructions.

5.9.3.2. Review TSA storage requirements annually with the applicable Division Chief's designated authority or equivalent.

5.9.3.3. Inform the site APO when TSA time period expires.

5.9.4. IPA Requirements: The IPA is used when items are held pending issue, awaiting turn-in, shipment, or disposition instructions.

5.9.5. PHA Requirements:

5.9.5.1. Materials obtained for this purpose shall be sequestered, under control, and in reserve for use on the specific project. Maintain an inventory of all accountable property in PHA.

5.9.5.2. PHAs shall not be used to store attrition stock such as work order residue.

5.9.5.3. Clearly identify items as PHA and maintain a record of what is currently contained in the PHA and what property is still due in.

5.9.5.4. If materials in the PHA are not properly stored or are abused; notify the Division Chief's designated authority.

5.10. Equipment Record Corrections/Adjustments. In order to ensure audit readiness and integrity of equipment records in DPAS, corrections and adjustments must be well documented and controlled. All accountable property transactions must have supporting documentation (e.g., agreements, contracts, completed FLIPLs), be approved by the TD/Site APO and a record retained for future reference and audit purposes.

5.10.1. If the property was lost or damaged, the EC sends the completed copy of the DD Form 200 to the APO when the FLIPL query/investigation is completed. The APO provides to the LMCA who attaches the DD Form 200 to the DPAS record and adjusts the balance. The APO should review the DPAS Increase/Decrease report.

5.10.2. If the property was destroyed (e.g., consumed in research) the EC fills out a DD Form 200 provides the circumstances in block 9 and completes and signs block 11. The branch/division chief completes block 12 including a validation statement in block 12b. No formal FLIPL query or investigation is required. After APO concurrence the LMCA makes the adjustment and the APO signs the DD Form 200 and closes out the report.

5.10.3. If the property was GFP, include contract documentation from the PIEE GFP Module or contract modifications to support the adjustments to the applicable DPAS record(s). The Plant Clearance Officer must submit a property loss report in PIEE per DFARS, 252.245-7002.

5.10.4. DPAS has several Disposal Type Action codes the LMCA can use to correct/adjust inventory records:

5.10.4.1. Use the Report of Survey/Lost, Damaged, Destroyed (DLDD) code to adjust records if the asset is no longer physically available because it was stolen, user lost the item or it was damaged or destroyed. The LMCA must attach a copy of the approved FLIPL (DD Form 200) to the DPAS transaction.

5.10.4.2. **Donation (DDNT):** Used to document donations to scientific organizations. It records the   contact information of the enterprise receiving the property, the condition of the property and the   financial impact for the donating activity. The LMCA must attach a copy of the CRADA, EPA or contract to the DPAS transaction. Follow requirements in AFI 61-301, *The Domestic Technology Transfer Process and the Offices of Research and Technology Applications Cooperative Research and Development Agreements*.

5.10.4.3. **Sales (DSAL)** Records the sale of an asset. The action also records the condition of the asset, accounting and financial information and the contact information of the buyer. Possible during post-contract GFP disposition. Sales must be approved by the PM and executed by a Plant Clearance Officer. The LMCA must attach a copy of the contract to the DPAS transaction.

5.10.5. If one of the above Disposal Type Action codes does not cover a particular correction/adjustment the following code can be used.

5.10.5.1. **Administrative Adjustment Report (AAR):** This action records administrative adjustments, such as receiving actions for inventory overages or items Found on Base. It is not to be used for any other Disposal Type Actions. Application examples include: property destroyed or abandoned in place; duplicate DPAS records created for the same item; defective item returned to the manufacturer.

5.10.5.2. Due to the potential for mis-use or abuse the APO must use extra discretion when using this code even though the Site level LMCA DPAS permissions allow it.

5.10.6. **Inventory Adjustment (DIAJ):** This DPAS code is used to adjust Inventory Control Point stock records, applies to property held for sale/issue. AFRL does not have "inventory" in this context. This code must not be used to correct/adjust AFRL DPAS records.

5.10.7. AFRL/DSO will perform periodic oversight reviews of DPAS to ensure adjustments are properly executed.

Chapter 6

TRANSFER AND DISPOSAL PROPERTY MOVEMENTS

6.1. All property on organization equipment accounts and R15 records and other government property that is. Excess to research requirements, obsolete, or unserviceable and not economic to repair/refurbish, will be turned-in through LMCA or dispositioned through the contracting process. DPAS-generated DD1348-1A is used for R14/CIR/CAR items and DPAS forms may be used for other type assets.

6.1.1. The Site APO may establish local guidance on what type of property will be disposed of through LRS/DLADS channels.

6.2. Serviceable excess/surplus accountable property.

6.2.1. Alternate EC will:

6.2.1.1. Check if serviceable excess/surplus accountable property can be reutilized to ensure there isn't a requirement within the organization.

6.2.1.2. If there is no requirement, identify items to LMCA IAW local procedures.

6.2.1.2.1. Provide LMCA item description, DPAS asset ID, NSN, excess quantity and unit price, and the disposal condition code to update the equipment account in DPAS.

6.2.1.2.2. Send any supporting documentation to the LMCA to upload to the equipment record or local designed folder.

6.2.2. LMCA will:

6.2.2.1. Check if there is a local requirement, if so, coordinate the movement and process the required accountability transactions.

6.2.2.1.1. If not, follow the DPAS process for marking excess items. Refer to the AFRL DPAS Process Guide for detailed procedures.

6.2.2.2. Ensure property is advertised to S&Es, ECs, or other interested parties for 10-15 days based on the date the item was marked as excess in DPAS.

6.2.2.2.1. Activities without storage facilities and other unique limitations may advertise excess for a minimum of seven workdays.

6.2.2.3. Follow turn-in/disposal procedures if the item is not required by any AFRL unit, unserviceable/obsolete accountable property and excess/surplus non-accountable property or scrap.

6.3. Shipment/Transfer Procedures.

6.3.1. Alternate EC or owning representative will:

6.3.1.1. Prepare the item for shipment.

6.3.1.1.1. Items must be clean, drained, purged, rinsed, no Polychlorinated Biphenyls (PCB) residue and hazardous free when applicable. Supporting documentation showing required preparation will differ depending on the item's accountability level and physical properties. Refer to local procedures.

6.3.1.2. Advise LMCA when the property is ready for movement. Provide LMCA required shipment documentation or information needed to process transactions.

6.3.1.3. Prepare the DD Form 1149 or MORD, AF Form 406, if required. Include or provide the line of accounting for transportation and packing and crating cost to the Installation Transportation Officer (ITO) or LMCA. DPAS RDOs and disposals will generate a DD Form 1348-1A.

6.3.1.3.1. LMCA may be POC to prepare documents as needed.

6.3.2. LMCA will:

6.3.2.1. If the item is an AF Site ID item, notify the Supply Chain at 440 SCOS.

6.3.2.2. Coordinate directly with gaining LMCA/unit for AFRL/RDT&E unit transfers.

6.3.2.3. Confirm items are available for shipment/turn-in. Ensure the asset is ready along with available technical data, tools, spare parts, and documentation.

6.3.2.3.1. Physically move the item and documentation to the LRS or transportation function.

6.3.2.3.2. Track the transfer until the gaining LMCA/LRS accepts the transfer in DPAS, removing it from the losing unit's property records. Update local records as required.

6.4. Turn-in/Disposal.

6.4.1. Alternate EC or owning representative will:

6.4.1.1. Advise LMCA of the type/condition of items; prepare items requiring turn-in/disposal actions and associated documentation for movement per local procedures.

6.4.1.2. Ensure forms are attached to the item for pickup; the forms must show the DPAS asset ID, stock number, UIC or EC number, noun, and EC account code.

6.4.1.3. Ensure the item is purged of all liquids, gases, etc. and provide applicable certification   documentation to LMCA.

6.4.1.4. Record action and results on a locally designated form, or DPAS and annotate accountable/non-accountable UIC if applicable.

6.4.2. LMCA will:

6.4.2.1. Prepare AF Form 2005 or equivalent for the turn-in request (See **Attachment 7**). If turn-in is through LRS, coordinate with the LRS to have the transaction processed through ILS-S.

6.4.2.1.1. Ensure condition tags are properly filled out and attached.

6.4.2.2. Arrange pick-up/delivery with the appropriate agency.

6.4.2.2.1. Document physical property hand-offs on an AF Form 1297 or the DPAS hand receipt. Provide copy to the EC.

6.4.2.2.2. If the item has an assigned NSN indicate if the item requires DEMIL, declassification, or special handling requirement. Ensure sufficient information is provided to support the assignment of a DEMIL code. Research FEDLOG to see if there is a DEMIL code assigned (LMCA may assist in FEDLOG checks). Complete the DEMIL Worksheet (**Attachment 8**) and submit with the turn-in documentation if applicable.

6.4.2.3. Update applicable DPAS records.

6.4.3. LMCA will:

6.4.3.1. Coordinate with the customer to ensure the item is picked up properly and delivered to proper agency.

6.4.3.2. Ensure paperwork is correct.

6.4.3.3. Coordinate transportation for turn-in with LRS or DLADS.

6.5. Contract Repair.

6.5.1. Contract repair shipments will be processed IAW local procedures. Regardless of what function physically ships the item the TD/Wing must use a control register to track, monitor, and follow-up on repair actions and retain suspense copies in the DPAS equipment record or locally designated place.

Chapter 7

GFP/CAP MANAGEMENT

7.1. AFRL GFP/CAP Approach. AFRL TD/Wing approach to the GFP/CAP process must include the LOG MGR in the acquisition planning, utilize the Procurement Integrated Enterprise Environment (PIEE) GFP module, capture data required to update DPAS, and ensure DPAS records are properly reconciled after contract completion. The following paragraphs outline a general process flow and considerations on GFP/CAP management.

7.1.1. **GFP Module Set-Up.** DoDI 5000.64 requires GFP attachments be performed in the Procurement Integrated Enterprise Environment (PIEE) GFP module and recorded in the APSR. Each TD/Wing must register personnel in the following roles:

7.1.1.1. GFP Attachment Initiator: Usually the PM because they are responsible for identifying and justifying the GFP requirement. TD/Wings may designate other personnel based on local factors. The initiator either downloads the GFP Spreadsheet from the DoD Procurement Toolbox, or the PIEE GFP module or individually creates GFP attachments in PIEE module.

