

**BY ORDER OF THE COMMANDER
OKLAHOMA CITY AIR LOGISTICS
COMPLEX**



AIR FORCE INSTRUCTION 32-10142

**OKLAHOMA CITY AIR LOGISTICS
COMPLEX
Supplement**

**26 JANUARY 2018
Certified Current, 21 July 2021
Civil Engineering**

FACILITIES BOARD

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 76th MXSG/MXDE

Certified by: 76th MXSG/MXDE
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Pages: 19

This supplement implements and extends the documents listed below, as they pertain to the Oklahoma City Air Logistics Complex. This supplement establishes internal policies and responsibilities for Area Development Plans and for managing space within the Oklahoma City Air Logistics Complex. This supplement applies to and shall be implemented by all Oklahoma City Air Logistics Complex organizational entities and individuals. Supplemented and extended documents include Air Force Instruction 32-10142, *Facilities Board*, Air Force Manual 32-1084, *Facility Requirements*, Air Force Instruction 32-9002, *Management of Real Property*, Air Force Instruction 32-7062, *Comprehensive Planning*, and Executive Order 12411, *Government Work Space Management Reforms*. 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 Instruction 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 Office of Primary Responsibility for non-tiered compliance items. Refer recommended changes and questions about this publication to the office of primary responsibility using the Air Force Form 847, *Recommendation for Change of Publication*. Route Air Force Forms 847 from the field through the appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed in accordance

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1.1. Tinker Air Force Base Facilities Board Purpose. The Tinker Air Force Base Installation Commander, also referred to as the 72nd Air Base Wing Commander, directed the establishment of the Tinker Air Force Base Facilities Board and the Tinker Air Force Base Facility Board Working Group to operate within the Tinker Air Force Base Governance Structure shown in Figure 2.1. The Tinker Air Force Base Installation Commander approved the Oklahoma City Air Logistics Complex Governance Structure shown in Figure 3.1. The Tinker Air Force Base Facilities Board Working Group is a subgroup of the Tinker Air Force Base Facilities Board.

1.2. Tinker Air Force Base Facilities Board Responsibilities. The 72nd Air Base Wing maintains all real property records as the official office of record for all space assignments on Tinker Air Force Base.

1.2.1. **(Added)** The 72nd Air Base Wing manages all property on Tinker Air Force Base, with Oklahoma City Air Logistics Complex as a tenant using assigned facilities, to meet its mission; therefore, a mutually respectful working relationship must exist between the 72nd Air Base Wing and the Oklahoma City Air Logistics Complex.

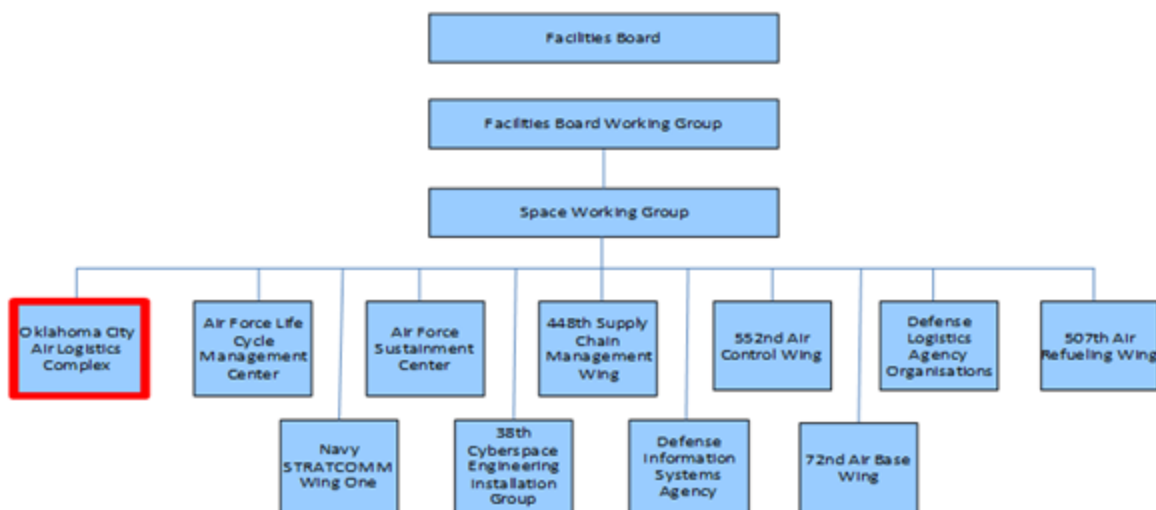
1.2.1.1. **(Added)** Installation Development Plan. The 72nd Air Base Wing, Civil Engineering, Portfolio Optimization Branch maintains the Tinker Air Force Base Installation Development Plan. The 76th Maintenance Support Group, Complex Space Manager maintains the master Oklahoma City Air Logistics Complex Area Development Plan. The Complex Space Manager will submit the updated Oklahoma City Air Logistics Complex Area Development Plan to 72nd Air Base Wing, Civil Engineering, Portfolio Optimization Branch to forward to the Tinker Air Force Base Facilities Board for approval. If approved, it will be incorporated into the Tinker Air Force Base Installation Development Plan.

