

24 OCTOBER 2023



Logistics

**SPECIAL TACTICS LOGISTICS ROLES
& RESPONSIBILITIES**

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AFSOC/A4R

Certified by: AFSOC/A4R
(Mr. James M. Phillips, Jr.)

Pages: 10

This instruction implements AFD 20-1/63-1, *Integrated Life Cycle Management*, and is consistent with DAFPD 23-1, *Supply Chain Materiel Management*, AFD 24-3, *Management, Operation and Use of Transportation Vehicles*, and DoDI 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property*. This instruction defines the roles and responsibilities of Special Tactics Logistics personnel not specifically addressed within the Logistics Readiness Officer, Materiel Management and Vehicle Management directives. This publication applies to all military and civilian members of the Regular Air Force and those with contractual obligation to comply with AFSOC publications. This publication is applicable to Air Force Reserve Command classically associated units. This publication only applies to Air National Guard units when mobilized/federalized and assigned to AFSOC. This publication does not apply to the U.S. Space Force. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. 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. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*, route DAF Form 847s from the field through the appropriate functional's chain of command. Submit requests for waivers through the chain of command to the publication OPR for non-tiered compliance items IAW DAFMAN 90-161, *Publishing Processes and Procedures*. For non-tiered compliance items targeted for units above the wing or equivalent, the waiver authority is Headquarters Air Force Special Operations Command/Logistics Readiness Division (AFSOC/A4R).

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Section 1A—SPECIAL TACTICS LOGISTICS READINESS OFFICER ROLES AND RESPONSIBILITIES

- 1. Section Overview.** This section prescribes the primary roles and responsibilities of 21R3 Logistics Readiness Officers (LRO) functioning within AFSOC Special Tactics units. Any specific responsibilities outlined in Memorandums of Understanding or Host Tenet Support Agreement between the fielded units will be managed in addition to this publication.
- 2. Organization.** It is at the discretion of the Special Tactics Squadron (STS) Commander how to organize their unit, to include placement of assigned LRO. Historically, LROs are placed as the A4 Flight Commander (Logistics Support) or Special Warfare Mission Support (SWMS) Commander within traditional STS. These sections are comprised of multiple Air Force Specialty Codes, including traditional logistics readiness specialties, as well as communications, radio, combat arms, and aircrew flight equipment, and are the primary point of contact for STSs regarding the management of support career field functions. STS LROs will oversee the development of all personnel, regardless of Air Force Specialty Code, within their assigned flight or section and advance their familiarity with Special Operations Forces (SOF) systems and assets inherent to Special Tactics units and mission.
- 3. Training.** Complete required indoctrination training for SOF logistics outlined in the most recent work center job qualification standard authored by AFSOC/A4R. Complete required training for all A4/Special Warfare Mission Support key duties outlined in the AFSOC/A4R work center job qualification standard.
- 4. Readiness.** In parallel with their squadron's directives, all LROs will maintain readiness of their organization as well as the individuals they lead. Special Tactics units traditionally maintain the innate ability to deploy with minimal notice and support career fields should mirror that reliability (situation dependent).
- 5. Coordination with AFSOC A4R.** All LROs within an AFSOC STS will maintain consistent communication with the group and wing A4 structures, as well as the headquarters element.

Section 1B—SPECIAL TACTICS MATERIEL MANAGEMENT ROLES AND RESPONSIBILITIES

- 6. Section Overview.** This section prescribes the primary roles and responsibilities of Materiel Management personnel functioning within AFSOC Special Tactics units. Any specific responsibilities outlined in Memorandum of Understandings or Host Tenet Support Agreements between the fielded units will be managed in addition to this publication. The 2S0X1 career field, or assigned equivalent, is the primary point of contact for STS regarding the management of DoD equipment and other accountable property. Materiel Management personnel will manage the following programs/key duties; (1) Special Operations Command Defense Property Accountability System (SOCOM DPAS), (2) Special Operations Forces Personal Equipment Advanced Requirements (SPEAR), (3) Accountable Property Acquired with Government Purchase Card, (4) Joint Operational Stocks (JOS), (5) Individual Protective Equipment, (6) Care of Supplies in Storage. Materiel Management personnel will:
- 7. Training.** Complete required indoctrination training for SOF logistics outlined in the most recent Air Force Job Qualification Standard (AFJQS). Complete training for all Materiel

Management key duties outlined in the AFJQS Special Tactics Materiel Management. All training will be documented in Air Force myTraining.

