

**BY ORDER OF THE COMMANDER
AIR FORCE SPECIAL OPERATIONS
COMMAND**

**AIR FORCE SPECIAL OPERATIONS
COMMAND INSTRUCTION 23-100**

31 MARCH 2021



Materiel Management

**AFSOC SPECIAL OPERATIONS
FORCES PERSONAL EQUIPMENT
ADVANCED REQUIREMENTS (SPEAR)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. James M. Phillips, Jr.)

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This publication implements AFD23-1, *Materiel Management*. It provides Air Force Special Operations Command (AFSOC) policy and procedures for Special Operations Forces Personal Equipment Advanced Requirements (SPEAR) not specifically addressed within Integrated Logistics Support Standards (ILSS) ANNEX D, *Special Operations Forces Personal Equipment Advanced Requirements: Overarching Business Rules and Processes*. It provides policy for storing, issuing, and accounting for SPEAR and applies to all AFSOC units that receive, stock, issue, or inventory SPEAR. This instruction does not apply to AFSOC gained Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirement in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Requests for waivers must be submitted through the chain of command to the appropriate Tier waiver approval authority IAW AFI 33-360, *Publications and Forms Management*, Table 1.1. Requests for waivers of non-tiered

items must be processed through command channels to the publication OPR for consideration. **Attachment 1** is for reference and is not mandatory. **Attachment 2** is mandatory. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This revision includes significant changes and must be reviewed in its entirety. Changes include implementation of the updated Financial Liability Investigation of Property Loss (FLIPL) program, formally known as Report of Survey. Training for the SPEARS SSAVIE Web Application, using AFSOC unit responsibilities and Implementation of out-processing procedures. Finally a formatted memorandum, **Attachment 2, Figure A2.1** for the quarterly HQ AFSOC SPEARS Validation was added to ensure units accurate documentation of quarterly validations.

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Chapter 1

AFSOC COMMAND EQUIPMENT MANAGEMENT OFFICE RESPONSIBILITIES

1.1. Command Equipment Management Office. AFSOC personnel assigned to the Command Equipment Management Office will ensure the following duties are accomplished:

1.1.1. Serve as Special Operations Forces Sustainment Asset Visibility Information Exchange (SSAVIE) SPEAR web application administrator for component in accordance with ILSS ANNEX D.

1.1.2. Complete inventory adjustments in SSAVIE SPEAR web application after receipt of signed DD Form 200, *Financial Liability Investigation of Property Loss*, with assigned voucher/document number from the unit. **(T-3)**.

1.1.3. Provide a representative to the Integrated Process Team (IPT) conducted by Program Manager-Special Operations Forces Survival, Support & Equipment Systems (PM-SOF SSES).

1.1.4. Coordinate with units to move inventory within the SSAVIE SPEAR virtual warehouse to meet user needs.

1.1.4.1. Monitor excess equipment within the SSAVIE SPEAR virtual warehouse to meet needs of using units. AFSOC/A4R will not manage excess inventory stored at the unit level.

1.1.4.2. Coordinate with United States Special Operations Command (USSOCOM) and components to complete lateral transfers of SPEAR within the SSAVIE SPEAR virtual warehouse. All lateral transfers will be approved by the first O-6 in the owning AFSOC unit's chain of command. **(T-3)**.

1.1.4.3. Coordinate with USSOCOM and components to ensure units receive credit and/or replacements for SPEAR laterally transferred to another component. **(T-3)**.

1.1.5. Coordinate with the Inventory Control Point (ICP) for issue of SPEAR equipment to non-SPEAR eligible AFSOC Airmen conducting USSOCOM directed deployments where certain SPEAR assets are required per reporting instructions. No permanent items will be stocked outside Special Operations Forces Support Activity (SOFSA) warehouse.

1.1.6. Publish internal SPEAR policies and procedures guide to supplement USSOCOM SPEAR Overarching Business Rules and Processes.

1.1.7. Coordinate and/or schedule training for using unit Supply personnel on SPEAR SSAVIE web application. **(T-3)**.

1.1.8. Review SPEAR procurement and sustainment spend plans drafted by AFSOC/A5KB.

1.1.9. Provide SPEAR estimated sustainment rates to AFSOC/A5KB to be utilized in drafting the Program Objective Memorandum.

Chapter 2

USING UNIT RESPONSIBILITIES

2.1. Using Unit Responsibilities. AFSOC units that utilize SPEAR are required to:

2.1.1. Issue and turn-in SPEAR equipment in accordance with AFI 23-111, *Management of Government Property in Possession of the Air Force*, and AFMAN 23-122, *Materiel Management Procedures*.

2.1.2. Utilize AF Form 1297, *Temporary Issue Receipt*, when SSAVIE SPEAR web application is not available for individual issue. Units will maintain the AF Form 1297 until documented in SSAVIE SPEAR web application. **(T-3)**.

2.1.3. **User Profiles.** Update and maintain user profiles assigned in the SPEAR web application. **(T-3)**

2.1.3.1. To ensure system and inventory integrity, using units are required to validate current alpha rosters with SPEAR Clothing Records quarterly.

2.1.3.2. Validations are required to take place no later than the last duty day of the following months: March, June, September and December.