1.4.2.11. **(Added)** The 72nd Air Base Wing Commander designated the Tinker Air Force Base Facilities Board Working Group and Tinker Air Force Base Space Working Group to be managed by The 72nd Air Base Wing, Civil Engineering, Portfolio Optimization Branch. The Tinker Air Force Base Space Working Group is a subgroup of the Tinker Air Force Base Facilities Board Working Group.

2.1. (Added) Tinker Air Force Base Space Working Group Purpose. The 72nd Air Base Wing Commander designated the Tinker Air Force Base Space Working Group and the Oklahoma City Air Logistics Complex Governance Structure as the agents for disposition of space-related issues and decision-making, who will leverage available resources for the long-term benefit of Tinker Air Force Base and the Oklahoma City Air Logistics Complex. The Tinker Air Force Base Space Working Group is chaired by 72nd Air Base Wing, Civil Engineering, Portfolio Optimization Branch. The Oklahoma City Air Logistics Complex Governance Structure is shown in Figure 3.1 and facilitated by the Complex Space Manager. The Oklahoma City Air Logistics Complex Governance Structure is a subgroup of the Tinker Air Force Base Space Working Group.

2.1.1. (Added) **The Tinker Air Force Base Governance Structure** (Figure 2.1.). Space requests that have successfully made their way through the Oklahoma City Air Logistics Complex Governance Structure review and approval process are forwarded by the Complex Space Manager to 72nd Air Base Wing, Civil Engineering, Portfolio Optimization Branch. Space requests are then logged and forwarded to the Tinker Air Force Base Space Working Group for review and disposition. Typically, the Space Working Group serves as the final approval authority for all internal space realignments, minor moves, and uncontested space assignments. The Space Working Group will formulate solutions to valid requests for additional space. However, if the space request has a basewide mission impact, the Space Working Group will provide recommended strategies to the Facilities Board for consideration and subsequent approval decisions.

Figure 2.1. (Added) The Tinker Air Force Base Governance Structure.



2.2.1.1. **The Oklahoma City Air Logistics Complex Area Development Plan.** Each of the complex's groups will develop individual Area Development Plans and will provide them to the Complex Space Manager. Groups will participate in efforts to consolidate individual Area Development Plans into an overarching complex-level Area Development Plan. The Complex Space Manager will shepherd the overarching complex-level Area Development Plan through the complex's space allocation approval process as applicable and submit it to 72nd Air Base Wing, Civil Engineering, Portfolio Optimization Branch for future planning and implementation. Chapter 5 of this supplement describes and defines the Oklahoma City Air Logistics Complex space allocation and approval process. Space will be allocated, developed, and managed consistent with the complex-level Area Development Plans, Air Force Instruction 32-7062, *Comprehensive Planning*, and Unified Facilities Criteria 2-100-01, *Installation Master Planning*.

2.2.1.1.1. (Added) **Annual Validation.** The complex-level Area Development Plan will be validated and presented to complex leadership for approval at least annually or after major changes, during regularly scheduled meetings regarding industrial infrastructure. The approved complex-level plan then becomes each group's plan.