8. SOCOM DPAS. Manage SOCOM DPAS equipment IAW USSOCOM Directive 700-2, *Accountability and Management of USSOCOM property* and DoDI 5000.64 upon appointment as Accountable Property System of Record Administrator.

8.1. Maintain currency of required appointment letters IAW USSOCOM Directive 700-2, Section II, *Roles and Responsibilities*:

8.1.1. Appointment of Accountable Property Officer.

8.1.2. Appointment of Accountable Property System of Record Administrator.

8.1.3. Appointment of Property Custodians.

8.2. If appointed Accountable Property System of Record Administrator; develop annual inventory schedule of USSOCOM property for approval by the appointed Accountable Property Officer.

8.3. Maintain current Date of Last Inventory for all assets in SOCOM DPAS Records. The unit commander/designated equivalent is the signature authority for annual inventories.

8.4. Coordinate with AFSOC/A4RM on all SOCOM DPAS redistribution orders or equipment transfers due to deployments.

8.5. Initiate financial liability investigations for property loss (FLIPL) for USSOCOM property that is lost, damaged, destroyed, or stolen IAW DoD 7000.14-R, *Financial Management Regulation, Volume 12, Special Accounts, Funds and Programs*, & USSOCOM Directive 700-24, *Financial Liability and Relief of Accountability of U.S. Special Operations Command Property Loss*.

9. SPEAR. Materiel Management personnel will manage the SPEAR program as follows:

9.1. Review and document the following reports in the SPEAR application every month:

9.1.1. 30/60/90-day Report.

9.1.2. Disposal Report.

9.1.3. Delinquent Requisition Report.

9.1.4. Backorder Report.

9.1.5. Returns to SOF Support Activities Report.

9.1.6. Found on Base Report/Management.

9.1.7. Virtual Warehouse Inventory Report.

9.1.8. Serial Number History Report.

9.1.9. Serial Number Mismatch Report.

9.1.10. Serialized Assets by Stock Number Report.

9.1.11. User Profiles Report IAW AFSOCI 23-100, *AFSOC Special Operations Forces Personal Equipment Advanced Requirements (SPEAR)*.

9.2. Will achieve the monthly standard for SPEAR reports, which is, zero delinquent days.

9.3. Include SPEAR equipment on their units VMPF out-processing checklist IAW AFSOCI 23-100, para 2.6.

9.4. Initiate FLIPLs for SPEAR that is lost, damaged, destroyed, or stolen IAW DoD 7000.14-R, Volume 12 & USSOCOM Directive 700-24. Send the FLIPL inquiry/investigation number to AFSOC/A4RM.

10. Accountable Property Acquired with GPC. Utilize the Unit Managed Equipment (UME) application in SPEAR/SOF Sustainment and Asset Visibility and Information Exchange (SSAVIE) as the approved Accountable Property System of Record for all accountable property purchased via GPC IAW DAFI 64-117, *Government Purchase Card Program*, Para. 7.7. Initiate FLIPLs for GPC accountable property that is lost, damaged, destroyed, or stolen IAW DoD 7000.14-R, Volume 12 & USSOCOM Directive 700-24. Send the FLIPL inquiry/investigation number to AFSOC/A4RM.

11. JOS. Utilize JOS Loans program IAW USSOCOM Directive 700-6, *Joint Operational Stocks*, and Materiel Management personnel will:

11.1. Provide appointment letter to manage JOS, signed by the Accountable Property Officer, to AFSOC/A4RM.

11.2. Initiate FLIPLs for JOS Loans that is lost, damaged, destroyed, or stolen IAW DoD 7000.14-R, Volume 12 & USSOCOM Directive 700-24. Send the FLIPL inquiry/investigation number to AFSOC/A4RM.

12. Individual Protective Equipment. Manage Class II (clothing and equipment) individual protective equipment assigned to the STS; Materiel Management personnel will (if applicable):

12.1. Comply with storage and management procedures outlined in the Host Tenet Support Agreement.

12.2. Obtain access to Integrated Logistics Systems-Supply mobility capabilities.

12.3. Use Integrated Logistics Systems-Supply mobility capabilities to manage and account for any All Purpose-Personal Protective Ensemble (AP-PPE) & M53 tactical gas masks.

