

**BY ORDER OF THE COMMANDER  
1ST SPECIAL OPERATIONS WING  
(AFSOC)**

**HURLBURT FIELD INSTRUCTION 23-101**

**1 OCTOBER 2021**



***Materiel Management***

**MATERIEL MANAGEMENT (GENERAL  
AFTER-HOURS, DECENTRALIZED  
MAINTENANCE SUPPORT [DMS] &  
DELIVERY) SUPPLY SUPPORT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 1 SOLRS/LGRM

Certified by: 1 SOLRS/CC  
(Lt Col John J. Harding)

Pages: 10

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**1. OBJECTIVE.** To establish policies and procedures for the 1st Special Operations Logistics Readiness Squadron (1 SOLRS) personnel who provide after-hours support, decentralized maintenance support and delivery of supply assets to support the aircraft generation capability of the 1st Special Operations Maintenance Group (1 SOMXG).

**2. SCOPE.** This publication applies to all 1 SOMXG and 1 SOLRS personnel who perform actions related to sound supply processes including but not limited to parts ordering, due-in-from maintenance (DIFM) asset management, and parts delivery while assigned to Hurlburt Field.

### **3. GENERAL SUPPLY SUPPORT.**

3.1. Responsibility. The 1 SOLRS, Materiel Management Flight (LGRM) provides direction concerning all retail materiel management functions in accordance with 23-series instructions for all on-base organizations, 24 hours a day, 7 days a week.

3.1.1. Resource Protection. Only LGRM personnel and assigned contractor personnel are authorized unescorted entry in the LGRM warehouses. Other base personnel not escorted by authorized personnel will be challenged. **(T-3)**

3.1.2. Parts Priority Scale. The 1 SOLRS, LGRM flight relies on the established *Time Definite Delivery Concepts/Scheduled Sweep Times* table in [Attachment 2](#).

3.1.2.1. High Priority Requests. Considered as priority 01-03.

3.1.2.1.1. Priority 01-02 will be treated with the highest urgency with a 30-minute Select and Move requirement. **(T-3)**

3.1.2.1.2. Priority 03 will be treated with the same urgency as priority 01-02 with the exception of after-hours delivery times. **(T-3)**

3.1.2.2. Routine Priority Requests. Considered all other priorities, priority 04-15. Priority 04-15 have a 12 hour Select and Move requirement.

3.2. Operating Procedures. The 1 SOLRS, LGRM flight is broken into four major sections: Customer Support, Asset Management, Inspection and Maintenance Support.

#### 3.2.1. Customer Support Section

3.2.1.1. Customer Service (CS). Responds to customer logistics concerns and proactively works problems that stand in the way of fulfilling mission requirements. This element is located on the first floor of the main LGRM warehouse, Bldg. 90639 and can be reached at 884-7676.

3.2.1.1.1. CS will not order routine parts (priority 04-15). **(T-3)** 1 SOMXG units will utilize Integrated Maintenance Data System (IMDS) to order routine parts and use Decentralized Maintenance Support (DMS) personnel for assistance. **(T-3)** CS is available for assistance when DMS is unavailable.

3.2.1.1.2. CS will provide Bench Stock (BS) Listings (M04/S04) to each bench stock monitor on the first Tuesday of each month. **(T-3)** The M04/S04 contains recommended additions and/or deletions from BS accounts. The M04 should be reviewed by the BS monitor and returned to the CS section within 3 duty days. The returned listing should be annotated acceptance or rejection of the recommended adds/deletes/changes and should be signed by the assigned BS monitor.

3.2.1.1.3. Equipment Accountability Element (EAE). Serves as the base equipment management office. This element is located on the mezzanine of the main LGRM warehouse, Bldg. 90639 and can be reached at 884-0312. SOMXG Equipment Custodians are required to notify the EAE office of deployed equipment or items within 24 hours of the asset(s) leaving Hurlburt Field. Equipment Custodians should have an AF Form 1297, *Temporary Hand Receipt* on file for all items not on home station.

### 3.2.2. Asset Management Section

3.2.2.1. Central Storage. Responsible for stocking, storing, issuing and management of parts, supplies and equipment stored in the main warehouse. This element is located on the second floor of the main LGRM warehouse, Bldg. 90639 and can be reached at 884-5884.