2.2.2. Space Utilization Standards. Complex Space Managers will ensure optimized use of Oklahoma City Air Logistics Complex and Tinker Air Force Base spaces in accordance with Air Force Manual 32-1084, Air Force Instruction 32-9002, and Executive Order 12411. It is the individual tenant's responsibility to report, forfeit, or provide repurposing plans for spaces identified as underutilized by the Complex Space Manager. When mission requirements exceed installation space capabilities, the 72nd Air Base Wing may apply more stringent space utilization requirements than defined in these publications to ensure mission needs are met. These publications and Executive Orders for space are to be regarded as maximum allowances to meet all Tinker requirements.

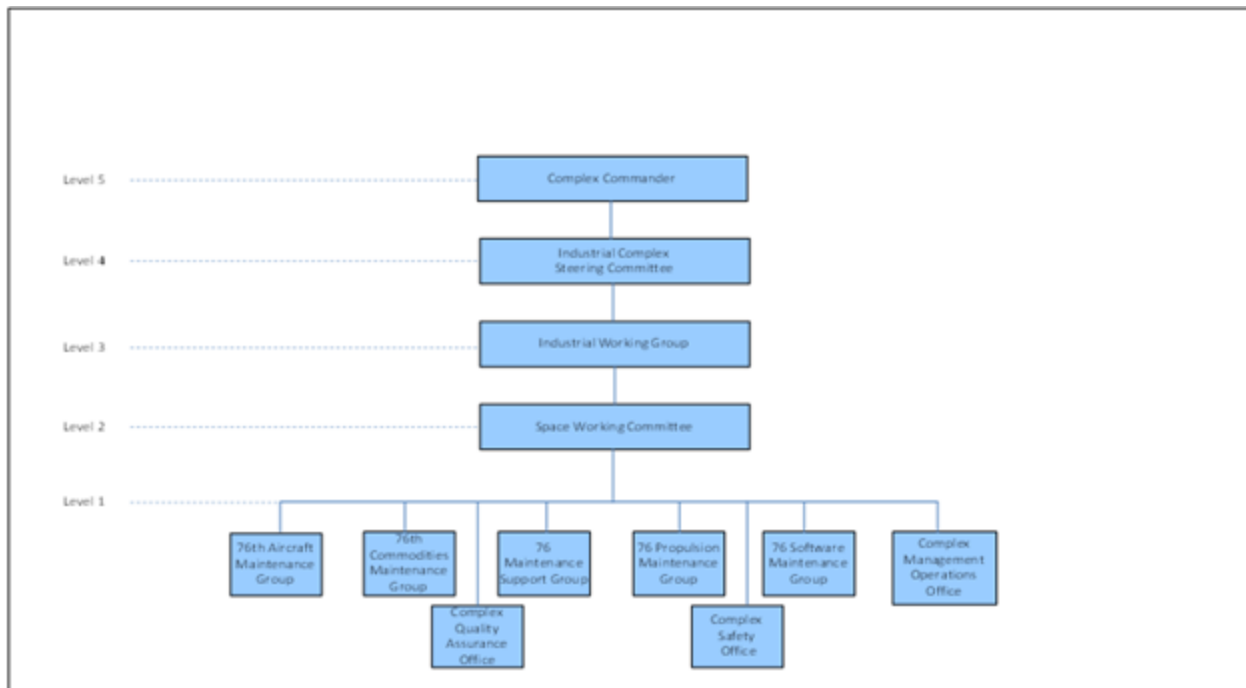
Chapter 3 (Added)

OKLAHOMA CITY AIR LOGISTICS COMPLEX SPACE MANAGEMENT

3.1. (Added) Purpose. The Complex Space Management Office will resolve internal space conflicts/needs, communicate space changes to the Tinker Air Force Base Space Working Group, maximize space resources, communicate current and future space needs, and standardize the space utilization/allocation process for the Oklahoma City Air Logistics Complex.