7.1.2. GFP Reviewer: LOG MGRs and LMCA personnel fulfill this role. The APO may opt to insert themselves in the GFP Attachment routing. Either the LMCA or APO acts as the Loan Control Officer (LCO). These functions are described in more detail below. Only the LOG MGRs and LMCA personnel needed to cover the workload require PIEE access. TD/Wing may add additional reviewers based on internal business practices.

7.1.3. GFP Approver: Only the CO can perform this role in PIEE. Even though the LCO approves the GFP from a logistics standpoint, the CO is the approval authority for what goes on the contract.

7.1.4. Government Property Shipper: Depending on the organizational structure of the TD/Wing, personnel must be selected to electronically send shipment notices to the contractor through the PIEE GFP module after contract award. This coincides with the physical shipment of property. The contractor electronically acknowledges receipt through PIEE upon physical property receipt.

7.1.5. Government Property Receiver: Upon contract completion, if the PM decides the property should return to the government, the electronic shipment process is reversed. The contractor sends electronic notice that the property is in route. The Government property receiver acknowledges receipt when received.

7.2. Integrated Product Team (IPT). An IPT consists of key personnel from functional areas who support the PM. The IPT draws upon the necessary functional activities for specific expertise to accomplish its goals. Although in charge of the project and responsible for all aspects, S&E PM's specialty is in research, engineering or a scientific discipline. The success of the project requires the PM to tap into a broader spectrum of expertise (i.e., CO, Financial Manager, and Legal). Team members vary depending on the project but it is essential whenever GFP/CAP is required, the PM must involve the LOG MGR throughout the contract lifecycle.

7.3. IPT Project/Acquisition Planning. The PM is responsible for creating an Acquisition Strategy Plan (ASP). This includes ensuring funding is available, developing contract strategy, and deciding what resources are required and sourcing them as GFP. The ASP's complexity and level of documentation depends on the project. The important aspect is the IPT knows what to do and who is responsible.

7.3.1. Logistics responsibility during ASP development is to ensure the PM is aware of property management requirements and processes from the proposal phase through contract completion and considers accountability concerns that may be outside their usual scope.

7.3.2. The LOG MGR's role is to assist the PM by advising, consulting, and/or facilitating issues such as:

7.3.2.1. Whether or not the contractor should be provided the resources.

7.3.2.2. Review GFP memo justification/rationale for applicability and supportive documentation/information.

7.3.2.3. Confirming asset availability and possible impact on other projects.

7.3.2.4. Cataloging requirements.

7.3.2.5. Review GFP Attachment data elements.

7.3.2.6. Review PIEE workflow set-up as prepared by PM.

7.3.2.7. Review Contract Data Requirements List inclusion for inventory reports provided by PM.

7.3.2.8. Review Established closeout/disposition plan established by PM.

7.4. Preliminary GFP List. While drafting the ASP, the PM identifies potential GFP the contractor may need that would not be readily available to the contractor. The PM or designated person starts collecting the GFP Attachment data. For multiple items, recommend the use of the GFP spreadsheet available in PIEE. It will auto populate the GFP module saving work later in the process. After initially identifying GFP candidates, the PM should coordinate internally to ensure availability. The alternate EC, LMCA, and LOG MGR are available to assist the PM.

7.4.1. The PM must source the data elements required by FAR 45.201 to populate the GFP module. The PM can utilize the property EC, LMCA or LOG MGR to assist. Specify whether or not the item is being furnished in as-is condition and instructions for physical inspection. The GFP attachment includes the following for each item:

7.4.1.1. Item Name/Nomenclature.

7.4.1.2. Item Description.

7.4.1.3. National Stock Number; 13 digit number assigned to DoD stock-listed items if available.

7.4.1.4. L/P Stock Number; locally assigned number for commercially procured items (place in GFP Attachment notes section, the GFP module will not accept in the NSN field)

7.4.1.5. Cage Code.

7.4.1.6. Part Number.

7.4.1.7. Model Number. If available place in the GFP attachment Notes section. AFRL uses the Model Number field for the asset ID label. NOTE: the GFP attachment requires either a NSN or a CAGE/part number combination or a model number. One of the three elements.

7.4.1.8. Unit of Measure/Issue.

7.4.1.9. Unit Acquisition Cost.

7.4.1.10. Item Condition.

7.4.1.11. The DPAS asset ID; place in the Model number or Remarks field. AFRL repurposed the Model Number field for the asset ID so they can be queried, retrieved, and associated with DPAS records. Note: If it is not possible to affix an EMAS label on an item an Asset ID may be created out of another semi-permanent identifier on the item or a pseudo-ID can be etched.

7.4.1.12. Serial Number; if available for accountable property (place in the Note Section).

7.4.1.13. Quantity.

7.4.2. All GFP offered to the contractor must be identified on the GFP attachment. All equipment items, regardless of cost must be recorded in DPAS. If not currently loaded in DPAS an AFRL Form 141 or DPAS catalog action must be generated.

7.4.2.1. Accountability level determination. If the equipment acquisition cost is $5K or more, it requires accountability and must be assigned an ARC N and is R14/CIR/CAR Accountable. These equipment items will show AFRL ownership in DPAS and what DoDAAC has it in their possession.

7.4.2.2. A single capability-system DPAS entry may be entered to account/track GFP items on a contract. The GFP Attachment from the PIEE GFP Module will be uploaded to the DPAS equipment record when using this process. Follow procedures in the AFRL GFP Process Guide for generating the DPAS entry and assigning the system's value.

7.5. FAR part 45.102 assessment. The PM is responsible for determining whether or not GFP should be provided to a Contractor. The PM will provide the justification to the CO. The rationale must meet all the criteria established in FAR part 45.102 and PGI 245.103-70. Upon completion it is placed in the contract file.

7.6. GFP Attachment Initiation. GFP attachment initiated into GFP Module forwarded to LOG MGR. The TDs/Wing determines who initiates the attachments into the Module based on workload/workflow factors. Attachments may be generated manually, using the spreadsheet, modifying an existing attachment or imported using XML.

7.7. GFP Attachment Review. LOG MGR reviews GFP Attachment. The LOG MGR validates concerns/issues raised during the ASP were addressed. Then verifies the attachment contains the required data elements to both, properly identify the asset and correctly account for it in DPAS. If required, returns to the initiator for re-work. If good forwards to the LMCA.

7.8. Catalog Review. The LMCA confirms the items are either already cataloged in DPAS or they possess catalog action requests. Once confirmed, the LMCA either forwards to the APO if in the routing, or the CO. LMCA/APO review constitutes LCO approval.

7.9. Contract Awarded. Procurement Contracting Officer (PCO) obtains a DoDAAC for the contractor and awards the contract. The PCO notifies reviewers via the distro list; provides the contractor DoDAAC to the GFP shipper. After award the PCO or PM must provide the LMCA a copy of the award.

7.10. The LMCA updates GFP data in DPAS; notifies EC. The GFP must be cataloged and recorded in DPAS. Also, the LMCA must load Master Contractor and Master Contract records in DPAS to properly assign the GFP to the applicable record. The LMCA can obtain the required data from the PM, PCO, or from a copy of the contract. The accountable property account EC is notified if GFE on their account is affected and update their DPAS equipment account.

7.11. GFP is shipped to contractor. There are two simultaneous process, electronic shipment in the PIEE GFP module and physical shipment. Both processes occur after receipt of the award notification according to timeframes stated in the contract.

7.12. Contractor accepts GFP in PIEE. Upon physical receipt the contractor enters property into either a Property Management System (PMS) or Material Management Accounting System (MMAS) and acknowledges receipt, in PIEE.

7.13. Contract Administration. During the contract period of performance, day-to-day management of the contract may be turned over from the Plant Clearance Officer (PCO) to an Administrative Contracting Officer (ACO). The Defense Contract Management Agency (DCMA) may perform this function. The ACO team includes a Property Administrator who assesses the PMS/MMAS and a PCO who handles property actions after contract completion. The ACO executes contract modifications working directly with the PM that may involve GFP additions or returns. These changes must be reflected in the APSR. The PM/CO/ACO will ensure the respective LOG MGR is informed on who is on the DCMA ACO team. The PM will notify the LOG MGR when contract modifications affect government inventory of property.

7.14. Contract Closeout. If applicable, the PM provides the ACO and PCO disposition instructions towards the end of the period of performance. Careful consideration should be given to the GFP's cost and potential value to the government. Some of the choices are: sell all/some of the GFP to the contractor, offer it up to other government agencies; offer it for sale; transfer it as GFP to another contract, donate it, abandon in place, or return it to the PM

   7.14.1. The ACO or PCO executes the PMs direction. The LOG MGR must be involved in this decision to ensure proper accountability. Documentation must be provided to the LMCA to justify an APSR adjustment if the decision is anything other than returning the GFP to the government.

   7.14.2. If the GFP is returned, the PIEE shipping process is reversed. The contractor sends the electronic shipping notice and physically ships the property. The GFP receiver electronically acknowledges receipt after the property arrives.

7.15. Accounting for GFP on Data-Masked Projects.

   7.15.1. If any of the data elements required to populate the PIEE GFP module or DPAS is identified as restricted from release on a data-masked/sensitive project classification guide, do not enter into an unclassified system (PIEE/DPAS).

   7.15.2. There is a requirement to identify all accountable property and material provided to the contractor on the contract.

7.15.3. If the accountable property is on a lab equipment account, the PM must create a Memorandum for Record (MFR) stating they are assuming responsibility for the property Project Lead/PM for a sensitive project.

7.15.3.1. The MFR must include the nomenclatures, DPAS Asset ID Label numbers, and contract expiration date and be signed by the EC and PM.

7.15.3.2. Do not include any information prohibited in the classification guide.

7.15.3.3. Provide a copy of the letter to the LMCA to upload to the equipment record.

7.15.3.4. The LMCA will designate the item as on loan in DPAS.

7.16. CAP Management. CAP is property acquired, fabricated, or otherwise obtained by the contractor in the performance of a contract using Government funds, usually on a reimbursable basis. If research contracts contain support clauses allowing contractors to procure CAP, the PM must include the LOG MGR during ASP development. A key indicator is a separate Other Direct Cost (ODC) hardware contract line item (CLIN) in the contract.

7.16.1. CAP's primary purpose is to allow contractors to buy materials or accountable property required to produce contract deliverables. CAP should not be used to obtain items not directly supporting the contract or have a general enduring use in the lab after the contract period of performance has expired. The CO should disallow these types of requests. Other procurement methods (e.g., GPC, Form 9) should be considered first.