3.2.2.2. CV-22, Aircraft Parts Store (APS). Serves as an over-the-counter issue function available 24/7. This element is located in Bldg. 91258 and can be reached at 881-4100 and by the standby phone at 850-420-8264. CV-22 APS will not deliver items to the customer. **(T-3)** If a customer fails to pick up the property, the AMS label or DD Form 1348-1A, *Issue Release/Receipt Document*, will be annotated and the property will be returned to stock within 72-hours, and reported as priority abuse. **(T-3)**

3.2.2.3. Mobility Readiness Spares Package (MRSP). Serves as management function for all aircraft spares packages also known as “kits”. This element is located in Bldg. 90710 and can be reached at 884-6704.

3.2.2.3.1. Kit Deployment. Deployment tasking for kits must be coordinated with the 1 SOLRS Unit Deployment Manager no later than seven (7) days in advance of planned departure for deployments. **(T-3)** They can be reached at 884-1077 and by the standby phone at 850-797-0933.

3.2.2.3.2. Inventory Requirements. MRSP will coordinate with 1 SOMXG to conduct a joint inventory before a MRSP kit is destined to leave for deployment and within 10 calendar days after return from deployment IAW AFI 23-101, para. 2.6.10.5.3. and Table 5.5. *Inventory Frequency*. **(T-3)**

3.2.2.4. Individual Protective Element (IPE). Responsible for the storage, inventory, inspection and issue of mobility bags, small arms/light weapons (SA/LW), chemical warfare defense equipment (CWDE) and individual body armor (IBA). This element is located in Bldg. 90802 and can be reached at 884-1329.

3.2.3. Inspection Section: Responsible for coordinating with 1 SOMXG personnel to determine if items suspected as damaged can be repaired or should be disposed. This element is located on the first floor of the main LGRM warehouse, Bldg. 90639 and can be reached at 884-7174.

### 3.2.4. Maintenance Support Section

3.2.4.1. Flight Service Center (FSC). Responsible as primary point of contact for units regarding repair cycle management to include supply points, time-change, time compliance technical order (TCTO), Due-in from maintenance (DIFM), Found on Base

(FOB), Awaiting parts (AWP), turn-around, local manufacture, and Quality Deficiency Report (QDR) programs. This element is located on the first floor of the main LGRM Warehouse, Bldg. 90639 and can be reached at 884-5887.

3.2.4.1.1. DIFMs. 1 SOMXG personnel will review the D23 listing daily and provide updated status on all DIFM assets no later than 1500. **(T-3)** Maintenance personnel are required to correctly populate tags and turn in DIFMs by Not Repairable at This Station (NRTS) and Repairable at This Station (RTS) standards.

3.2.4.1.2. Turn-Around. 1 SOMXG personnel will complete AFTO Form 350, *Repairable Item Processing Tag* in accordance with TO 00-20-2, *Maintenance Data Documentation*. **(T-0)**. The bottom portion of AFTO Form 350 will include the maintenance action taken code and be turned into FSC the same day for turnaround processing. **(T-3)** Maintenance action taken codes for TRNs must be A, F, G, K, L, or Z. **(T-3)**

3.2.4.1.3. Local Man. 1 SOMXG personnel will submit AF Form 2005, *Issue/Turn-in Request* or DD Form 1348-6, *DoD Single Line Item Requisition System Document* with necessary drawings for non-stock numbered items. **(T-3)**

3.2.4.2. Decentralized Maintenance Support (DMS). Responsible for the coordination of maintenance and materiel management actions for the 1 SOMXG. See [paragraph 5](#) for detailed responsibilities.

3.3. Parts Delivery. All parts delivery will be IAW AFI 24-301, *Ground Transportation*, paragraph 3.6 and the Time Definite Delivery Concept/Scheduled Sweep Times, [Attachment 2](#). **(T-3)**

3.3.1. The contracted delivery function (GAT), within the 1 SOLRS will deliver all property to designated organizations from 0700 through 1530, Monday through Friday. **(T-3)** GAT can be reached at 850-884-5886.

3.3.2. From 1530 through 0700 Monday through Friday and during weekends, the 1 SOLRS Ground Transportation section will deliver property to designated organizations. **(T-3)**

3.3.2.1. For assets issued from Central Storage, the customers can either pick up their parts directly from building 90639 or wait for the next scheduled delivery sweep from vehicle operations after hours delivery support.

3.3.2.2. Ground Transportation can be contacted via the on-call numbers, dayshift at 850-797-8434 and nightshift at (850) 420-3662 for high priority (01 – 03) deliveries.

3.3.3. From 0700 to 1530 all Issue Request (MSI) transactions from MRSP will be delivered to the GAT delivery function. **(T-3)** After that time, the customers can either pick up their parts directly from building 90710 or wait for the next scheduled delivery sweep from Ground Transportation after hours delivery support.