3.2. (Added) Governance Structure. The Oklahoma City Air Logistics Complex typically has a three-level governance structure for space utilization; although, the structure could extend to five levels as shown in Figure 3.1 below. Further explanation regarding the governance levels is provided in paragraphs 3.2.1 - 3.2.5 below.

Figure 3.1. (Added) The Oklahoma City Air Logistics Complex Space Management Governance Structure.



3.2.1. (Added) Group Space Managers. The first level of space management is comprised of Group Space Managers, representatives from each Oklahoma City Air Logistics Complex production group and staff offices. Staff offices, with the exception of Quality Assurance and Safety, will be collectively considered equivalent to a group with regard to space management. The Quality Assurance and Safety staff offices will each be considered equivalent to a group with respect to space management.

3.2.2. (Added) Space Working Committee. The second level involves the Space Working Committee. This committee meets at least once every two weeks, is chaired by the Complex Space Manager, and its voting membership includes Group Space Managers. Refer to Attachment 2, Oklahoma City Air Logistics Complex Space Working Committee Charter, for details.

3.2.3. **(Added) Industrial Working Group.** The third and usually final level involves the Industrial Working Group. This group deals with space and facility project issues, meets weekly, is chaired by the Director, 76th Maintenance Support Group or the Director's representative. Voting members include representatives from each group.

3.2.4. **(Added) Industrial Complex Steering Committee.** The seldom used fourth level is the Industrial Complex Steering Committee, which is chaired by the Director, 76th Maintenance Support Group and its voting members include group commanders or directors. This committee will review proposals for space issues that cannot be resolved by the Industrial Working Group, if group leaders choose to move them forward.

3.2.5. **(Added) Command Level.** If space requests cannot be resolved at the Industrial Complex Steering Committee level and group leadership so chooses, space requests will be resolved by the Oklahoma City Air Logistics Complex Commander.

3.3. (Added) Responsibilities. The Oklahoma City Air Logistics Complex Commander designates the Complex Space Manager with the oversight of the complex's space management process and ensures all organizations comply with this publication.

3.3.1. **(Added) The Oklahoma City Air Logistics Complex Space Manager.** The Complex Space Manager maintains the complex's space allocation records and is the single point of contact and representative for all space-related issues between 72nd Air Base Wing and Oklahoma City Air Logistics Complex (groups/staff offices).

3.3.1.1. **(Added)** The Complex Space Manager ensures that space request packages are developed in compliance with chapter four, prior to processing. Any questions/incomplete packages will be explained and returned to the customer.

3.3.1.2. **(Added)** Complex Space Manager shepherds space requests, and a consolidated complex-level Area Development Plan through the Oklahoma City Air Logistics Complex and Tinker Air Force Base review and approval processes (See Chapter 5).

3.3.1.3. **(Added)** Complex Space Manager periodically audits complex spaces and requires groups to justify space identified as unused or underutilized.

3.3.1.4. **(Added)** Complex Space Manager ensures that the space approval process outlined in chapter five, is honored.

3.3.2. **(Added) Group Space Managers.** Oklahoma City Air Logistics Complex group commanders/directors or their representatives will appoint, in writing, a Group Space Manager. Appointment letters for the Group Space Managers will be forwarded to the Complex Space Manager, who will maintain a listing of current appointees.

3.3.2.1. **(Added)** The Group Space Manager will be responsible for all group-level coordination, review, and/or approval processes, and serve as the primary point of contact for all space-related issues between his or her group and the Complex Space Manager.

3.3.2.2. **(Added)** Group Space Manager ensures efficient use of group spaces and reports all space actions to the Complex Space Manager, including internal reallocations, as outlined in chapter four.

3.3.2.3. **(Added)** Group Space Manager ensures that all space allocations are approved by the 72nd Air Base Wing before spaces are occupied.

3.3.2.4. **(Added)** Group Space Manager develops the group Area Development Plan, participates in efforts to consolidate/update a complex-level Area Development Plan, and implements the approved complex-level Area Development Plan as their group plan.

