

**BY ORDER OF THE COMMANDER
OF THE 434TH AIR REFUELING WING**

**GRISSOM AIR RESERVE BASE
INSTRUCTION 23-101**



16 SEPTEMBER 2020

LOCAL MANUFACTURE PROCESSING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Instruction (AFI) 23-101, *Air Force Materiel Management*. It provides guidance and procedures on processing local manufacture of items at Grissom Air Reserve Base (GARB). It is applicable to all units assigned or attached to the 434th Air Refueling Wing (ARW), including tenant units, visitors, contractors, concessionaries, and the Base Operating Services (BOS) contractor, including the Air National Guard, except where noted otherwise. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instructions (AFI) 33-360, *Publications and Forms Management*, **Table 1.1** for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS), Records Disposition Schedule (RDS). 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.

1. Overview. This instruction gives the Maintenance Group (MXG) the latitude to authorize the local manufacture of items needed to satisfy a requirement, either Technical Order (T.O.) directed or non-Technical Order directed, without processing the request through base supply in accordance with (IAW) Air Force Manual (AFMAN) 23-122, *Materiel Management Procedures*.

1.1. This applies to recurring and non-recurring type actions when the unit has the capability and resources to manufacture the needed item.

2. Responsibilities.

2.1. The Quality Assurance (QA) Superintendent will be the wing's coordination point for the manufacture of all locally designed non-T.O. special tools or equipment.

2.2. The 434th Maintenance Squadron (MXS) Commander or the MXS Superintendent will be designated as the approval authority for all local manufactured items.

2.3. The 434th Logistics Readiness Decentralized Materiel Support (DMS) will be the Local Manufacture Program database administrators and will maintain a backup of all electronic records associated with local manufactured items.

2.4. The user will establish an Equipment Identification Designator (EID) for all tools. TC-MAX will be utilized for tracking a biennial (every two years) review for applicability and current configuration.

3. Requester Assignments:

3.1. The requester creates the appropriate record in the local manufacture database and forward the request to section supervisor for approval.

3.2. Inputs the job into G081, produces Air Force Technical Order (AFTO) Form 350 (repairable item processing tag) and e-mails the AFTO350 tag number (#) to the performing shop.

4. Supervisor Accountabilities:

4.1. Reviews the forwarded request for accuracy and completeness and ensures that appropriate pictures and drawings are attached to the request.

4.2. Verifies T.O. for accuracy and completeness.

4.3. Establishes inspection criteria for all tools and enters them into the local manufacture database. Enter "N/A" for all other items.

4.4. Reviews all items biennially (every two years) for applicability and current configuration. During this review supervisors and users should consider submitting AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*, for all items not currently listed in technical data for possible inclusion Air Force wide.

4.4.1. Forwards request to production control (PC) for review.

5. Decentralized Materiel Support (DMS).

5.1. Receives and reviews local manufacture requests for accuracy and completeness.

5.2. Coordinates with the performing work center to ensure all jobs can be accomplished.

5.3. Forwards request/s to QA for coordination and approval prior to ordering parts.

- 5.4. Assigns a local part number to Non- T.O. related work orders, if required.
- 5.5. Obtains material request from performing work center and orders all necessary materials using the organization/shop code of the requester.
 - 5.5.1. If T.O. directed request is for an aircraft grounding condition, DMS performs Mission Capable (MICAP) verification.
- 5.6. If parts are not available through base supply, requester will be directed to procure parts using their organization's Government Purchase Card (GPC).
- 5.7. Notifies requester after notification of completion from the performing work center and coordinates delivery to requester.
- 5.8. When MXG/MXS Staff are unavailable (during nightshift and non-Unit Training Assembly (UTA) weekends), the work center will enter data into the local manufacture database and submit it to the Pro Super/Expediter on duty. When time does not allow (launching a sortie/mission), the Pro Super/Expediter will evaluate the situation using all means available and make the determination for the local manufacture action. The Pro Super/Expediter will leave detailed information of the action for the completion of supply actions and coordination the next duty day.
- 5.9. Upon verification of aircraft grounding work order from production superintendent, verifies and backorders required material.
- 5.10. When all materials are received, DMS Personnel gives material and work order to the performing shop for priority scheduling of manufacture.

6. Quality Assurance (QA):

- 6.1. Approve all requests for locally manufactured tools and maintains a backup of all electronic records associated with locally manufactured items.
- 6.2. Verify inspection criteria are entered into database for required items.
- 6.3. Forward to MXS Commander/Superintendent for final approval.

7. MXS Commander/Superintendent:

- 7.1. Final approval authority for all local manufacture requests.
- 7.2. After approval, forwards request to DMS for processing and completion.

8. Performing Work center:

- 8.1. Provides DMS with a listing of all material required, cost, and estimated man-hours.
- 8.2. Items that are T.O. directed will be given higher priority within shop than items that are non T.O. directed.
- 8.3. Notifies DMS upon completion of local manufacture.

LORENZA H. SHAW III, Col, USAF
Commander

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

AFI 23-101, *Air Force Materiel Management*, 12 December 2016

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

AFMAN 23-122, *Materiel Management Procedures*, 14 December 2016

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*

AFTO Form 350, *Repairable Item Processing Tag*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AFTO—Air Force Technical Order Form

ARW—Air Refueling Wing

BOS—Base Operating Services

DMS—Decentralized Materiel Support

EID—Event Identification Description / Equipment Identification Designator

GARB—Grissom Air Reserve Base

GPC—Government Purchase Card

IAW—In Accordance With

MICAP—Mission Capable

MXG—Maintenance Group

MXS—Maintenance Squadron

OPR—Office of Primary Responsibility

PC—Production Control

QA—Quality Assurance

RDS—Records Disposition Scheduled

T.O.—Technical Order

UTA—Unit Training Assembly

Terms

G081—IMDS for Mobility

Materiel—All items (including ships, tanks, self-propelled weapons, and aircraft; etc. and related spares, repair parts, and support equipment, but excluding real property, installations, and utilities) necessary to equip, operate, maintain, and support military activities without distinction as to its application for administrative or combat purposes. Materiel is either serviceable (i.e. in an issuable condition) or unserviceable (i.e. in need of repair to make it serviceable).

Materiel Management—Continuing actions relating to planning, organizing, directing, coordinating, controlling, and evaluating the application of resources to ensure the effective and economical support of military forces. It includes provisioning, cataloging, requirements determination, acquisition, distribution, maintenance, and disposal. The terms "materiel management," "materiel control," "inventory control," "inventory management," and "supply management" are synonymous.

TC-MAX—Tool Accountability System