

**BY ORDER OF THE COMMANDER  
NELLIS AIR FORCE BASE (ACC)**

**NELLIS AIR FORCE BASE  
INSTRUCTION 23-200**



**31 JULY 2017**

***Materiel Management***

***DEFENSE LOGISTICS  
AGENCY DISPOSITION  
SERVICE WITHDRAW PROCESS***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 99 LRS/LGLO

Certified by: 99 LRS/CC  
(Lt Col Andrew B. Stewart)

Pages: 10

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This instruction implements and outlines guidance's in Air Force Policy Directive (AFPD) 23-1, *Materiel Management*, AFI 23-111, *Management of Government Property in Possession of the Air Force*, AFI 23-101, *Air Force Materiel Management*, AFMAN 23-122, *Materiel Management Procedures* and DOD Manual 4160.21 *Defense Materiel Disposition: Reutilization, Transfer, and Sale of Property* and establishes the process and procedures for withdraws from Defense Logistics Agency Disposition Service (DLADS). This instruction is applicable to all Nellis Air Force Base and Creech Air Force Base organizations including tenants. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using 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 instruction are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS), Records Disposition Schedule (RDS).

## **1. 99th Logistics Readiness Squadron Roles and Responsibilities.**

- 1.1. The 99th Logistics Readiness Squadron (LRS) commander is the Accountable Officer (AO) for Department of Defense Activity Address Code (DODAAC) FB4852 and FB4817 in accordance with AFI 23-111.
- 1.2. The 99 LRS CC/AO will designate only personnel in Materiel Management Flight/Customer Support using the Defense Logistics Agency Disposition Service (DLADS) Letter of Authorization form to authorize withdraws from DLADS for reutilization.
- 1.3. The 99 LRS Customer Support will approve consumable items DLADS request for base customers and will validate requests for additional justification if applicable.
- 1.4. The 99 LRS Customer Support will not approve withdrawal of accountable equipment if the unit does not have a valid equipment authorization established.
- 1.5. The 99 LRS Customer Support will coordinate with 99 LRS Vehicle Management for all motorized conveyance requests to include Other Government Motor Vehicle Conveyances (OGMVC) and Low Speed Vehicles (LSV).
- 1.6. The 99 LRS Customer Support will not approve withdraw requests for munition related items. Customers will contact the Munition Accountable Supply Officer approval.
- 1.7. 99 LRS Customer Support will maintain a log of all withdrawals.
- 1.8. 99 LRS will not process non-stock listed items through the Installation Logistics Support – Supply (ILS-S) unless the item is deemed accountable equipment or required to fill a current back order in the supply system.
- 1.9. The LRS CC/AO or his/her designated representative will authorize all withdrawals to ensure that the requirement is valid.

## **2. Nellis and Creech AFB Units Responsibilities**

- 2.1. Units assigned to Nellis and Creech are responsible for the following:
- 2.2. Customers will request access to the DLA Enterprise External Business Portal to screen for assets within DLADS. Customers will request DoD Screener role only for Nellis (FB4852) or Creech (FB4817).
- 2.3. DLADS withdrawal requests will be for unit requirements only. Units will not distribute assets to other base users. Units are required to validate unit of issue and quantity prior to submitting request through DLADS.
- 2.4. Units will track all property received from DLADS on a locally developed log and receiving documents.
- 2.5. Units can establish equipment authorization by having an equipment custodian submit an Air Force Form 601, Equipment Action Request to the 99 LRS Equipment Accountability Element. See attachment 4 for a guide on how to complete the AF IMT 601 and see Figure 1 for an example of AF IMT 601.

Figure 1. AF IMT 601 Sample (Front).