7.16.2. Although CAP is procured with government money, the contractor retains possession until title is formally turned over to the government. The contractor manages these items in their PMS or MMAS.

7.16.3. The PM is responsible for approving/authorizing specific CAP purchases. If contract or task order authorizes CAP procurements, it should stipulate:

7.16.3.1. When title is planned to be turned over to the Government (i.e., upon receipt, a project milestone, or contract expiration).

7.16.3.2. How the contractor will manage property prior to title transfer (PMS or MMAS) Defense Federal Acquisition Regulation Supplement (DFARS) 242.7203, inventory frequency, reporting requirements.

7.16.3.3. Property marking requirements. Ensure contractor clearly identifies CAP used in joint contractor-government work environments.

7.16.3.4. How title transfer will be executed, IAW DFARS Appendix F; Note: the DD form 1149 is only acceptable to document physical property shipments, DD Form 250 or Wide Area Workflow (WAWF)/iRAPT must be used to document title/ownership transfer.

7.16.4. CAP must be officially accepted by the government using the WAWF/GFP Module Transfer process. If items are material, handle as working stock/project material and include in the LSS. If it is accountable property, it must be cataloged and entered into DPAS. Use the ARC determination process in section 3.7 if accountability is in question.

7.16.5. If CAP is required for future use on a contract, it must be turned over to the government using the DD Form 250 process and identified as GFP on a contract modification or new contract.

SCOTT A. CAIN, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDI 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property,* 27 April 2017

AFI 23-101, *Materiel Management,* 22 October 2020

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AFI 33-332, *Air Force Privacy and Civil Liberties Program,* 18 March 2020

AFI 61-301, *The Domestic Technology Transfer Process and the Offices of Research and Technology Applications Cooperative Research and Development Agreements,* 16 September 2019

AFMAN 23-122, *Materiel Management Procedures*, 27 October 2020

DAFMAN 17-1203, *Information Technology (IT) Asset Management (ITAM),* 13 September 2022

AFMAN 32-7002, *Environmental Compliance and Pollution Prevention,* 4 February 2020

AFI 24-302, *Vehicle Management*, 21 February 2020

DAFI 21-101_AFMC Supplement_Addendum-D, *United States Space Force (USSF) Non Standard Organization (NSO) Aircraft and Equipment Maintenance Management,* 8 November 20202

DoDFMR 7000.14-R, Volume 12, Chapter 7, *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen,* October 2019

DoDI 5000.64_DAFI 23-111, *Accountability and Management of DoD Equipment and Other Accountable Property,* 6 December 2021

Adopted Forms

DD Form 250, *Materiel Inspection and Receiving Report*

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

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

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

DD Form 2875, *System Authorization Access Request*

AF Form 9, *Request for Purchase*

AF Form 1297, *Temporary Issue Receipt*

AF Form 847, *Recommendation for Change of Publication*

AF Form 2005, I*ssue/Turn-in Request*

AFMC Form 36, *Purchase Request*

AFRL Form 141, *AFRL ARC Change Request Form & DPAS Catalog Request Form*

Abbreviations and Acronyms

AAR—Administrative Adjustment Report

ACO—Administrative Contracting Officer

ASP—Acquisition Strategy Plan

A&J—Administrative and Janitorial

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manuals

AFMC—Air Force Materiel Command

AFRL—Air Force Research Laboratory

APO—Accountable Property Officer

APSR—Accountable Property System of Record

ARC—Accounting Requirements Code

CAP—Contractor Acquired Property

CC—Commander

CCI—Controlled Cryptographic Item

CIIC—Controlled Item Code

CEMF—Centralized Equipment Management Flight

CLIN—Contract Line Item Numbers

CO—Contracting Officer

COMSEC—Communications Security

COR—Contracting Officers Representative

CRADA—Cooperative Research and Development Agreements

DEMIL—Demilitarization

DLADS—Defense Logistics Agency Disposition Services

DoD—Department of Defense

DoDAAC—DoD Activity Address Code

DFARS—Defense Federal Acquisition Regulation Supplement

DPAS—Defense Property Accountability System

EAE—Equipment Accountability Element

EC—Equipment Custodian

EMAS—Equipment Management Accountability System

EPA—Education Partnership Agreement

ESD—Electrostatic Discharge

FLIPL—Financial Liability Investigation of Property Loss

FM—Financial Management

GFE—Government Furnished Equipment

GFP—Government Furnished Property

GPC—Government Purchase Card

HAF—Headquarters Air Force

HAZMAT—Hazardous Material

IAW—In Accordance With

ID—Identification

ILS-S—Integrated Logistics Supply System

IM—Item Manager

IPA—In-transit Property Areas

IPT—Integrated Process Team

IT—Information Technology

ITAM—Information Technology Asset Management

ITO—Installation Transportation Officer

LCO—Loan Control Officer

LMCA—Logistics Materiel Control Activity

L/P—Local Purchase

LRS—Logistics Readiness Squadron

LSS—Logistics Support Stocks

MNCL—Master Nuclear Certification Listing

MMAS—Material Management Accounting System

MFR—Memorandum for Record

MORD—Miscellaneous Obligation Reimbursement Document

NCE—Nuclear Certified Equipment

NSN—National Stock Number

OI—Operating Instruction

OVL—Organizational Visibility Listing

OPR—Office of Primary Responsibility

ODC—Other Direct Cost

PCO—Plant Clearance Officer

PCB—Polychlorinated Biphenyls

PIEE—Procurement Integrated Enterprise Environment

PHA—Project Holding Area

PM—Program Manager

PMEL—Precision Measurement Equipment Laboratory

PMS—Property Management System

RDO—Redistribution Orders

REMIS—Reliability and Maintainability Information System

RDT&E—Research, Development, Test, and Evaluation

ROS—Report of Survey

S&E—Science & Engineering

SME—Subject Matter Expert

SPRAM—Special Purpose Recoverable Authorized Maintenance

SuA—Support Agreement

TD—Technical Directorate

TDS—Technical Data System

TMDE—Test, Measurement and Diagnostic Equipment

TO—Technical Order

TSA—Temporary Storage Area

UIC—Unit Identification Codes

UII—Unique Item Identification

WEBFLIS—Web Federal Logistics Information System

WAWF—Wide Area Workflow

Terms

Accountable Property Record—The record contained within the APSR.

Accountable Property Officer (APO)—An individual who, based on his or her training, knowledge, and experience in property management, accountability, and control procedures, is appointed in writing through the DoD Component procedures to establish and maintain an organization's accountable property records, systems, or financial records, in connection with government property, irrespective of whether the property is in the individual's possession.

Accountability—The obligation imposed by law, lawful order, or regulation, accepted by an organization or person for keeping accurate records and to ensure control of property, documents or funds, with or without physical possession. The obligation, in this context, refers to the fiduciary duties, responsibilities, and obligations necessary for protecting the public interest; however, it does not necessarily impose personal liability upon an organization or person.

Accountable Property—Property that meets accountability requirements. This property is recorded in the APSR.

Accountability Record—A record maintained for managerial rather than financial reporting purposes. Accountability records should be used when the property does not meet the accountable property record requirements but does require active management based on other than financial criteria.

Accountable Property System of Record (APSR)—The government system used to control and manage accountable property records. A subset of existing organizational processes related to the lifecycle management of property; the system that is integrated with the core financial system.

Acquisition Cost—The amount, net of both trade and cash discounts, paid for the property, plus transportation costs and other ancillary costs.

Alternate Equipment Custodian—Appointed by Branch or Division Chiefs, Detachment Commander. May perform floor-to-book, book-to-floor inventory of equipment account. Manages equipment jacket file.

Contractor Acquired Property (CAP)—Any property acquired, fabricated, or otherwise provided by the contractor for performing a contract, and to which the government has title. CAP that is subsequently delivered and accepted by the government for use on the same or another contract is considered GFP.

Classified Items—Property requiring protection in the interest of national security.

Consumable Item—Item of supply (except explosive ordnance and major end items of equipment) that is normally expended or used up beyond recovery in the use for which it is designed or intended. Minor parts, tools, and hardware identified by ARC designator X. A consumable item cannot be economically repaired by a field or depot maintenance activity. Accountability for consumable items are terminated upon issue.

Contract—Any enforceable agreement, including rental and lease agreements and purchase orders, between an agency and a business concern for the acquisition of property or services.

Controlled Inventory Item Code—Those items designated as having characteristics that require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity.

Controlled Items—Property with characteristics that may require them to be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safekeeping and integrity. See Volume 11 of DoDM 4140.01 and DoDM 4100.39 for additional guidance. Controlled inventory items include (in descending order of the degree of control normally exercised).

Demilitarization—Act of destroying the functional or military capabilities of certain types of equipment or material that has been screened through inventory control points and declared surplus or foreign excess.

Equipment—Personal property that is functionally complete for its intended purpose, durable, and nonexpendable. Equipment generally has an expected service life of 2 years or more; is not intended for sale; does not ordinarily lose its identity or become a component part of another article when put into use; has been acquired or constructed with the intention of being used.

Excess—Materiel that has completed reutilization screening within the Department of Defense and is not required for the needs and the discharge of responsibilities of any DoD activity.

Government Furnished Property (GFP)—Property in the possession of, or directly acquired by, the government and subsequently furnished to the contractor, including sub-contractors and alternate locations, for performance of a contract. GFP in the context of this issuance includes equipment, special tools, and special test equipment. It does not include consumable or material items or items held as inventory as defined by DoD 7000.14-R.

Master Nuclear Certification List (MNCL)—Identifies equipment, hardware, facilities and software that are certified in accordance with AFI 63-125. The MNCL is the sole source for verifying the nuclear certification status of NCE (system, hardware, software).

National Stock Number (NSN)—The term used for the 13-digit stock number consisting of the four-digit Federal Supply Class and the nine-digit National Item Identification Number. Each national stock number is assigned to identify an item of supply and equipment within the material management functions.

Nuclear Certified Equipment (NCE)—Nuclear Certified Equipment is defined as either system-specific, common specialized, or non-specialized support equipment whose design meets applicable design criteria and is nuclear-certified in accordance with the nuclear certification process outlined in this publication and identified in the MNCL.

Organizational Visibility Listing (OVL)—A tool Technical Directorates use to keep track of non- accountable equipment/property warranting oversight, formerly referred to as the R15 listing. This list may be maintained in DPAS or other system/method. The TD sets the criteria and the inventory frequencies.