Chapter 4 (Added)

OKLAHOMA CITY AIR LOGISTICS COMPLEX SPACE ALLOCATION REPORTING

4.1. (Added) General. The Oklahoma City Air Logistics Complex has three major types of space allocation reporting, Contractor Space Requests, Space Notifications, and Space Requests each with different reporting formats. Requesting organizations must submit a complete reporting packet to the Complex Space Manager for evaluation, verification, record updates, and approval. Current and required forms can be found on the Air Force ePublishing site, located at <http://www.e-publishing.af.mil/>.

4.2. (Added) Tinker Air Force Base Contractor Space Requests. Any space that will be occupied by contractor personnel as their primary workspace must be documented and approved in accordance with Tinker Air Force Base Instruction 32-534, *Tinker Air Force Base Contract Facility/Space Assignment and Base Support Policy*, prior to execution of the subject contract.

4.2.1. **(Added)** Tinker Air Force Base Form 534, *Contractor Space Requirement*, is used for reporting contractor occupancy requirements to 72nd Air Base Wing; this form must be completed by the organization sponsoring the contractors and submitted to the Complex Space Manager, who will review and approve prior to submittal to 72nd Air Base Wing.

4.2.2. **(Added)** Please note that start and end dates for initial and renewal forms must match contract performance periods. Two examples follow: If the basic contract performance period is 1 Oct 2020 through 30 Sep 2021, the start date for the initial form would be 1 Oct 2020 and the end date would be 30 Sep 2021. If the first option period is 1 Oct 2021 through 30 Sep 2022, the start date of the renewal form would be 1 Oct 2021 and the end date would be 30 Sep 2022.

4.3. (Added) Oklahoma City Air Logistics Complex Space Notifications. Space notifications are used for internal space repurposing or if an organization is vacating and relinquishing space. Oklahoma City Air Logistics Complex Form 604, *Space Allocation Request* or its electronic equivalent must be used and submitted to the Complex Space Manager.

4.4. (Added) Oklahoma City Air Logistics Complex Space Request. Space requests are used when a group is requesting more, or new space. Oklahoma City Air Logistics Complex Space Requests require the completion of both Oklahoma City Air Logistics Complex Form 604 (or its electronic equivalent) and Oklahoma City Air Logistics Complex Form 605, *Space Allocation Questionnaire*, (or its electronic equivalent) in order to be processed by the Complex Space Manager. Table 4.1 below outlines specific space allocation scenarios and identifies which require Oklahoma City Air Logistics Complex Form 605. Table 4.2 below lists basic requirements for all Oklahoma City Air Logistics Complex Space Requests. If the request package involves industrial space for a new workload, the Complex Space Manager will consult with the complex's Business Operations Office to verify and validate the workload and its space requirements.

Table 4.1. (Added) Space Allocation Scenarios.

Scenario	OC-ALC Form 605 Required
Establish New Workload in New Group Space	Yes
Establish New Workload in Currently-Allocated Group Space	No
Move Workload into New Group Space	Yes
Move Workload into Currently-Allocated Group Space	No
Consolidate Workload(s) into New Space	Yes
Consolidate Workload(s) into Currently-Allocated Space	No
Relinquish Space to Complex	No

Table 4.2. (Added) Basic Space Request Package Requirements.

Explanation of why existing spaces are insufficient.
Drawing that outlines space changes with square footage.
Explanation of alignment with the current complex-level Area Development Plan.
Science of Throughput analysis to validate right sizing.

Chapter 5 (Added)

OKLAHOMA CITY AIR LOGISTICS COMPLEX SPACE ALLOCATION APPROVAL PROCESS

5.1. (Added) General. Space allocation packages will be reviewed and approved through group- and complex-level processes, which are shown in Figures 5.1 through 5.4. Those processes are based on consensus building. If consensus cannot be reached, decisions are elevated up the through the level structure shown in Figure 3.1. Please note that space allocations are not final until they are approved by the base-level Space Working Group or Facilities Board, as required. Documentation of the outcome of the space allocations will be completed by 72nd Air Base Wing, Civil Engineering, Portfolio Optimization Branch. Disposition actions will be reported concurrently to the Complex Space Manager and the 72nd Air Base Wing Real Property Office.