TO		FROM		SIGNATURE		DATE		ACTION TAKEN																															
								APPROVED <input type="checkbox"/>	DISAPPROVED <input type="checkbox"/>																														
								APPROVED <input type="checkbox"/>	DISAPPROVED <input type="checkbox"/>																														
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								APPROVED <input type="checkbox"/>	DISAPPROVED <input type="checkbox"/>																														
1. CUSTODIAN REQUEST NO.		10. IN-USE DOC. NO.		11. NATIONAL STOCK NO. OR PART NUMBER		20. ACTION REQUESTED																																	
		450		5820-01-554-9530		A. AUTHORIZATION INCREASE <input type="checkbox"/> ADD NEW <input checked="" type="checkbox"/> REDUCE <input type="checkbox"/> DELETE <input type="checkbox"/>																																	
2. CUSTODIAN NAME/DUTY PHONE TSgt John Doe		12. USE CODE		13. PRICE		14. U/I		15. EERCD																															
				6000		EA																																	
3. ORG/CUSTODIAN CODE I23 WP		16. EQUIP CODE		17. NOMENCLATURE																																			
4. CMD		5. FAD		6. UND		7. BUD																																	
8. CUSTODIAN SIGNATURE		18. ALLOWANCE IDENTIFICATION		19. QUANTITY				SERVICEABLE		STATUS																													
								<input type="checkbox"/>		COMPLETE (List missing parts in Block 19)																													
9. SIG OF ORGN COMDR (I certify that I have evaluated this request and the action herein is required.)		COMPOSITION CODE		IN USE		CURR AUTH		NEW AUTH		NO. REQ'D																													
		REPAIRABLE		CONDEMNED		UNKNOWN		CALIBRATION REQ'D		CLEAN, PAINT, ETC.																													
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>																													
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		DATE AVAILABLE FOR PICKUP																																					
21. JUSTIFICATION AND ITEM DESCRIPTION EXAMPLE: Harris PRC- 152's are the only radio's authorized for Security Forces. Security Forces units who are postured with Logistic Details (LOGDET) are required to fill the communication requirements. We have three LOGDETS postured that require Harris PRC-152's. The current number authorized does not fill all requirements for the 99th Security Forces Squadron.																																							
22. REVIEWING AUTHORITY COMMENTS																																							
23. ORGN																																							
24. UKC																																							
25. LEVEL																																							
26. DET																																							
27. WRM																																							
28. EMOLOC																																							
29. SUPPLY CONTROL NO.																																							
30. CEMO CONTROL NO.																																							
31. AFLC CONTROL NO.																																							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
AF IMT 601, 19910601, V3												PREVIOUS EDITION WILL BE USED.												EQUIPMENT ACTION REQUEST (See Instructions on Reverse)															

Figure 2. AF IMT 601 Sample (Reverse).

HOW TO FILL OUT AF FORM 601, EQUIPMENT ACTION REQUEST	
BLOCKS WITH ASTERISK (*) TO BE COMPLETED BY BASE SUPPLY OR REVIEWING	
BLOCK	ENTER
<b>ROUTING BLOCKS AT TOP</b>	
*TO	Next office to review form. <b>CUSTOMER LEAVE BLANK.</b>
*FROM	Office taking current action.
*SIGNATURE	Signature of reviewing authority at office taking the current action.
*DATE	Date of signature by reviewing authority.
*ACTION TAKEN	A check in appropriate block. Check "Approved" when forwarding.
1	A number made up of the 3-digit numered organization code, 2-digit alpha shop code, and 4-digit numeric Julian date, and next unused serial number from the custodian's control register (AF Form 128)
2,3	Self-explanatory.
4	Organization's Major Command or Separate Operating Agency, e.g., "ACC".
5	Force Activity Designator (FAD) applicable to this specific equipment support requirement, if different from organization's normal FAD. Computer will assign FAD if left blank.
6	Urgency of Need Designator (UND) Code (supply will assist). Codes most often applicable to equipment are: A Combat Mission Essential, highest priority, justification required. B Combat Mission Essential, next highest priority, justification required. C Other - items not qualifying as A or B (routine).
7	Appropriate budget code (supply can assist).
8,9	Self-explanatory.
10	Last 4 digits of in-use detail number (use custodian receipt listing, R-14, CAVCRL.
11	National Stock Number, or Part Number.
12	Use code "A" for mobility, "B" for support, "C" for joint use, "D" for WRM (supply can assist).
13	Unit price of item. Supply can assist if price is not known.
14	Unit of issue, for example "EA" for each.
15	Correct Expendability, Recoverability, Repairability, Cost Designator (ERRCD). Base Supply can assist.
16	Correct code for exception-type equipment items (supply complete).
17	Nomenclature or brief item name.
18	Allowance Source Code (ASC), which is the table of Allowance (T/A) number or special ASC, if applicable; T/A part, section, subsection and column designations if given. Special rules apply to some items - check with base supply if in doubt.
19	Quantity in use today, current authorization today (both from custodian's receipt listing), new authorization requested (show the change being requested), and the quantity requested for issue/turn-in. Enter 0 if only an allowance change and no issue, due-out release or turn-in is requested.
20	Checkmarks in blocks indicating action to be taken to (a) change an authorization, (b) issue an item, or (c) turn in an item. Base Supply will enter the advise code for issue/due-out release action. Indicate date item will be ready for pick-up by supply.
21	Complete justification (and item description, if block 17 does not contain full description) for action requested. Use additional sheets of paper if necessary. If items are to be used for education, teaching or training only, clearly state this use and be prepared to defend it. Always enter workload indicators, such as frequency of use. When applicable, give end-item supported (i.e., specific aircraft or other systems). Cite maintenance level. Specifically justify UND codes a or b, if used in block 6. Indicate PCSP-CEM programmer coordination for PCSP-CEM items.
<b>REST OF FORM TO BE COMPLETED BY SUPPLY/REVIEWING ORGANIZATIONS</b>	
*22	Self-explanatory. <b>CUSTOMER LEAVE BLANK.</b> Use additional paper if necessary. Be specific!
*23	Unit/Organization Number, such as "001" for 1TFW. Do not enter the supply organization code in this block. Must agree with Reporting Organization File (ROF).
*24	Unit/Kind Code (UKC) for type of unit. Must agree with ROF.
*25	Numeric organization level indicator. Must agree with ROF.
*26	Detachment number, when applicable. Must agree with ROF.
*27	WRM using command code (must agree with ROF for WRM items).
*28	Base loca for code of equipment account.
*29	Base supply control number (base supply entry), first position will be "B".
*30	CEMO control (EMO entry), first position will be "C".
<b>REVIEWING LEVELS RETAIN LAST COPY AFTER ACTION IS TAKEN. MAKE SURE BASE SUPPLY RECEIVES ORIGINAL AND AT LEAST ONE CARBON COPY ON RETURN DISTRIBUTION.</b>	