Personal Property—All property (systems and equipment, materials, and supplies) except real property (land and improvements to facilities), and records of the Federal Government.

Program Manager (PM)—The designated individual with responsibility for and authority to accomplish program objectives for development, production, and sustainment to meet the user's operational needs. For platforms/programs in the acquisition phase, the PM is accountable for credible cost, schedule, and performance reporting and analysis, and has responsibility and authority to accomplish objectives for the total life cycle of the program.

Property—Equipment, weapon systems, and other accountable property (e.g., administrative property, special tools, special test equipment). Other types of personal property, such as supplies, material, and records, are not included in this definition unless expressly stated as being included.

Property Management—A monitoring and control function, charged with assuring that organization processes related to the lifecycle of property support organization objectives, represent sound business practice, and are compliant with applicable standards, policies, regulations, and contractual requirements. The system of acquiring, maintaining, using, and disposing of the personal property of an organization or entity.

R14—The DPAS UICs under the DF-RDTE Site ID where all AFRL accountable equipment is managed. The R14 UICs are identified in **Attachment 6**.

R15—The DPAS UICs under the DF-RDTE Site ID where AFRL non-reportable property less than $5K may be tracked (See **Attachment 6**). PSC 5 items less than $5K are tracked on R14.

Scrap—Property that has no value except for its basic metallic, mineral, or organic content.

Sensitive Property—Property requiring a high degree of protection and control due to statutory requirements or regulations (e.g., narcotics and drugs, precious metals, high value or highly technical assets, hazardous assets, or small arms, ammunition, explosives, and demolition material).

Technical Order (TO)—Air Force publications that give specific technical directions and information regarding inspection, storage, operation, modification, and maintenance of Air Force equipment. The various types of TOs include technical manuals (TM), time compliance technical orders (TCTO), methods and procedures technical orders (MPTO), automation type TOs (tapes and cards that are TO data in digital, magnetic, film, or sound form), index type TOs, and abbreviated TOs.

UII—A set of data elements marked on an item that is globally unique and unambiguous.

Attachment 2

WAIVER/CHANGE REQUESTS FORMAT

A2.1. Waiver/Change Request Format.

A2.1.1. The following format will be used in submitting waiver requests or recommended changes to any logistics publication without a defined process. These requests will be submitted in a memorandum format and shall include the following information.

A2.1.2. Submitting Organization.

A2.1.3. Date.

A2.1.4. Subject: Waiver or Change Request.

A2.1.5. Priority of Request: Urgent or Routine.

A2.1.6. Reference: Include chapter, paragraph, and line number or Table or Figure number.

A2.1.7. Proposed waiver or change requested.

A2.1.8. Background and Discussion. Unique circumstances or history leading up to request rationale for waiver or change and any workaround.

A2.1.9. Recommendation: Desired outcome and identify any alternative processes that will be used.

A2.1.10. Applicability and Duration: Unit to which waiver and change applies and duration of waiver.

A2.1.11. POC: Name, office symbol, DSN, and e-mail.

Attachment 3

DPAS ORGANIZATIONAL VISIBILITY LISTING R15 LISTING

A3.1. TD/Wing/Sites. May track items that do not require accountable property records in the OVL segment of DPAS (R15) when cost effective (i.e., pilferage when it has been identified as a problem, GPC local program for managing items, etc.). **NOTE:** Items that meet APSR reporting criteria in DoDI 5000.64 may not be tracked in this partition.

Figure A3.1. DPAS OVL (R15 example).

Attachment 4

SET-UP OF EC EQUIPMENT JACKET FOLDER

Figure A4.1. Set-Up of EC Equipment Jacket Folder.

ORGANIZATION SHOP CODE:				DATE:	
TAB A	**Inventory Listings**	**LMCA (yes/no)**	**CUSTODIAN (yes/no)**	**Discrepancy Fixed (date/initials)**	**Date of Documents in File**
1	Current signed DPAS Inventory Report				
TAB B	**Information File, Regulations and Certificates**				
1	Copy of applicable guidance or location Memorandum				
2	Hand Receipt-AF Form 1297, *Temporary Issue Receipt*				
3	Warranty Documents				
4	Appointment Letter				
5	EC/Block III training certificate				
6	Shipment Documents for in transit property (1149)				
TAB C	**Request/Orders in Work/Suspense (e.g., AF Form 2005, Form 9's, GPC receipts, DPAS Cataloging Requests)**				
1	Suspense File				
2	Completed File (Hold until they appear on the DPAS Inventory)				
TAB D	**Adjustment Documents**				
1	DD Form 200's				
2	Other				
CUSTODIAN NAME: CUSTODIAN SIGNATURE: _____ NEXT REVIEW DUE DATE:					

Attachment 5

AF FORM 2005, ISSUE REQUEST

A5.1. Responsible to fill out/provide information for AF 2005.

Figure A5.1. Issue Request AF Form 2005.

A5.1.1. Accountable Property ECs will:

A5.1.1.1. Call in, email or submit an AF 2005, Stock-Numbered requests, to LMCA.

A5.1.1.1.1. Provide the following information: Name, Phone (Block A), NSN (Blocks 8-22), Quantity (Blocks 25-29), Org (Blocks 31-33), Shop (Blocks 34-35), Part Number (if available) (Block D), Nomenclature (Block J)

A5.2. LMCA will:

A5.2.1. Prepare the proper documentation. Prior to ordering accountable property items:

A5.2.1.1. Print out a completed AF Form 2005 and add alternate EC and government Supervisor designated authority signature blocks.

A5.2.1.2. Coordinate form for signatures with alternate EC and government Supervisor designated authority.

A5.2.1.3. Retain copy until it can be loaded into DPAS as substantiating record for authorization to purchase accountable property.

A5.2.1.4. Submit to request issue/order.

A5.2.1.5. When asset is loaded into DPAS, attach signed record to item.

A5.2.2. Provide the following information on the form: Unit of Issue (Block 23-24), Activity (Block 30), Date/document # (Blocks 31-43) Demand Code (Block 44), System Designator (SD – Blocks 55-56), Priority (Blocks 60-61), Urgency Justification Code (UJC)-Blocks 6566), Mark for (Block 67-80)

A5.2.3. Ensure accountable items are processed IAW 23-Series.

Attachment 6

DPAS STRUCTURE

Figure A6.1. AFRL DPAS Structure.
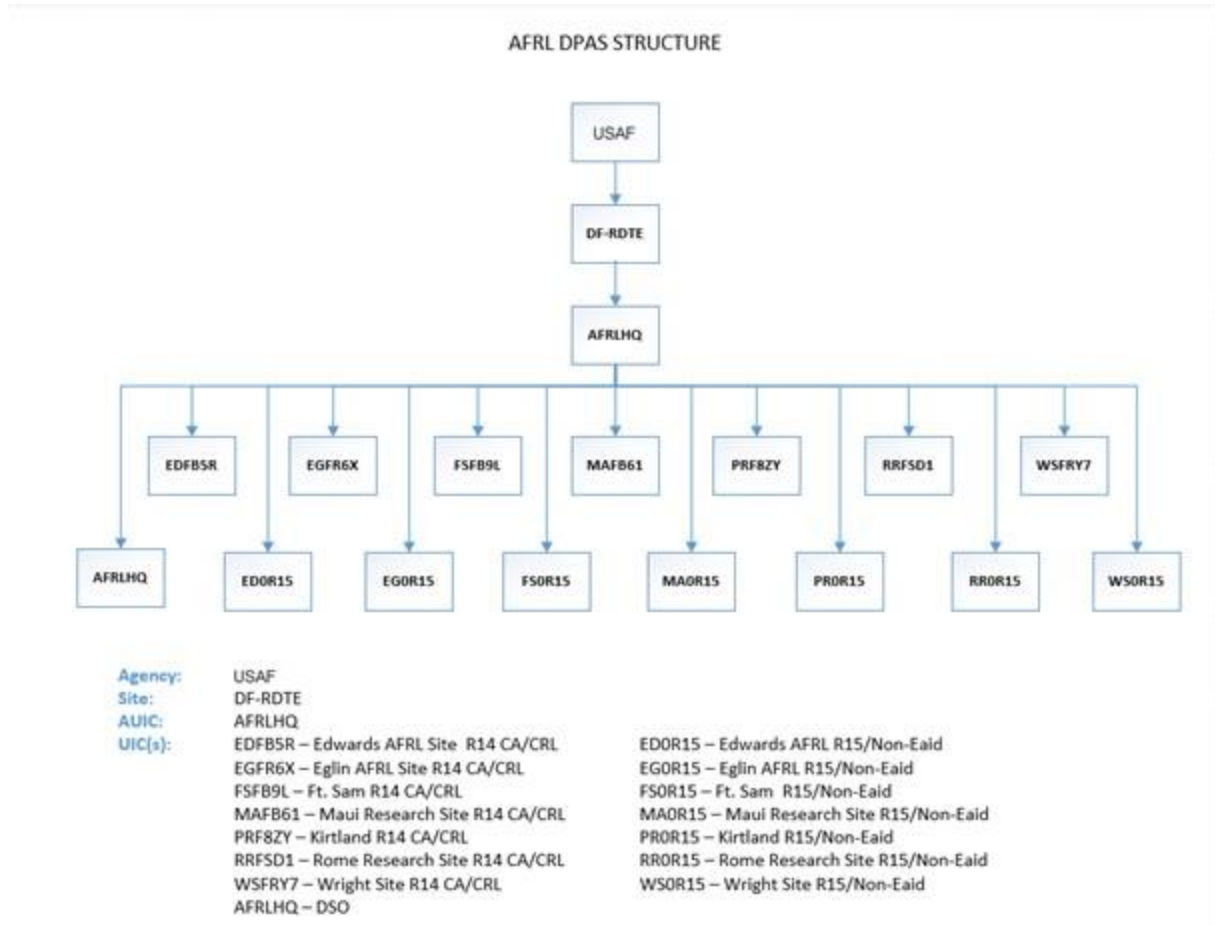
A6.1. Reporting will be under the name and UIC of. The account that will be using the property.

A6.2. The top row UIC shows structurally where accountable items that are deemed Accountable Property and $5K or greater would be in DPAS. Nothing below $5K will be loaded against the DPAS accountable unless classified, sensitive or serially controlled converted to L/P.

A6.2.1. The bottom row UIC shows structurally where non-accountable items that are Accountable Property and less than $5K _and_ identified as Organizational Visibility List.