Figure 5.1. (Added) Group-Level Space Allocation and Approval Process.

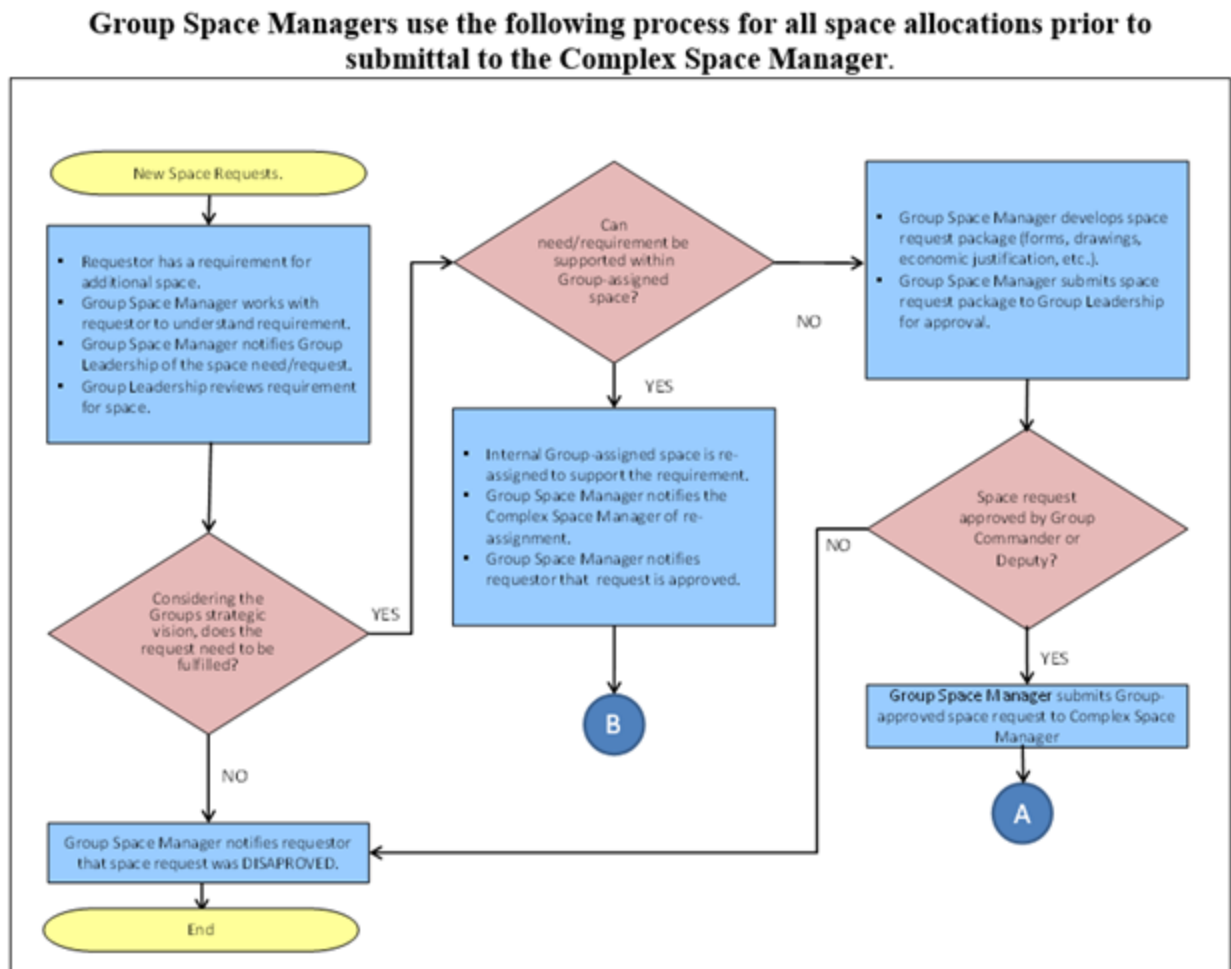


Figure 5.2. (Added) Group-Level Space Allocation and Approval Rework Process.