12.4. Initiate FLIPLs for Class II individual protective equipment that is lost, damaged, destroyed, or stolen IAW DoD 7000.14-R, Volume 12 & USSOCOM Directive 700-24. Send the FLIPL inquiry/investigation number to AFSOC/A4RM.

13. Care of Supplies in Storage. Adhere to Care of Supplies in Storage business practices for materiel storage operations IAW AFJMAN 23-210, *Joint Service Manual (JSM) for Storage and Materials Handling*, Ch 3, Section VI.

14. Department of The Air Force Equipment. Will coordinate with local Equipment Accountability Office or AFSOC/A4RM to ensure DAF funded equipment received is properly input into Air Force DPAS.

Section 1C—SPECIAL TACTICS VEHICLE MANAGEMENT ROLES AND RESPONSIBILITIES

15. Section Overview. This section prescribes the primary roles and responsibilities of Vehicle Management personnel imbedded within an AFSOC Special Tactics units. Any specific roles and responsibilities outlined in Memorandum of Understanding or Host Tenet Support Agreement between the fielded units will supersede this publication.

16. Accountability. Unit's All-Terrain Vehicles, Light Tactical All-Terrain Vehicles, dirt bikes, side-by-sides, jet skis, Ground Mobility Vehicle 1.1, Search and Rescue Vehicle, and snow machines (others as identified) must be accounted for within the Air Force instance of Defense Property Accountability System (DPAS) if DAF funded and Special Operations Command instance of DPAS (SOCOM DPAS) if USSOCOM funded.

17. Vehicle Management Supervisor Responsibilities. Determines the minimum serviceability standards for day-to-day operations based on experience, manufacturers' specifications, and other relevant vehicle maintenance technical orders and manuals.

17.1. Coordinate shop noise level, lighting, fume, exhaust, paint booth and welding extraction systems surveys with Base Bioenvironmental Engineering Section as required (i.e., quarterly, annual, etc.) to ensure compliance in accordance with DAFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards* and DAFMAN 48-146, *Occupational Health Program Management*.

17.2. Ensure satisfactory completion of safety spot inspections in accordance with DAFI 91-202, *The US Air Force Mishap Prevention Program*, and DAFMAN 91-203.

17.3. Fully utilize and comply with the Hazardous Material Pharmacy procedures.

17.4. Dispose of waste in accordance with DAFMAN 91-203 and appropriate directives and laws.

17.5. Develop and implement a written work area specific Hazard Communication program IAW AFI 90-821, *Hazard Communication (HAZCOM) Program*.

18. Develop Maintenance Operating Procedures. Vehicle Management NCOIC will develop Vehicle Management Operating Procedures. At a minimum, the Vehicle Management Operating Procedures must include hours of operation, housekeeping, safety, security, fire prevention, tool accountability, hazardous and solid waste management and cover location or unit-unique operations. Maintain a master file of the Vehicle Management Operating Procedures in a central location, share drive, etc., readily available to all personnel. Assigned personnel will acknowledge they understand the Vehicle Management Operating Procedures in writing (i.e., electronically, initials or signature, and date). The acknowledgement must take place within 30 days of arrival and annually thereafter. Additionally, use signature acknowledgement for instruction changes.

19. Tool Accountability. Strict tool and equipment accountability is required due to the high expense required for operation of a Vehicle Management shop, pilferage concerns and the potential for tools to migrate to the flight line and potentially cause foreign object damage. Vehicle Management personnel must maintain tool accountability IAW DAFI 24-302, *Vehicle Management*, Para 5.25..

19.1. Outgoing and incoming responsible individuals, with the Vehicle Management NCOIC, will conduct an accountability change physical inventory. Inventory records will include the date the inventory was completed, the name of the individual who conducted the inventory and a remarks column.

19.2. Vehicle Management NCOIC and the technician will accomplish annual joint written inventories.

19.3. Vehicle Management NCOIC (or their designees) will perform and document accountability procedures for Composite Toolkits or tool cribs in accordance with local Vehicle Management Operating Procedures, or daily, to ensure accountability of assigned tools and to prevent Foreign Object Damage.

19.4. Vehicle Management NCOIC will spot check all Individual Toolkits, and Composite Toolkits monthly. All spot checks will focus on missing tools, serviceability, safety, and presence of unauthorized items in the tool kit/crib.

