This publication implements AFI 21-103, Equipment Inventory, Status and Utilization Reporting. This supplement prescribes guidance and procedures for all Air Force Space Command (AFSPC) organizations and personnel that develop, test, and maintain air and space platforms and associated equipment. This publication applies to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units assigned or associated with AFSPC. This publication may be supplemented at any level, but all direct Supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a tier (“T-2”) number following the compliance statement. See AFI 33-360, Publications and Forms Management, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. 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. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force
Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the OPR (a4u.wf@us.af.mil (AFSPC/A4U Workflow)) or Headquarters (HQ) AFSPC/A4U, 150 Vandenberg Street, Suite 1105 Peterson AFB, CO 80914-4230) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command.

**SUMMARY OF CHANGES**

This interim change revises AFI 21-103 AFSPC Sup by (1) A4U workflow email address, (2) Wing Data Base Managers/IMDS HDBM responsibilities, and (3) satellite reporting procedures in Chapter 8. A margin bar (|) indicates newly revised material.

6.3.1. **(Added)** Delayed reporting: In cases where current outages are classified but become unclassified, the Communications Focal Point (CFP) or equivalent shall ensure equipment status is reported in Integrated Maintenance Data System (IMDS), once equipment status data is in unclassified condition. **(T-2)**. Refer to security classification guide for specifics regarding delayed reporting requirements.

6.3.1.2. **(Added)** For systems where status data is classified for both current and historical outages, the program manager in collaboration with lead MAJCOM should work to develop reporting applications that are able to meet security classification standards and can be deployed on available Government classified networks. Classified equipment status reporting applications should support Defense Readiness Reporting System (DRRS) requirements defined in DODI 7730.66, Guidance for the Defense Readiness Reporting System (DRRS).

6.8.6. HQ AFSPC/A4U will **(T-2)**:

6.8.7.5. **(Added)** Review Transaction Identification Codes (TRIC) RIS, Program NFS5B0 (C-E IMDS CDB/REMIS Reconciliation), output file daily and correct errors as needed.

6.8.7.6. **(Added)** Control access to specific IMDS programs and subsystems by utilizing TRICs security profiles. Develop local tracking procedures for TRIC, batch, and green screen privileges for all users.

6.8.7.7. **(Added)** Receive IMDS System Advisory Notices (SAN) from Field Assistance Service and inform applicable users of the status of applicable TRICs prior to release. Save all applicable SAN's until expiration or completion of release.

6.8.7.8. **(Added)** Ensure IMDS users are notified of scheduled/unscheduled MIS downtime.

6.8.7.9. **(Added)** Validate Equipment Status Reporting (ESR) data entered into MIS as part of daily duties, identify erroneous or missing ESR data, and inform responsible agency for correction or completion. **(T-2)**.

6.8.7.10. **(Added)** Review the IMDS Utilities Batch Cost Analysis report weekly. Select "All" option to review batch report costs for the previous week and take appropriate actions for users erroneously running high cost reports. Ensure proper batch running privileges are allowed and monitored.
6.8.7.11. (Added) At least annually, review IMDS security profiles utilizing the IMDS TRIC PRB, Program NFS3R0 (Master Profile Report). Take appropriate measures when a compromise is suspected or reported.

6.8.7.12. (Added) At least annually, review IMDS personnel records utilizing IMDS TRIC MPL, Program NFS410 (Maintenance Personnel List). Take appropriate measures for users without DD Form 2875, *System Authorization Access Request (SAAR)*, on file or if user no longer is needed in IMDS.


6.8.8.1. Wings must establish a Maintenance Operations Center (MOC) function responsible for Equipment Status Reporting (ESR) for assigned space operations, range and warning systems. *(T-2)*. The MOC may be separate from Communications Focal Point (CFP) when best suited to operations and maintenance command and control requirements within an operations group.

6.8.8.1.1. (Added) MOC will be responsible for ESR of all systems/equipment within the operations group whether it is separate or located within CFP. *(T-2)*.