A6.2.2. All TD/Wing Non-accountable Organizational Visibility Listing R15 items are non-reportable and can be managed at the TD/Wing discretion.

A6.3. The Air Force Research Laboratory Structure is:

A6.3.1. USAF = Agency.

A6.3.2. DF-RDTE = Site ID.

A6.3.3. UIC.

    A6.3.3.1. Edwards.

    A6.3.3.2. Eglin.

    A6.3.3.3. Ft Sam.

    A6.3.3.4. Kirtland.

    A6.3.3.5. Maui.

    A6.3.3.6. Rome.

    A6.3.3.7. Wright-Patt.

Attachment 7

TURN IN USING AF FORM 2005 EXAMPLE

Figure A7.1. Turn In using AF Form 2005 Example.

A7.1. Responsible to fill out/provide information for AF 2005 for turn-in of items.

A7.1.1. If applicable the ECs will:

A7.1.2. Submit a completed AF 2005 to LMCA.

A7.1.3. Coordinate a pick-up time with LMCA.

A7.1.4. Provide the following information: Name, Phone (Block A), NSN (Blocks 8-22), Quantity (Blocks 25-29), Org (Blocks 31-33), Shop (Blocks 34-35), Part Number (if available) (Block D), Nomenclature (Block J). List LMCA Label # in block B, Serial # in block D, and the Cost in block C.

A7.2. LMCA will:

A7.2.1. Prepare the proper supply documents and submit into DPAS or notify LRS.

A7.2.1.1. Provide the following information: Unit of Issue (Block 23-24), quantity (Block 25-29), Activity (Block 30), Org/Shop code (Blocks 31-35) Document # (Blocks 40-43), Condition Code (Block 44), System Designator (SD) Blocks 55-56)) A7.2.2. Ensure accountable items are processed IAW 23-series.

Attachment 8

DEMIL WORKSHEET

Figure A8.1. DEMIL Worksheet.

DLA DISPOSITION SERVICES WORKSHEET

References: DTID

_____Stock Number: _

_____

1. Appropriated FSC: _____

2. Manufacturer's Name: _

3. Manufacturer's Part Number: _

4. Manufacturer's Model Number: _

5. Noun name Best Describing Item: _

_____

6. End Item Application: _

_____

7. Is this item unique to the military? _

_____

8. Is the item commercially available? _

_____

9. DEMIL Code you believe should be assigned: _

_____

10. Is the item a R&D fabrication? _

_____

_____

Name/Title or
Rank:　　　_____

　　　　　　　_____ Date _____

Signature _____

Attachment 9

DEMIL CODES

A9.1. Below is a list of approved DEMIL Codes.

Figure A9.1. DEMIL Codes.

DEMIL CODE EXPLANATION

A	Non-MLI/Non SLI – Demilitarization not required.
B	MLI (Non-SME) – Demilitarization not required. (Trade Security Controls (TSC) required at disposition).
C	MLI (SME) – Remove and/or demilitarize installed key point(s) as prescribed in DoD 460-21-M-1, or lethal parts, components and accessories. Key points to be furnished by item. Technical Manager; generating activity must provide a copy to the DRMO.
D	MLI (SME) – Total destruction of item and components so as to preclude restoration or repair to a usable condition by melting, cutting, tearing, scratching, crushing breaking, punching, neutralizing, etc. (As an alternated burial or deep water dumping may be used when coordinated with by the DoD Demilitarization Program Office).
E	MLI (Non SME) – Additional critical items/material determined to require demilitarization either key point or total destruction. Demilitarization instructions to be furnished by the DoD Demilitarization Program Office. Generating activity must provide a copy to DRMO.
F	MLI (SME) – Demilitarization instructions to be furnished by the Item/Technical Manager. Generating activity must provide a copy to the DRMO.
G	MLI (SME) – Demilitarization required – AEDA. Demilitarization, and is required, declassification and/or removal of sensitive markings or information, will be accomplished prior to physical transfer to a DRMO. This code will be used for all AEDA items, including those that also require declassification and/or removal of sensitive markings or information.
P	MLI (SME) – Security Classified Item – Declassification and any additional demilitarization and removal of any sensitive markings or information will be accomplished prior to accountability or physical transfer to a DRMO. This code will not be assigned to AEDA items.
	CCLI- Commerce Control List Item – Demilitarization not required. CCLI are non-MLI and are controlled by the U.S. Department of Commerce through the Export Administration Regulation and indicated on the CCL. Each CCl entry is preceded by a four digit Export Control Classification Number (ECCN) and those ECCNs ending in the letter "A" or "B" are defined as CCI. These items are subject to Import Certification and Delivery Verification (IC/DV) control and other Trade Security Controls.

Attachment 10

DEMIL CRITICAL FEDERAL STOCK CLASS (FSC) LIST

A10.1. As per DoD 4160.21-M, Chapter 3, paragraph B5/.

A10.1.1. FSC listed below <u>might </u>be considered military in nature and must be DEMILed prior to being turned in or donated to another organization.

Figure A10.1. DEMIL Critical FSC list.

The FSCs are:

1560, 1670

1710, 1720

1810, 1820, 1830, 1840

1905

2305, 2330, 2350

2840, 2845

2915

3690

4230

4470

4921, 4923, 4925, 4927

4931, 4933, 4935, 4960

5810, 5811, 5820, 5821, 5825, 5856, 5840, 5841, 5845, 5850, 5855, 5860, 5865

5963, 5985, 5998, 5999

6615, 6920, 6930, 6940

8470, 8475

Attachment 11

CATALOG MANAGEMENT

A11.1. The catalog is a complete list of items made up of a combination of National Stock Numbers (NSNs), and Part Numbers used to catalog each asset in the DPAS AFRL Site ID AF-RDTE.

A11.2. Objective: Objectives: Establish controls that prevent duplicated new items from entering the DPAS (i.e., the same physical item assigned more than one stock number); standardize the assignment of technical attributes, and format to each item in the inventory to eliminate nonstandard data elements and correcting erroneous catalog entries.

A11.3. Process Description.

A11.3.1. **Step 1- TD/Wing request catalog action item.**

A11.3.1.1. The TD/Wing will complete a DPAS Catalog request using the AFRL Form 141 or other local method and send to TD/Wing Catalog Manager. The TD/Wing will ensure that all mandatory fields are complete prior to sending or the request will be rejected.

A11.3.1.2. Ensure the catalog request includes sufficient identification data to easily identify and differentiate an item from all other items. Item identification data describes the essential physical item characteristics and reference data such as manufacturers' part numbers, serial numbers or NSN.

A11.3.1.3. Only catalog a NSN if the item is COMSEC, a weapon, or controlled, as determined by its CIIC. All others will be cataloged using an L- or P-serialized stock number placed in the 5th position after the FSC in the stock number. (Note: Make sure the actual NSN is noted on the catalog request and captured in the catalog record)

A11.3.1.3.1. Assign a P-serialized stock number to commercial items or PSC 5 and XD_ items with a part number, manufacturer's item identification number (e.g., model number), or reference number.

A11.3.1.3.2. Assign an L-serialized stock number to items that do not have part/reference numbers or that number exceeds the stock number field limits (10 digits). The Catalog Manager must maintain an L-serialized number log to prevent duplicating L-numbers.

A11.3.2. **Step 2 - Cataloging Request Review.** The Catalog Manager will review the request to ensure it contains all the required data. Return to the requestor if it does not.

A11.3.3. **Step 3 – DPAS DF-RDTE Catalog search.** Determine if there is already an entry for this item. If not proceed with adding the item to the equipment account.

A11.3.4. **Step 4 – Other Database Searches.** As a minimum the Catalog Manager/LMCA queries the following databases:

A11.3.4.1. WEBFLIS to check if there is a NSN already assigned. If so, record the, NSN, CAGE code, DEMIL code, LIN/TAMCN, ACC, and CIIC.

A11.3.4.2. The CAGE database to record the manufacturer's name. **https://cage.dla.mil/Home/UsageAgree**

A11.3.4.3. Federal Supply Classification Cataloging Handbook, H2, or the Defense Logistics Agency Customer Assistance Handbook to determine the FSC.

A11.3.4.4. MNCL database, (items with assigned NSN only, even if loading as a L/P number) remember to add the item to the DSO master NCE/MNCL list after receipt of the item.

A11.3.5. **Step 5a – L/P Cataloging Item Entry Control (IEC).**

A11.3.5.1. Go into DPAS Property Accountability Module. Select the applicable TD/Site UIC in the My DAPS dropdown (Site/Actbl UIC Update) for either the R14 UIC or R15 UIC (if the TD/Site uses DPAS for their R15 OVL assets).

A11.3.5.2. Select the Catalog dropdown; select Stock Number (**Figure A11.1**); under Search Results click "Add" (**Figure A11.2**.)**.**

Figure A11.1. Stock Number selection from Catalog dropdown.

Figure A11.2. "Add" button under Search Results.
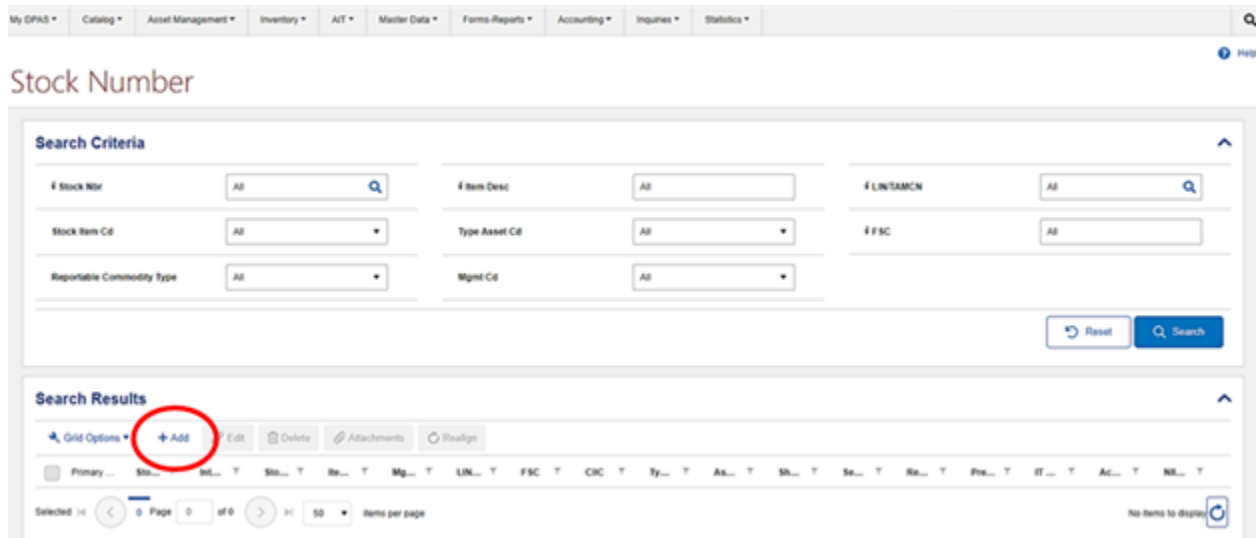
A11.3.5.3. Go to Catalog Source. Stock Item Type. Select J – MCN (**Figure A11.3.**) (including L/P numbers for NSN items).

