

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**



LUKE AFB INSTRUCTION 23-2055

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Materiel Management**

**ACCOUNTING FOR
ORGANIZATIONAL EQUIPMENT**

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This instruction implements AFPD 23-1, *Materiel Management*, and establishes additional procedures for the accountability of organizational equipment to be maintained on a unit's Organizational Visibility List (R15) and the signature requirements of the Custodian Authorization and Custody Receipt Listing (R14). It also assigns responsibilities to maintain the Item Unique Identification (IUID) program. This publication applies to 56th Fighter Wing and tenant units to include all Air Force, and Air Force Reserve Command (AFRC). It does not apply to the Air National Guard (ANG) Units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. 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). 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 requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") 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.

SUMMARY OF CHANGES

This document has been revised and must be completely reviewed. Revisions include administrative changes, posting the dollar threshold for R15 accounts, and the addition of R14 and Item Unique Identification (IUID) program procedures.

1. R15 or local devised spreadsheet procedures.

1.1. Unit Commanders will:

1.1.1. Prudently manage, control, store, and maintain government property under their jurisdiction and accurately maintain property records to reflect current inventory and condition of property IAW AFI 23-111, *Management of Government Property In Possession of the Air Force*.

1.1.2. Appoint a custodian to manage and account for all organizational equipment purchased through the 56th Contracting Squadron (56 CONS) or with the Government Purchase Card (GPC) costing between \$500 and \$4,999.99. These items will be added to an R15 listing or commander approved locally devised spreadsheet. Excluded from this requirement are items such as furniture and clothing. This account and listing is separate from a standard equipment account that is maintained on an R14.

1.1.3. Ensure each appointed custodian is trained. The custodian will contact the 56th Logistics Readiness Squadron (56 LRS), Equipment Accountability Element (EAE), to schedule appropriate training.

1.1.4. Ensure custodians maintain a folder with an R15 listing or commander approved locally devised spreadsheet and custodian appointment letter.

1.1.5. Ensure inventories are conducted annually or upon change of custodian.

1.1.6. Maintain a list of appointed R15 or locally devised spreadsheet custodians and monitor the appointment and training of appointed custodians.

1.1.7. Ensure unit resource advisors, billing officials, and GPC cardholders are cognizant of the requirements to screen GPC purchases and coordinate with appointed R15 custodians when purchases meet the requirements for R15 accounting.

1.2. The 56 LRS/CC will:

1.2.1. Upon request, provide training through the 56 LRS EAE office to each appointed R15 or locally devised spreadsheet custodian. This training will include information necessary to identify, account for, and manage property purchased with local base funds.

1.2.2. Provide an instructor to participate in GPC cardholder training to train cardholders on how to recognize and coordinate budget code 9 equipment with their organizational custodian for accountability purposes.

1.2.3. The 56 LRS EAE will provide each custodian a copy of their R15 listing when requested.

2. R14 Procedures.

2.1. Equipment Custodians will sign their R14 using a digital Controlled Access Card (CAC) signature and forward to the commander.

2.2. Commanders will sign the R14 using a digital (CAC) signature and forward to the EAE office within 15 work days of the date of the R14.

2.3. The EAE office will file the digitally signed R14 in the custodian's electronic jacket file.

3. IUID Procedures.

3.1. Central Receiving.

3.1.1. Verify if the item has an IUID label for all equipment items. There are two different types of IUID labels. One is a manufacturer IUID that does not have a number visible. The other has a number written on it.

3.1.1.1. If there is no IUID label or the asset(s) have a manufacture IUID label send an email to the EAE organizational box. Include the national stock number (NSN), quantity, and due-in document number. The EAE will contact Central Receiving when the item is ready to be released to the custodian.

3.1.1.2. If there is an IUID label with a visible number email EAE with the NSN, due-in document number, and IUID label number. Release property to custodian.

3.2. Equipment Accountability Element.

3.2.1. Verify all items have an IUID label and are loaded in the Automated Inventory Management Tool (AIMT) database.

3.2.2. Items that are received by Central Receiving:

3.2.2.1. If the item does not have an IUID label one will be properly affixed and the information loaded in the AIMT database.

3.2.2.2. If there is a manufacturer IUID label, scan the label and download the information to the AIMT database.

3.3. Equipment Custodians.

3.3.1. Maintain an accurate electronic IUID spreadsheet database for all assigned equipment.

3.3.2. When property is issued or turned-in from the equipment account the IUID spreadsheet database must be updated and EAE must be contacted to ensure the AIMT database is updated.

3.3.3. The IUID label number will be annotated on turn-in AF Form 2005 documents in Block D.

3.3.4. The IUID label number will be annotated on all Redistribution Orders (RDOs) in the UII column.

SCOTT L. PLEUS
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Commander

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

AFI 23-111, *Management of Government Property in Possession of the Air Force*, 29 October 2013

AFI 23-101, *Air Force Materiel Management*, 8 August 2013

AFMAN 23-122, *Materiel Management Procedures*, 8 August 2013

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

AFPD 23-1, *Materiel Management*, 15 February 2011

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AIMT—Automated Inventory Management Tool

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

CAC—Controlled Access Card

EAE—Equipment Accountability Element

GPC—Government Purchase Card

NSN—National Stock Number

IUID—Item Unique Identification

RDO—Redistribution Order

RDS—Record Disposition Schedule

UII—Unique Item Identifier