Group Space Managers use the following process to address questions/incomplete packages, identified by the Complex Space Manager, which require solutions prior to processing.

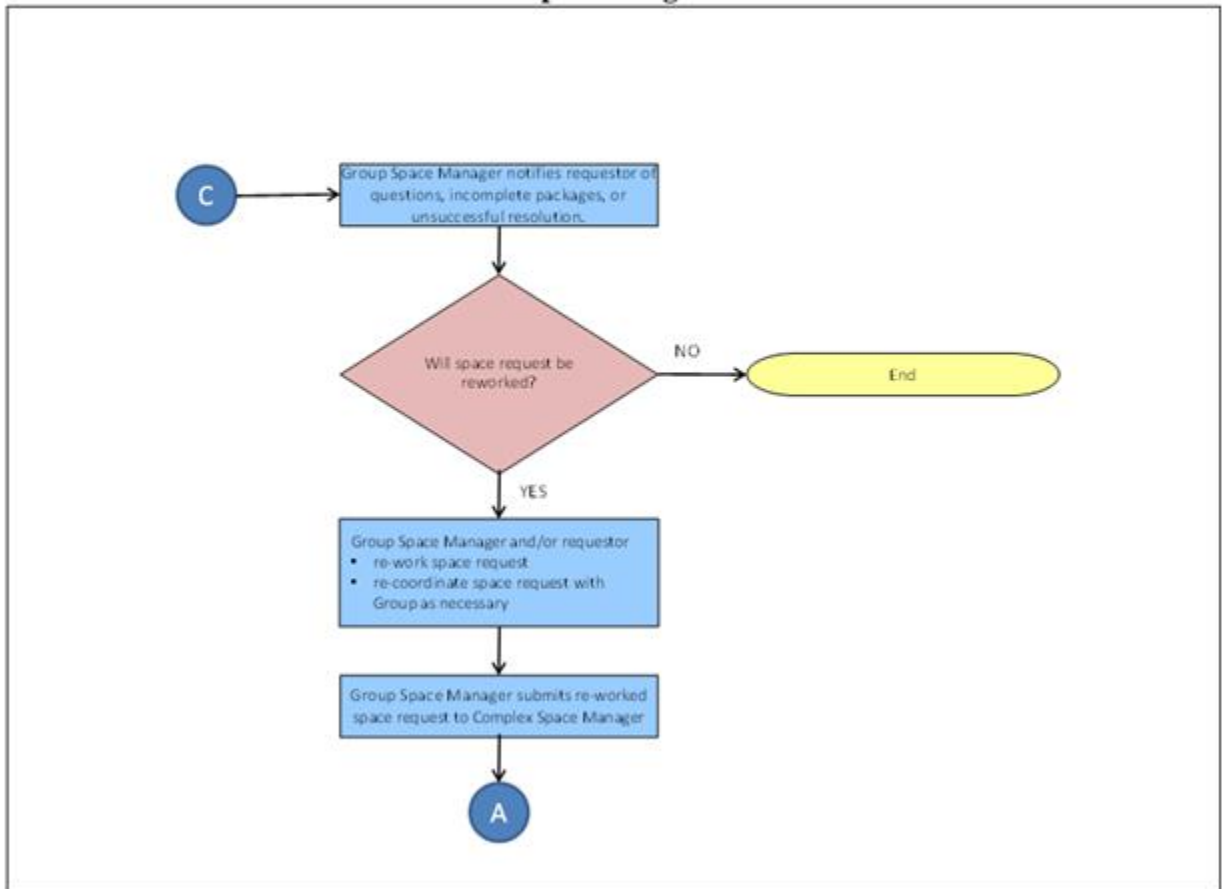


Figure 5.3. (Added) Oklahoma City Air Logistics Complex Space Allocation Review and Approval Process – Part 1.

The Complex Space Manager uses the following process to coordinate all space allocations through the Space Working Committee.