Figure A11.3. MCN selection from Stock Item Type dropdown.
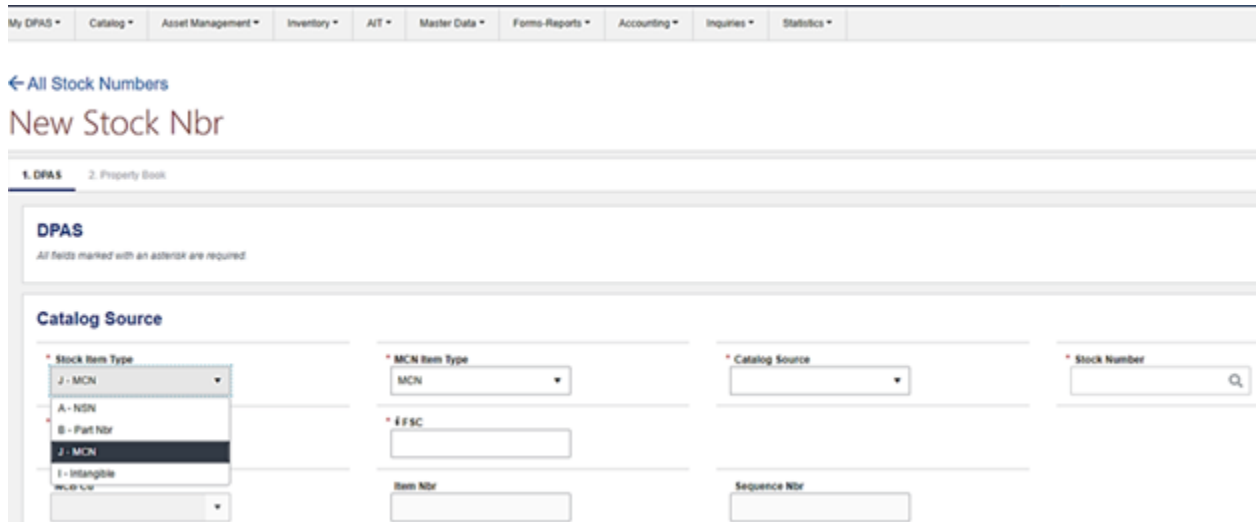
A11.3.5.4. MCN Item Type. Select LSN. Catalog Source auto-populates with Local Catalog (**Figure A11.4.**).

Figure A11.4. LSN selection from MCN Item Type dropdown. Local Catalog auto-populates under Catalog Source.

A11.3.5.5. Stock Number. Enter your L/P stock number (**Figure A11.5**.).

A11.3.5.6. Item Desc. Enter the actual noun first, then any applicable modifiers or adjectives (e.g., microscope, electron; trailer, 40 ft). Use the name listed on the commercial catalog (**Figure A11.5**.).

A11.3.5.7. FSC. Select the FSC from the H2 handbook or DLA Handbook from the drop-down. Then click "Next" at the bottom right (**Figure A11.5**.).

Figure A11.5. Screenshot of A11.5. – A11.7.

A11.3.5.8. Type Asset Cd. Select G - Gen PP&E for all equipment items going on the R14 or R15. Select O - Operating Material and Supplies for all XD reparable spares and any consumables going on the R15 only. (**Figure A11.6**.).

A11.3.5.9. Asset Category Cd. Always select T – RDT&E. It is the only code that applies to AFRL assets (**Figure A11.6**.).

A11.3.5.10. Mgmt Cd. Always select A – Serial Number Managed. AFRL does not account for bulk assets, all are individually tied to an EMAS label/Asset ID (**Figure A11.6**.).

A11.3.5.11. Unit of Issue (UI). Since we are only cataloging equipment, most items will use each (EA) (**Figure A11.6**.)**.**

A11.3.5.12. Unit Price. Enter the actual acquisition cost (**Figure A11.6**.)**.**

Figure A11.6. Screenshot of A11.8. – A11.12.

A11.3.5.13. ARC. "N" Nonexpendable must be used on all R14 items. "D" Durable must be used for all R15 equipment items. "X" Expendable may be used for materials the APO determines should be tracked on the R15. (**NOTE**: No ARC "D" or "X" are authorized on the R14) (**Figure A11.7**.)

A11.3.5.14. Dmil Cd. Select A – NonMLI-Dmil Not Req for all commercial L/P items (**Figure A11.7**.). If the item has an NSN select the DEMIL Code listed in FLIS.

A11.3.5.15. CIIC. Select U – Unclassified for all commercial L/P items (**Figure A11.7.**.)**.** If the item has an NSN select the CIIC listed in FLIS.

A11.3.5.16. Precious Mtl Cd. Select A – Item does not contain Precious Metal (**Figure A11.7**.). If the item has an NSN select the Precious Metal Indicator (PMIC) code listed in FLIS.

A11.3.5.17. Once everything is populated, click "Next" at the bottom right (**Figure A11.7**.)**.**

Figure A11.7. Screenshot of A11.13. – A11.17.

A11.3.5.18. Property Book screen opens up. No fields need to be populated. Click "Finish" at the bottom right.

A11.3.5.19. Stock Number Search Results screen opens up revealing completed stock number catalog action (**Figure A11.8**.).

Figure A11.8. Screenshot of completed Catalog Action.

A11.3.5.20. Select the Catalog dropdown; select Manufacturer Part Nbr (**Figure A11.9**); under Search Results, click "Add" (**Figure A11.10**.)**.**

Figure A11.9. Manufacturer Part Nbr selection from Catalog dropdown.
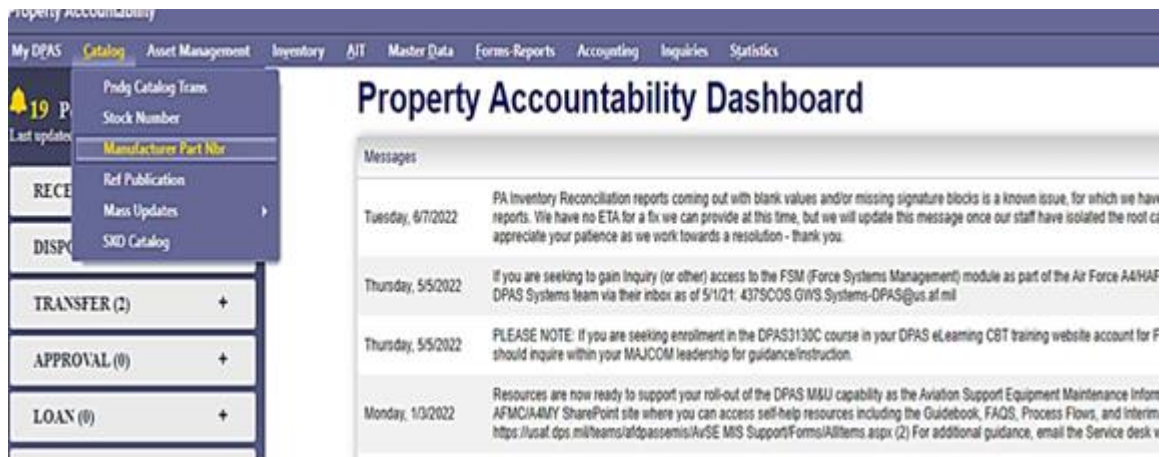
Figure A11.10. "Add" button under Search Results.
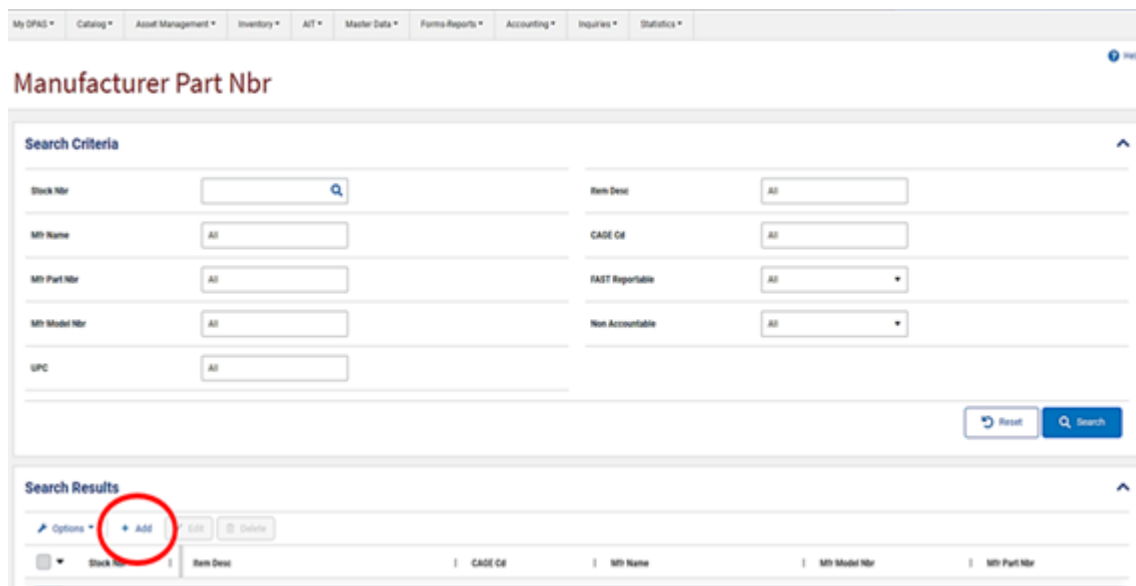
A11.3.5.21. The Add Manufacturer Part Nbr box opens up to the right (**Figure A11.11**.).