2.1.3.3. Document validations utilizing the HQ AFSOC SPEAR Validation memorandum (**Attachment 2**). The memorandum will be completed and digitally signed by the using units Commander.

2.1.3.4. The 24 Special Operations Wing will compile completed validations and forward to HQ AFSOC/A4RM at AFSOC.A4RM@us.af.mil for filing.

2.2. On-Hand SPEAR Equipment. Inventory for on-hand SPEAR at units must be accomplished annually in accordance with AFMAN 23-122. SSAVIE SPEAR web application is considered the system of record for all inventories. All adjustments will be accomplished by AFSOC/A4RM. **(T-3)**.

2.3. Financial Liability Investigation of Property Loss (FLIPL). Units will comply with the procedures and responsibilities outlined in DoD 7000.14-R, Vol. 12, Ch. 7, *Financial Management Regulation*, and Interim Policy Change to U.S. Special Operations Command Directive 700-2, *Special Operations-Peculiar/Major Force Program-11 Materiel Management*, to resolve unaccounted for SPEAR equipment or discrepant accounts. **(T-3)**.

2.3.1. Provide signed DD Form 200 to AFSOC/A4RM to complete inventory adjustments. **(T-3)**.

2.4. Unserviceable SPEAR Equipment. Utilize Defense Logistics Agency–Disposition Services to dispose of all unserviceable SPEAR equipment with the exception of SPEAR ballistics armor plates soft armor inserts, and helmets. **(T-3)**.

2.4.1. Return SPEAR ballistic armor plates, soft armor inserts, and helmets to SOFSA SPEAR Life Cycle Sustainment Manager (LCSM) in accordance with ILSS ANNEX D. **(T-3)**.

2.5. Transfers. Approval authority for all lateral transfers between USSOCOM components and unit will be the first O-6 in the owning unit's chain of command.

2.6. Out Processing. The AFSOC units that utilize SPEAR must include SPEAR equipment on their units VMPF out processing checklist. Every member must be validated when out processing the unit and all SPEAR equipment must be turned in. Checklists will not be signed off without items being turned in or a DD Form 200 with assigned voucher/document number.

RENE M. LEON, COLONEL, USAF
Director of Logistics

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

AFI 23-111, *Management of Government Property in Possession of the Air Force*, 19 November 2018

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

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

AFPD23-1, *Materiel Management*, 6 September 2018

DAFI 33-360, *Publications and Forms Management*, 1 December 2015

DoD 7000.14-R, Vol. 12, Ch. 7, *Financial Management Regulation*, March 2019

ILSS ANNEX D, *Special Operations Forces Personal Equipment Advanced Requirements: Overarching Business Rules and Processes*, 10 December 2010

U.S. Special Operations Command Directive 700-2, *Special Operations-Peculiar/Major Force Program-11 Materiel Management*, 6 November 2020

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

DD Form 200, *Financial Liability Investigation of Property Loss*

Abbreviations and Acronyms

AFSOC—Air Force Special Operations Command

AFRC—Air Force Reserve Command

ANG—Air National Guard

BOI—Basis of Issue

IAW—In Accordance With

ILSS—Integrated Logistics Support Standards

LCSM—Life Cycle Sustainment Manager

FLIPL—Financial Liability Investigation of Property Loss

PM-SOF SSES—Program Manager Special Operations Forces Survival, Support & Equipment Systems

SOFLE—Special Operations Forces Liaison Element

SOFSA—Special Operations Forces Support Activity

SOW—Special Operations Wing

SPEAR—Special Operations Personal Equipment Advanced Requirements

SSAVIE—Special Operations Forces Sustainment Asset Visibility Information Exchange

USSOCOM—United States Special Operations Command

Terms

Accountable Forms—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

Administrative Change—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.)

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

Authentication—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).

Attachment 2

HQ AFSOC SPEAR VALIDATION MEMORANDUM

Figure A2.1. HQ AFSOC SPEAR Validation Memorandum

XX Month XXXX

MEMORANDUM FOR HQ AFSOC/A4RMP

FROM: UNIT

SUBJECT: HQ AFSOC Special Operations Forces Personal Equipment Advanced Requirements (SPEAR) Quarterly Validation

1. IAW AFSOCI 23-500, AFSOC SPEAR, paragraph 2.1.3. Using unit is responsible for updating and maintaining user profiles assigned in the SPEAR web application. To ensure system and inventory integrity, units are required to validate current alpha rosters with SPEAR Clothing Records quarterly. The validations are required to take place no later than the last duty day of the following months: March, June, September, and December.
2. This quarterly validation was conducted on:
3. The below additions were added to the SPEAR's Clothing Record:

Name	Rank	Date Assigned

4. The below deletions were made to the SPEAR's Clothing Record:

Name	Rank	Date Out-Processed

5. IAW AFSOCI 23-500, AFSOC SPEAR, paragraph 2.1.1. All issues and turn-ins of SPEAR equipment have been handled in accordance with AFI 23-111, *Management of Government Property* and AFMAN 23-122, *Materiel Management Procedures*.
6. If you have any further questions and/or concerns contact POC's Rank Last, First at Phone.

Unit Commander's
Signature Block