AF IMT 601, 19910613, V3

(REVERSE)

2.6. Units will have an organization and shop code established to process backorders for assets that must maintained on accountable records.

2.7. For unserviceable equipment withdrawals, units will provide written justification signed by the unit commander if items will not be used for their intended purpose. See Attachment 2 for example memorandum.

### **3. Vehicles**

3.1. Units will submit requests for a vehicle to include Other Government Motor Vehicle Conveyances (OGMVC) and low speed vehicles (LSV) to 99 LRS Customer Service and Vehicle Management. See Attachment 3 for example memorandum.

3.2. Units assigned to Nellis and Creech found in possession of unauthorized assets that are classified and considered as vehicles or Low Speed Vehicles (LSV) must:

3.3. Coordinate with 99 Vehicle Management for proper approval and authorization.

3.4. Unauthorized Vehicles and LSVs found without proper approval and authorization will be turned in to the 99 LRS Vehicle Management Flight to minimize liability.

PAUL J. MURRAY, Colonel, USAF  
Commander

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

AFPD 23-1, *Materiel Management*, 30 September 2016

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

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

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

AFI 24-302, *Vehicle Management*, 26 June 2012

DOD Manual 4160.2, Volume 3, *Defense Materiel Disposition: Reutilization, Transfer, and Sale of Property*, 22 October 2015

AFI 91-207, *The US Air Force Traffic Safety Program*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF IMT 601, *Equipment Action Request*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFRIMS**—Air Force Records Information Management System

**DLADS**—Defense Logistics Agency Disposition Services

**DODAAC**—Department of Defense Activity Address Code (DODAAC)

**ILS-S – Integrated Logistics Support**—Supply

**LRS**—Logistics Readiness Squadron

**LSV**—Low Speed Vehicle

**OGMVC**—Other Government Motor Vehicle Conveyances

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

Attachment 2

**DEFENSE LOGISTICS AGENCY DISPOSITION SERVICE (DLADS) WITHDRAW OF  
UNSERVICEABLE EQUIPMENT CERTIFICATION**

**Figure A2.1. Defense Logistics Agency Disposition Service (DLADS) Withdraw of  
Unserviceable Equipment Certification.**



**DEPARTMENT OF THE AIR FORCE**  
**Unit Letterhead**  
**NELLIS AIR FORCE BASE, NEVADA**

MEMORANDUM FOR 99 LRS/LGRMC

FROM: YOUR UNIT

SUBJECT: Defense Logistics Agency Disposition Service (DLADS) Withdraw of  
Unserviceable Equipment Certification

1. I certify the below items/commodities identified as unserviceable equipment withdrawn from DLADS will not be repaired, is not to fill a valid authorization, and will not be used for its original, intended purpose.
2. The items will be used as (state how the equipment will be used).