A11.3.5.22. Stock Nbr. Enter the L/P stock number just cataloged. Item Desc will auto-populate with the item description assigned to this stock number (**Figure A11.11**.)**.**

A11.3.5.23. Mfr Name. Enter the manufacturer's name exactly how it appears in the CAGE database: **https://cage.dla.mil/Home/UsageAgree** website minus any punctuations (i.e., ",", ".", etc.) (**Figure A11.11**.).

A11.3.5.24. Mfr Part Nbr. Enter the manufacturer part or reference number. If the manufacturer has both a part and a model number, enter the part number here. If the manufacturer only uses a model number, enter it here (**Figure A11.11**.)**.**

A11.3.5.25. Mfr Model Nbr. If the manufacturer has a model number, enter the model number here, even if you used it in the part number field too (**Figure A11.11**.)**.**

A11.3.5.26. CAGE Cd. Enter the CAGE code the manufacturer is assigned to. When finished entering the information, click "Save" at the bottom right (**Figure A11.11**.)**.**

Figure A11.11. Screenshot of A11.21. – A11.26.

A11.3.5.27. Manufacturer Part Nbr Search Results screen opens up revealing completed manufacturer catalog action (**Figure A11.12**.).

Figure A11.12. Screenshot of completed Catalog Action.

A11.3.5.28. Once the item is cataloged, it must be receipted to assign to an equipment account. Next, the Catalog Manager/LMCA adds the item to the UIC Asset inventory by navigating to the **Asset Management>Receiving** menu path to complete the process.

A11.3.6. **Step 6a – NSN Cataloging Item Entry Control (IEC).**

A11.3.6.1. Go into DPAS Property Accountability Module. Select the applicable TD/Site UIC in the My DPAS dropdown (Site/Actbl UIC Update) for the R14 UIC.

A11.3.6.2. Select the Catalog dropdown; select Stock Number (**Figure A11.13**); under Search Results click "Add" (**Figure A11.14**.).

Figure A11.13. Stock Number selection from Catalog dropdown.
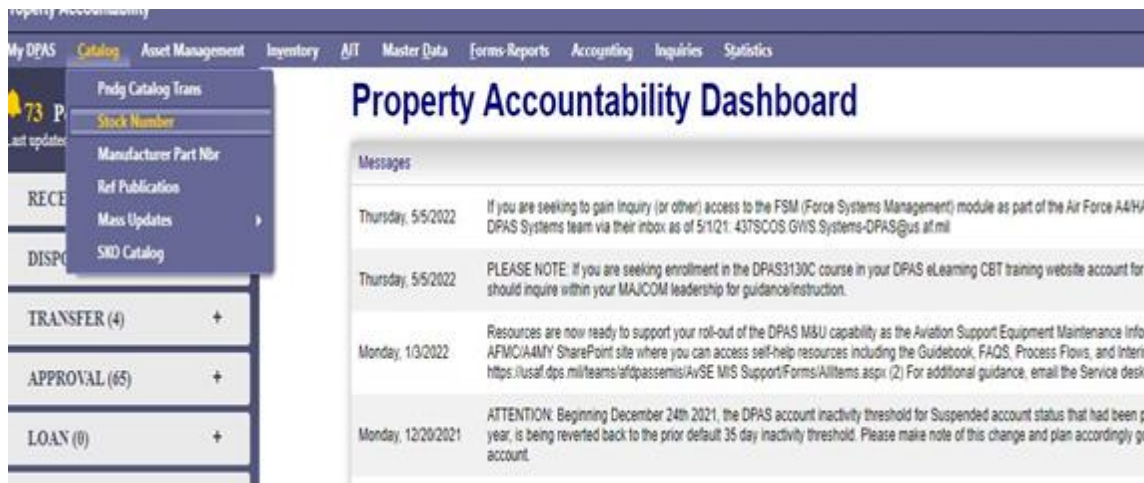
Figure A11.14. "Add" button under Search Results.
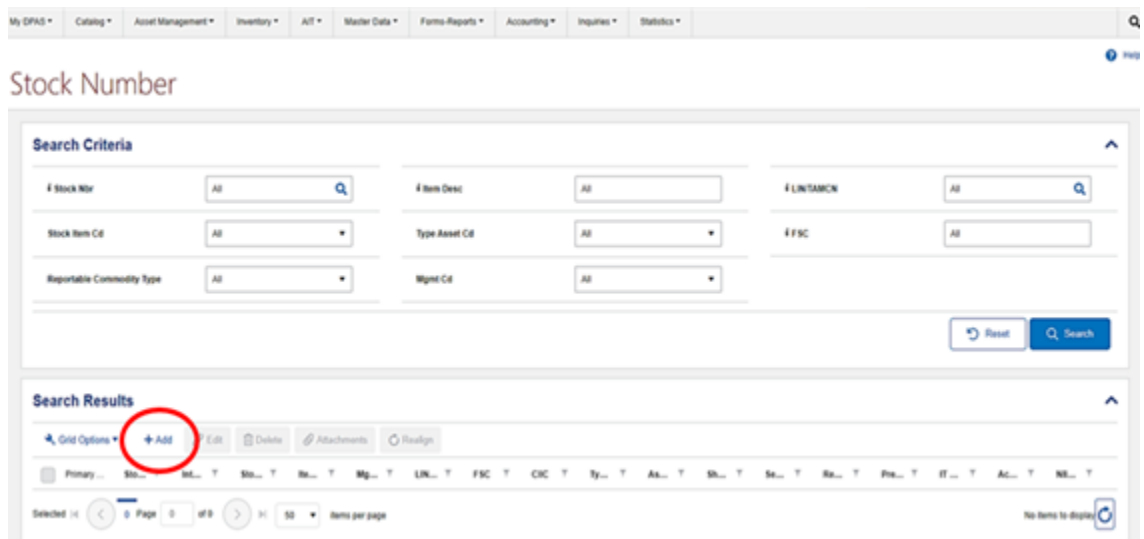
A11.3.6.3. Go to Catalog Source. Stock Item Type. Select A – NSN (**Figure A11.15.**) (including L/P numbers for NSN items).

Figure A11.15. NSN selection from Stock Item Type dropdown.
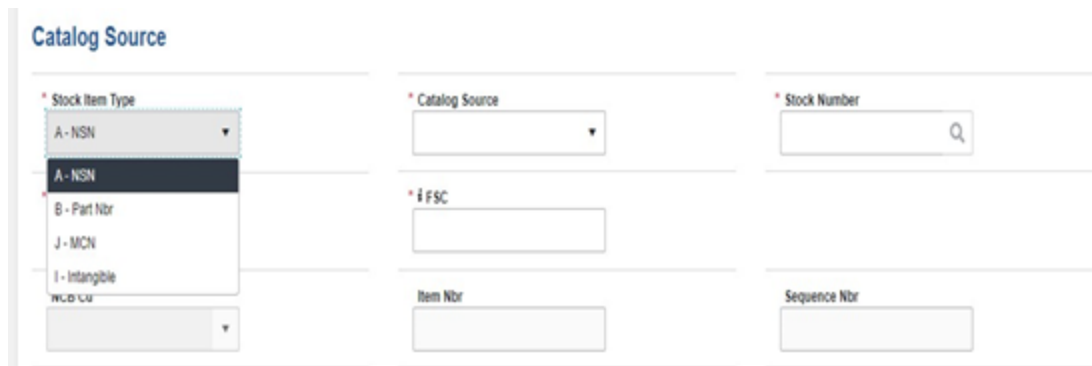
A11.3.6.4. Catalog Source and Stock Number. Select FLIS from Catalog Source. Then click the "magnifying glass" in Stock Number box (this will search stock numbers) (**Figure A11.16**.).

Figure A11.16. FLIS selection from Catalog Source dropdown and Search from Stock Number.

A11.3.6.5. External Stock Number Browse screen will popup (**Figure A11.17**.)**.**

A11.3.6.6. Stock Nbr. Enter the stock number under Search Criteria and then click "Search" at the bottom right (**Figure A11.17**.).

Figure A11.17. Screenshot of A11.5. – A11.6.

A11.3.6.7. The stock number result with its indicative data will show up under Search Results at the bottom of the page (**Figure A11.18**); checkmark the box next to the stock number and then click "Select" at the bottom right (**Figure A11.19**.).

Figure A11.18. Stock number result under Search Results.

Figure A11.19. Checkmark box next to stock number.

A11.3.6.8. Catalog Source screen returns and auto-populates with Item Desc and FSC. Click "Next" at the bottom right (**Figure A11.20**.).

Figure A11.20. Item Desc and FSC auto-populates.

A11.3.6.9. Type Asset Cd. Always select G – Gen PP&E. It is the only code that applies to AFRL assets (**Figure A11.21**.).

A11.3.6.10. Asset Category Cd. Always select T – RDT&E. It is the only code that applies to AFRL assets (**Figure A11.21**.)**.**

A11.3.6.11. Management Cd. Always select A – Serial Number Managed. AFRL does not account for bulk assets, all are individually tied to an EMAS label/Asset ID (**Figure A11.21**.).

A11.3.6.12. Unit of Issue (UI). Since we are only cataloging equipment, most items will use each (EA) (**Figure A11.21**.).

A11.3.6.13. Unit Price. Enter the actual acquisition cost (**Figure A11.21**.).

Figure A11.21. Screenshot of A11.9. – A11.13.

A11.3.6.14. ARC. "N" Nonexpendable must be used on all R14 items. (**NOTE:** No ARC "D" or "X" are authorized on the R14) (**Figure A11.22**.)

A11.3.6.15. Dmil Cd. Should auto-populate, if not use the code indicated in FLIS.

A11.3.6.16. CIIC. Should auto-populate, if not use the code indicated in FLIS.

A11.3.6.17. Precious Mtl Cd. Should auto-populate, if not use the code indicated in FLIS.

A11.3.6.18. Once everything is populated, click "Next" at the bottom right (**Figure A11.22**.).

Figure A11.22. Screenshot of A11.14. – A11.18.

A11.3.6.19. Property Book screen opens up. No fields need to be populated. Click "Finish" at the bottom right.

A11.3.6.20. Stock Number Search Results screen opens up revealing completed stock number catalog action (**Figure A11.23**.).

Figure A11.23. Screenshot of completed Catalog Action.

A11.3.6.21. Select the Catalog dropdown; select Manufacturer Part Nbr (**Figure A11.24**); under Search Results, click "Add" (**Figure A11.25**.).

Figure A11.24. Manufacturer Part Nbr selection from Catalog dropdown.