19.5. All tools in Individual Toolkits, Composite Toolkits and tool cribs will have an assigned location identified either by inlay cuts in the shape of the item, shadowed layout or silhouette when stored in drawers, shelves and/or walls and engraved with a locally assigned kit control number.

19.6. Powered hand tools may be issued to Composite Toolkits, tool cribs or Individual Toolkits. Ensure they are accurately accounted for and marked due to their high replacement cost.

20. Vehicle Dispatch. Prior to issuing unit's All-Terrain Vehicles, Light Tactical All-Terrain Vehicles, dirt bikes, side-by-sides, jet skis, Ground Mobility Vehicle 1.1, Search and Rescue Vehicle, and snow machines to vehicle operators within the unit, the Vehicle Management section must validate operator qualification and training credentials. Validation can be obtained via member's AF Form 483, *Certificate of Competency*, or other Wing/Group Safety approved locally produced form of documentation. Documentation must clearly indicate what machine(s) each individual operator is qualified to operate.

21. Tactical Vehicle Maintenance Tracking. Vehicle Management supervisor will utilize Defense Property Accountability System (DPAS) Maintenance and Utilization model to monitor, track, and manage scheduled and unscheduled maintenance for the unit's All-Terrain Vehicles, Light Tactical All-Terrain Vehicles, dirt bikes, side-by-sides, jet skis, Ground Mobility Vehicle 1.1, Search and Rescue Vehicle, and snow machines.

22. Vehicle Management Training. Successful operation of Air Force Vehicle Management depends on the knowledge of assigned personnel and how well they accomplish the mission. Due to the unique assets maintained within the Special Tactics community, many Vehicle Management Airmen within Special Tactics units must complete additional training not previously identified in the Vehicle Management Career Field Education and Training Plan.

22.1. Vehicle Management NCOIC must take full advantage of USSOCOM's Family of Special Operations, Vehicles advance light, medium, and heavy tactical vehicle maintenance and operator's training courses for all 2T3X1s assigned in the unit.

22.2. Vehicle Management will ensure that all technicians are trained on tactical vehicle operations. Vehicle Management personnel will attain Chief Instructor certification and will ensure Operators have the proper training to operate light, medium, and heavy tactical vehicles.

22.3. Vehicle Management NCOIC must complete required indoctrination training for Vehicle Management personnel outlined in the most recent AFJQS.

JOHN E. BAQUET, Col, USAF
Director, Logistics, Engineering & Force Protection

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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

AFI 90-821, *Hazard Communication (HAZCOM) Program*, 13 May 2019

AFJMAN 23-210, *Joint Service Manual (JSM) for Storage and Materials Handling*, 12 April 1994

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

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 14 December 2017

AFSOCI 23-100, *AFSOC Special Operations Forces Personal Equipment Advanced Requirements (SPEAR)*, 31 March 2021

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

DAFI 64-117, *Government Purchase Card Program*, 19 May 2022

DAFI 91-202, *The US Air Force Mishap Prevention Program*, 12 March 2020

DAFMAN 48-146, *Occupational Health Program Management*, 1 December 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 25 March 2022

DAFPD 23-1, *Supply Chain Materiel Management*, 1 June 2023

DoD 7000.14-R, Volume 12, *Special Accounts, Funds and Programs*, February 2023

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

USSOCOM Directive 700-2, *Accountability and Management of USSOCOM property*, 06 November 2020

USSOCOM Directive 700-6, *Joint Operational Stocks*, 12 July 2017

USSOCOM Directive 700-24, *Financial Liability and Relief of Accountability of U.S. Special Operations Command Property Loss*, 04 January 2021

Prescribed Forms

None

Adopted Forms

AF 483, *Certificate of Competency*

DAF 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

DPAS—Defense Property Accountability System

FLIPL—Financial Liability Investigations for Property Loss

JOS—Joint Operational Stocks

LRO—Logistics Readiness Officer

SOCOM DPAS—Special Operations Command Defense Property Accountability System

SOF—Special Operations Forces

SPEAR—Special Operations Forces Personal Equipment Advanced Requirements

STS—Special Tactics Squadron

Office Symbols

AFSOC/A4R—Logistics Readiness Division

AFSOC/A4RM—Materiel Management Office