3.3.4. 1 SOMXG personnel will ensure items contain proper documentation prior to accepting delivery. **(T-3)**

3.3.5. Refusals. 1 SOMXG personnel will complete organizational refusal paperwork with delivery or warehouse personnel if a part is refused. **(T-3)** The appropriate actions can be

made to correct the problem with the Supply Chief of Inspections' office. The paperwork will include condition tags signed by a 7-level maintenance inspector, a copy of the 1348-1A issue document with the words "Organizational Refusal" written on it. **(T-3)** The organizational refusal checklist must be filled out and state the reason for refusal and will include date and signature. **(T-3)**

#### **4. AFTER-HOURS SUPPLY SUPPORT.**

4.1. CS will serve as the after-hours call-in point for all customer requirements, concerns and questions. **(T-3)** The main office phone number is 884-7676 and the stand-by cell phone is 850-797-6476.

##### 4.1.1. MRSP

4.1.1.1. Priority Parts 01-03 sourced from MRSP kits will be pulled within the 30-minute pull standard. **(T-3)** Customer Service will coordinate with the customer for pick-up time from Bldg. 90710. **(T-3)** If a customer fails to pick up the property, the AMS label or DD Form 1348-1A, *Issue Release/Receipt Document*, will be annotated and the property will be returned to stock within 24-hours, and reported as priority abuse. **(T-3)**

4.1.1.2. Routine Parts, priority 04-15, sourced from MRSP kits will not be pulled during after-hours and will wait for the next duty shift. **(T-3)**

#### **5. DECENTRALIZED MAINTENANCE SUPPORT (DMS).**

5.1. Personnel Support: The 1 SOLRS will provide 2S0X1 personnel to physically embed in the 1 SOMXG Aircraft Maintenance Units (AMUs). **(T-3)** These members will be administratively controlled by the 1 SOLRS. **(T-3)** The 1 SOLRS will not man DMS positions with 3-levels. **(T-3)**

5.1.1. DMS personnel will provide coverage in AMUs Monday thru Friday during all shift operations. **(T-3)** After-hours or weekend support will be provided through the CS office at 884-7676 and at the stand-by cell phone 850-797-6476 for the 1 SOAMXS and the 901 SOAMXS. **(T-3)** The 801 SOAMXS will utilize after-hour support from the CV-22 APS at 881-4101 and at the stand-by cell phone 850-420-8264. **(T-3)**

5.1.2. 1 SOMXG will provide suitable space for DMS personnel to conduct their responsibilities to include but not limited to suitable office furnishings, computers, printers, and equipment. **(T-3)** Any moves or changes to DMS designated working spaces will be coordinated with the 1 SOLRS before movement or change. **(T-3)**

5.2. Responsibilities: DMS personnel will coordinate maintenance and materiel management actions IAW AFI 23-101, AFI 21-101, and AFMAN 23-122. **(T-0)**

5.2.1. Parts Ordering. In accordance with AFI 23-101 and AFMAN 23-122, DMS personnel will order all priority parts (priority 01-03) for their respective AMUs during day shift. **(T-3)** After-hours or weekend support will be provided by the CS office for the 1 SOAMXS and the 901 SOAMXS and by the CV-22 APS for the 801 SOAMXS, see [paragraph 5.1.1](#). **(T-3)**

5.2.2. Supply Discipline

5.2.2.1. The supply point, Tail Number Bin (TNB) / Facilitate Other Maintenance (FOM), and DIFM areas will be locked to maintain proper accountability and security of assets. (T-3) DMS personnel will maintain their own set of keys for entry and access to all of these locations. (T-3) Individual AMUs can keep additional keys within Consolidated Tool Kits (CTK) or with Production Superintendents for check-out to personnel to ensure controlled access to areas.

5.2.2.2. 1 SOMXG personnel accessing supply areas will be required log-in access, and perform actions to include but not limited to DIFM drop-off, TNB/FOM pulls and returns. (T-3)

5.2.2.3. TNB. 1 SOMXG units will ensure all items removed from TNB that are not installed that duty day are returned to DMS supply area at the end of shift and are properly tagged and logged into TNB logs. (T-3)

5.2.2.4. DIFM. In accordance with AFMAN 23-122, 1 SOMXG units will ensure removed DIFM items are physically returned to DMS areas in the appropriate reusable containers and with required documentation within the standard. (T-3) NRTS assets will be returned within four (4) duty days from issue and RTS assets will be returned within 45 duty days from issue. AMUs will ensure DMS personnel know the status and location of all DIFM assets daily. (T-3)