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6.10.6.1.1. (Added) Condition codes for deployable equipment are:
6.10.6.1.1. (Added) RED EQUIPMENT: The equipment is unable to be deployed or becomes unusable during deployment. Equipment that has been deployed is not red.

6.10.6.1.2. (Added) AMBER EQUIPMENT: The equipment is available for deployment but cannot meet its full function.

6.10.6.1.2. (Added) Reporting Criteria:

6.10.6.1.2.1. (Added) It is not necessary for real time outage reporting when the equipment is deployed.

6.10.6.1.2.2. (Added) Put equipment in loss status when the unit no longer has maintenance responsibility or the equipment is shipped to depot.

6.10.6.1.2.3. (Added) Unit gaining maintenance responsibility will gain equipment to their inventories using procedures in paragraph 6.10.11.

6.10.9.2.2.1. (Added) Local (SRD) assignment does not apply to centrally acquired and managed equipment which may be contractor maintained. Limit local SRD assignment to local (Wing) acquired equipment items as applicable for status and accountability reporting.

8.6.1.1. (Added) The program office will provide AFSPC AVDO, HQ AFSPC/A4UX, the established mission design series via A4U workflow. (T-2). The AFSPC AVDO will submit change or addition requests on the aircraft disposition website IAW AFI 16-402.

8.6.2.1. (Added) The program office will provide AFSPC AVDO with the established serial numbers via A4U workflow. (T-2). When notified by AF AVDO that the change/addition request has been approved, documented on AF Form 913, and an asset record has been established in REMIS, AFSPC AVDO will update REMIS using screens EFM0206 and EFM0010.

8.6.3.1. The program office will courtesy copy the A4U workflow when submitting the DD Form 250 or WAWF-RR and launch memo (if acceptance is at the time of launch) to AF-AVDO. (T-2).

8.6.3.1.1. (Added) The program office will provide AFSPC AVDO the DD Form 250 or iRAPT-RR and launch confirmation memo (if acceptance is at the time of launch). (T-2).

8.6.4.1. (Added) The program office will provide assigned primary and alternate CFO focal points to AFSPC AVDO. (T-2).

8.6.4.2. (Added) The program office will update REMIS with CFO reporting data elements upon notification by AFSPC AVDO when inventory items are added, removed, or adjusted as a result of modifications prior to launch.

8.6.4.3. (Added) The program office will ensure data reconciliation and automated attestation in REMIS for weapons system assets and qualified modifications is performed no later than the 2nd of each month.

8.6.5.1. (Added) Operating space Wing/Unit shall update IMDS inventory records when satellite reporting transfers from program office. (T-2).

8.6.7. (Added) AFSPC AVDO will reconcile REMIS satellite inventory with Joint Space Operations Center (JSpOC) daily operations report annually.
8.10.1. **(Added)** Wings will notify AFSPC AVDO on all changes of satellite possession. (T-2).

8.10.2. **(Added)** Wings will send a notification message to AFSPC AVDO when adding or removing a satellite to IMDS equipment inventory. (T-2). Include MDS and configuration identifier (if applicable) and gaining/losing unit.

JOHN H. BONAPART, JR, SES
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AND FORCE PROTECTION
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
DODI 7730.66, Guidance for the Defense Readiness Reporting System (DRRS), Jul 8, 2011

Adopted Forms
DD Form 2875, System Authorization Access Request (SAAR)

Abbreviations and Acronyms
AFSPC—Air Force Space Command
C-E—Communications Equipment
CFO—Chief Financial Officer
CFP—Communications Focal Point
DC—Delay Code
DRRS—Defense Readiness Reporting System
DTC—Down-Time Code
ESR—Equipment Status Reporting
ETRO—Estimated Time of Return to Operation
JSpOC—Joint Space Operations Center
SAN—System Advisory Notices
SSR—Status Summary Report