Figure A11.25. "Add" button under Search Results.
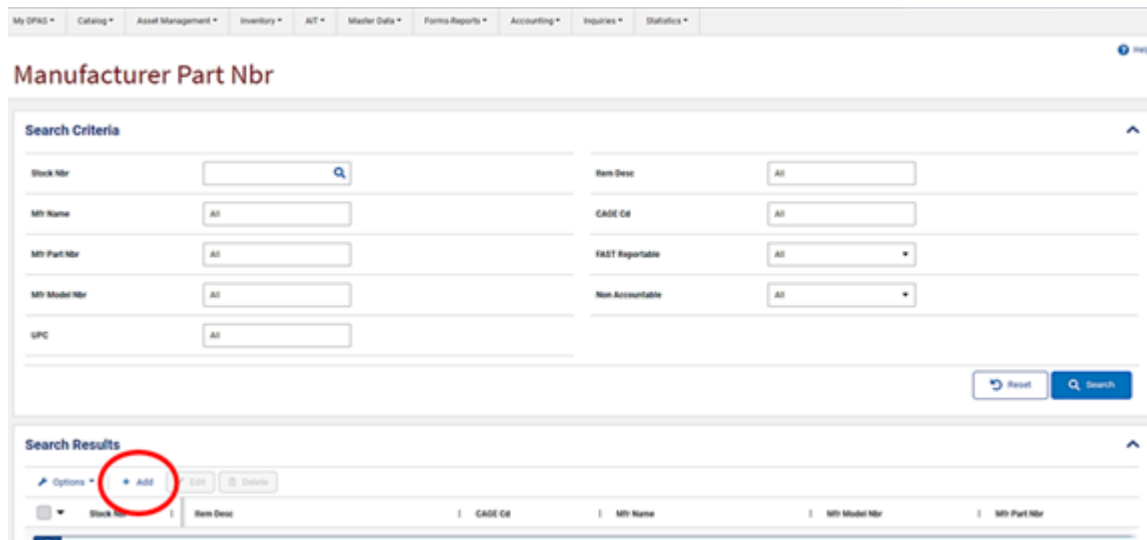
A11.3.6.22. The Add Manufacturer Part Nbr box opens up to the right (**Figure A11.26**.).

A11.3.6.23. Stock Nbr. Enter the NSN just cataloged. Item Desc will auto-populate with the item description assigned to this stock number (**Figure A11.26**.).

A11.3.6.24. Mfr Name. Enter the manufacturer's name exactly how it appears in the CAGE database: **https://cage.dla.mil/Home/UsageAgree** website minus any punctuations (i.e., ",", ".", etc.) (**Figure A11.26**.).

A11.3.6.25. Mfr Part Nbr. Enter the manufacturer part or reference number. If the manufacturer has both a part and a model number, enter the part number here. If the manufacturer only uses a model number, enter it here (**Figure A11.26**.).

A11.3.6.26. Mfr Model Nbr. If the manufacturer has a model number, enter the model number here, even if you used it in the part number field too (**Figure A11.26**.).

A11.3.6.27. CAGE Cd. Enter the CAGE code the manufacturer is assigned to. When finished entering the information, click "Save" at the bottom right (**Figure A11.26**.)**.**

Figure A11.26. Screenshot of A11.22. – A11.27.
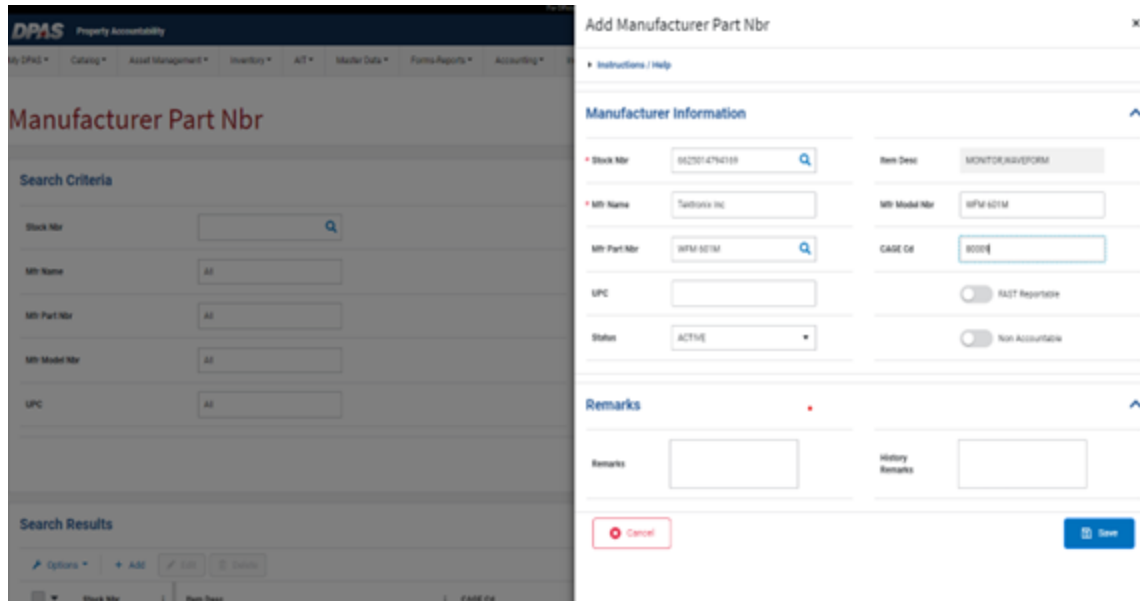
A11.3.6.28. Manufacturer Part Nbr Search Results screen opens up revealing completed manufacturer catalog action (**Figure A11.27**.)**.**

Figure A11.27. Screenshot of completed Catalog Action.

A11.3.6.29. Once the item is cataloged, it must be receipted to assign to an equipment account. Next, the Catalog Manager/LMCA adds the item to the UIC Asset inventory by navigating to the **Asset Management>Receiving** menu path to complete the process.

Attachment 12

AFRL ARC DETERMINATION & DPAS CATALOGING ACTION FORM

A12.1. Form is used to request DPAS Cataloging Actions, document TD/Wing ARC designator determinations and coordinate Accountable Property purchases with the LRS when required.

Figure A12.1. AFRL Form 141 Cataloging Action.

Directions for Filling out AFRL Form 141

1. Select the applicable Cataloging Action Type.

2. Nomenclature: Name of the item or from the manufacturer catalog, website, etc. Requester will be notified if changed to comply with naming protocols.

3. Manufacturer ID/Part #: The number the manufacturer uses to identify the product either on the item or in the catalog, website, etc. This is the number that will be used to create the L/P stock number. Use the part number if specifically referenced; could also be referred to as a model, Stock Keeping Unit (SKU) or other title. If the manufacturer only uses a model number insert it here.

4. Manfr Model #: Manufacturer reference number used if there are variations of a part numbered item; located on the items identification plate/label or user's manual. (NOTE: If Manufacturer only uses a model number, place it in both the Manufacturer ID/Part # and Model # blocks).

5. Item Serial #: Item specific number manufacturer assigns to the item; located on the item's identification plate/label.

6. Acquisition Cost: Price paid for one unit. Should provide source document establishing cost.

7. Quantity: usually 1; LMCA needs a form for individual items because separate Asset ID Labels and possibly locations and serial numbers are required for each unit (Locally determined).

8. Manufacturer: Requester fills in company name as listed Commercial and Government Entity (CAGE, Block 15); if CAGE is not known just insert the name on item or purchase document.

9. Year of Manufacture: Obtain from the item after receipt, if known.

10. Acquisition Date: Provide month/day/year (e.g., 08/16/2018) of the date ordered.

11. Org/Shop Account: Three position-numeric Organization and two position-alpha Shop code of the equipment account.

12. Asset ID Label: EMAS label number for R14 or DPAS R15 items; or other TD specific Unique Item ID number if not using EMAS for items tracked in a system other than DPAS.

13. Location (Bldg): Provide building/room or other descriptor of where that item is primarily used/stored. (NOTE: Advise LMCA if location changes for periods exceeding six months to update DPAS record.

14. Sub Location(room): Provide room/area further describing where item is primarily used/stored

15. Request Log #: Enter the AF Form 126 Log number for R14 and DPAS R15 items, custodian use.

16. Requester/Custodian Contact Info: Enter the Name, Title, Office Symbol, phone number

17. Commercial and Government Entity (CAGE) if known: LMCA will look up if not known.

18. Stock Nbr: Assigned by LMCA, LMCA will inform the custodian when item is loaded in DPAS.

19. GFP Data: Enter the contract #, contract start and stop dates and the losing contract # if item is being transferred from another contract or formerly Contractor Acquired Property.

20. Description/Remarks (Commercial Description and Use). Provide any info the LMCA may need to know and brief explanation is needed to populate DPAS with more detail than expected before to satisfy AF cataloging requirements. Besides a basic physical description that can be pulled from the manufacturer's catalog/website the description should answer the following types of questions:

a. What is it used for? Indicate its use or purpose

b. What does it do (or hold, drive, separate, connect)?

c. What type of research is it used in? (ergonomic, laser, structural engineering, propulsion, additive manufacturing)

d. How is it used? Is it mainly used by itself, or with other items?

21. RDT&E Accounting Requirements Code (ARC): Select the applicable ARC based on:

- Assign "N" Non-expendable: If property is worth $5,000 or more, or an equipment item of any cost (retains its original identity during the period of use).

- Assign "D" Durable: if property under $5,000 that is not consumed in use and meets Organizational Visibility List criteria.

- Assign "X" Expendable: if item is consumed in use, installed in a higher assembly, or meets accountability exemption criteria in AFMAN 23-122 Chp 9. Only required if TD/Wing desires visibility on an expendable item or if TD/Wing is reclassifying a formally accountable item.

22. Requester/Custodian signature: The originator of the request, usually the custodian, signs wet or digital signature. RDT&E/SME Signature: Requires wet or digital signature to complete the audit trail documenting the Wing/TD's rationale for selecting the item's accountability level required by AFMAN 23-122. *TD Logistics Manager Qualifies*

24. Catalog Manager/LMCA signature: Individual completing the cataloging action.

25. DPAS Doc Number: Catalog Manager/LMCA enters the cataloging action DPAS document number.

A12.2. WRS does not have a central receiving. Information will be provided by the item ECs or Log Mangers. Accountability in the DPAS will be accomplished within seven duty days of item receipt.

A12.3. Forms will be transmitted electronically either by email or workflow.

A12.4. Items 18 – 23 are self-explanatory.