Item Name:  
DLADS NSN:  
Quantity:

3. Our POC for this matter is TSgt Jane Doe, 595 MXS/MXAF, who may be reached at [jane.doe@us.af.mil](mailto:jane.doe@us.af.mil) or DSN 682-0011.

(Your squadron commander or designated rep)  
Rank, USAF  
Commander

## Attachment 3

**REQUEST FOR GOVERNMENT MOTOR VEHICLE CONVEYANCE (OGMVC)  
AUTHORIZATION**

**Figure A3.1. Request for Government Motor Vehicle Conveyance (OGMVC) Authorization.**



**DEPARTMENT OF THE AIR FORCE  
Unit Letterhead  
NELLIS AIR FORCE BASE, NEVADA**

MEMORANDUM FOR 99 LRS/LGRMCE

FROM: YOUR ORGANIZATION

SUBJECT: Request the addition of a Government Motor Vehicle Conveyance (OGMVC) authorization, Low Speed Vehicle (LSV) to Equipment Account 123AB.

1. YOUR UNIT would like to add the following LSV IAW AFI 91-207 to the Squadron/Office Symbol equipment account 123AB:
  - a) Manufacturer:
  - b) Model:                   VIN: (If already purchased)
  - c) Year:
  - d) Max Speed:
  - e) Weight:
  - f) Value New:
  - g) Safety Features:
  - h) NSN
  
2. Justification:
  
3. Funding Source:
  
4. A copy of this letter in conjunction with the 99 CONS coordination sheet will be forwarded to the 99 LRS/LGRMCE for record. This request meets the guidance as prescribed in AFPAM 91-210.

If there are any questions, please have your staff contact (unit POC name, DSN, and email).

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Name, Rank, USAF  
(Commander/Director)

1st Ind, 99ABW/SEG

MEMORANDUM FOR 99 LRS/LGRMCE

Approved/Disapproved

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Name, Rank, USAF  
Ground Safety Manager

cc:

99 LRS/LRGV

99LRS/LGRMCE

2nd, Ind, 99LRS/LGRV

The above described asset conforms to the criteria for an OGMVC as defined in AFI 24-302.

Approved/Disapproved

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JOHN DOE, Civ, DAF  
Fleet Management & Analysis

## Attachment 4

**GUIDE TO ESTABLISH A VALID EQUIPMENT AUTHORIZATION USING THE AF  
IMT 601 EQUIPMENT ACTION REQUEST**

**Figure A4.1. Guide To Establish a Valid Equipment Authorization Using the AF IMT 601 Equipment Action Request.**

1. The purpose of an AF IMT 601/ Allowance Change Request is to officially request authorization changes to an equipment account.
2. The AF IMT 601 is reviewed by three organizations before Allowance Managers approve or disapprove the request. These organizations are:
  - a. The Equipment Accountability Element (EAE)
  - b. The MAJCOM Command Equipment Management Office (CEMO)
  - c. MAJCOM Functional Managers
3. Units Equipment Custodian will submit the initial AF IMT 601 request to 99 LRS EAE. Below is pertinent information required on the AF IMT 601:
  - a. Initiator's (Custodian's) Information:
    - Rank/Name
    - Phone Number
    - Squadron
    - Office Symbol
  - b. Organization's Information:
    - Organization/Shop Code
    - Detail Number (If known or available)
    - System Designator (Example: 01 (Nellis) A2 (Creech))
    - SRAN (Example: Nellis AFB = FE4852, Creech AFB = FE4817)
  - c. Item's Information:
    - Stock Number
    - ERRC (Code assigned to NSN)
    - Prime Stock Number
    - Part Number
    - Nomenclature/Noun
    - Excess Notification (Is 601 a result of excess notification letter?)
    - Requested Quantity
    - Use Code (A=Mobility; B=Base Use, C=WRM Joint Use, D=WRM)
    - UTC (If for mobility, obtain from Unit Deployment Manager)
    - Advice Code (6J = Initial requisition; 6S = Retain item until replacement received (NF\*); 6R = Retain item until replacement received (ND\*))
    - Allowance Source Code (TA = Table of Allowance)
    - PAS Code (Depot Supported Organizations)