5.2.2.5. Bench Stock. 1 SOMXG will retain responsibility of bench stock items. (T-3)  
1 SOMXG will coordinate with DMS or CS personnel to order bench stock. (T-3)  
1 SOMXG will sign for and stock bench stock. DMS personnel will be able to assist AMUs with supply related concerns. (T-3)

## **6. COMMERCIAL STANDARD GROUND TRANSPORTATION SERVICE SUPPORT.**

6.1. Cargo Movement is restricted by commercial standard ground transportation services support, which does not provide customer pickup support after 1600 on Saturday through 0800 Monday. 1200 on Saturdays is the established cutoff time for requests and receiving allowing Cargo Movement to get the shipment to the location by 1400.

6.2. Below are the current latest shipment drop off times for each carrier.

DHL: Mon - Fri 1000-1700; Sat – Sun Closed

FEDEX: Mon – Fri 1800; Sat 1400; Sun Closed

UPS: Mon – Fri 0800-1830; Sat 1600; Sun Closed

NOTE: The Primary carrier on Saturday is FEDEX. UPS has a slower OCONUS movement process and restrictions on OCONUS delivery. UPS is rarely a viable option for a Mission Capable (MICAP) over the weekend.

6.3. Due to this limiting factor, Cargo Movement does not physically have members working in the warehouse on weekends. Instead, there is always one member assigned as standby to answer the phone and respond accordingly. The Cargo Movement Standby cell number is (850) 420-8266.

JOCELYN J. SCHERMERHORN, Colonel, USAF  
Commander

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

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 15 Jan 2020

AFI 23-101, *Material Management Policy*, 21 October 2020

AFI 24-301, *Ground Transportation*, 21 October 2019

***Prescribed Forms***

None

***Adopted Forms***

AF Form 1297, *Temporary Hand Receipt*

AF Form 2005, *Issue/Turn-in Request*

AFTO Form 350, *Reparable Item Processing Tag*

DD Form 1348-6, *DoD Single Line Item Requisition System Document*

***Abbreviations and Acronyms***

**AMU**—Aircraft Maintenance Unit

**APS**—Aircraft Parts Store

**AWP**—Awaiting Parts

**BS**—Bench Stock

**CS**—Customer Service

**CWDE**—Chemical Warfare Defense Equipment

**DIFM**—Due-In From Maintenance

**DMS**—Decentralized Maintenance Support

**EAE**—Equipment Accountability Element

**FOB**—Found on Base

**FOM**—Facilitate Other Maintenance

**FSC**—Flight Service Center

**IBA**—Individual Body Armor

**IMDS**—Integrated Maintenance Data System

**IPE**—Individual Protective Element

**LGRM**—Materiel Management Flight

**MICAP**—Mission Capable

**MRSP**—Mobility Readiness Spares Packages

**MSI**—Issue Request

**NRTS**—Not Repairable this Station

**QDR**—Quality Deficiency Report

**RTS**—Repairable this Station

**SA/LW**—Small Arms/Light Weapons

**TCTO**—Time Compliance Technical Order

**TNB**—Tail Number Bin

Attachment 2

TIME DEFINITE DELIVERY CONCEPT/SCHEDULED SWEEP TIMES

Figure A2.1. Time Definite Delivery Concept/Scheduled Sweep Times.

Monday - Friday				
Priority	Select & Move (LGRM) Expedite/Routine	Delivery - Days Contractor	Delivery After-Hours (LGRD) Military/Government	Total Max Time
01-02	30 minutes	30 minutes Includes DOR 01/02 MICAPS	Swings: 30 minutes Mids: 30 minutes	Days: 60 minutes Swings: 60 minutes Mids: 60 minutes
03	30 minutes	30 minutes Includes DOR 03 MICAPS & 03 w/Mark for "Shop use"	<b>SWEEPS</b> Swings: 1700 / 2000 Mids: 2400 / 0400	Days: 60 minutes Swings: Designated Sweeps Mids: Designated Sweeps
04-15	12 hours	Delivered throughout the Duty Day upon property movement to ready line	Not delivered	Days: Within 24 hours from the initial request. Swings: Not delivered Mids: Not delivered

  

Weekend & Holidays			
Priority	Select & Move (LGRM)	Delivery After-Hours (LGRD) Military/Government	Total Max Time
01-02	30 minutes	30 minutes	60 minutes
03	30 minutes	30 minutes	60 minutes
04-15	12 hours	Not delivered on weekend/holidays	N/A