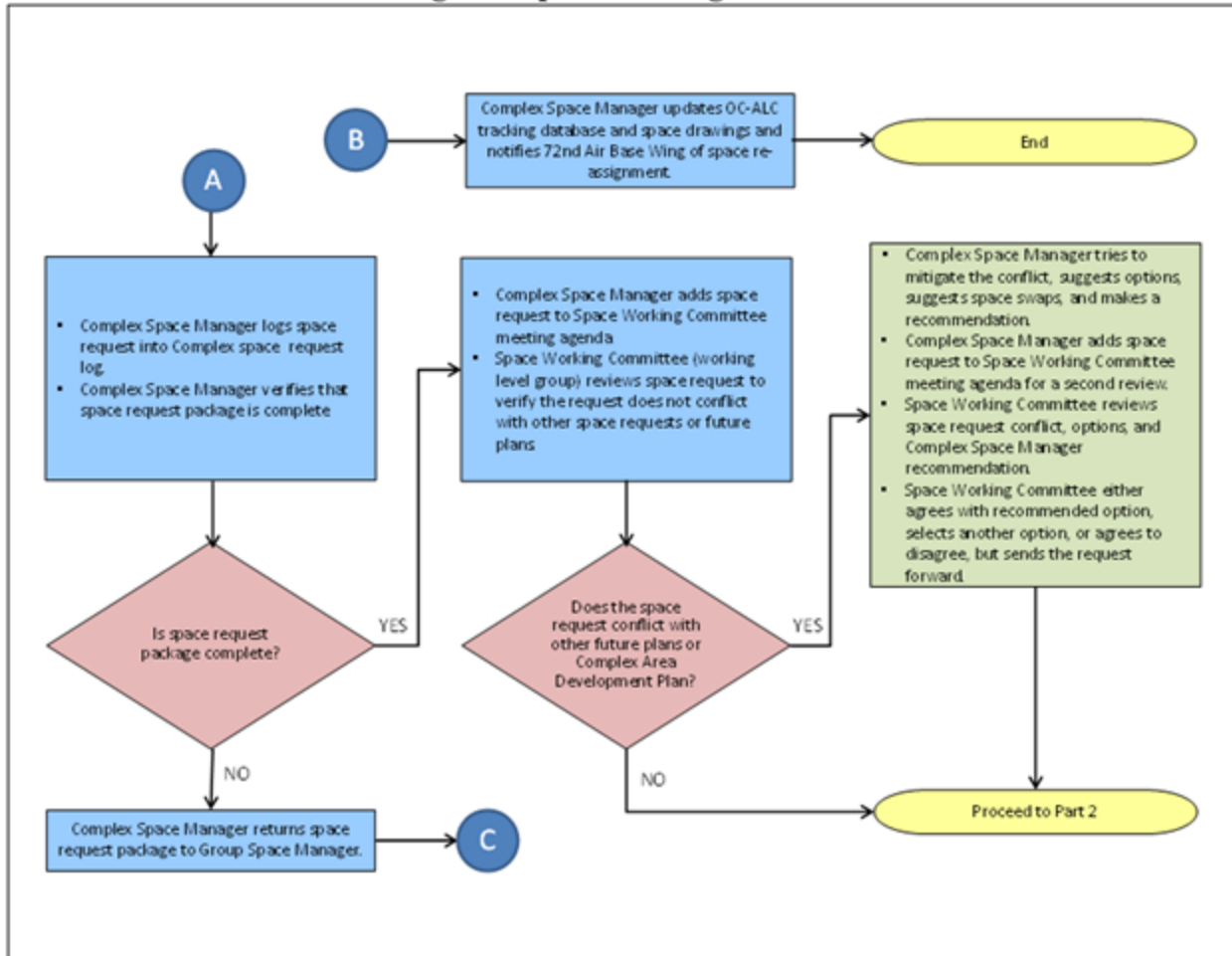


Figure 5.4. (Added) Oklahoma City Air Logistics Complex Space Allocation Review and Approval Process – Part 2.

The Complex Space Manager uses the following process to coordinate all space allocations through the Industrial Working Group. This is a two-week process. During the first week, the Complex Space Manager presents the space package, answers questions, and then puts it to a vote in the second week. Internal, Contractor Space Requests, and Space Notifications which do not affect groups outside the requesting organization will be processed as informative.

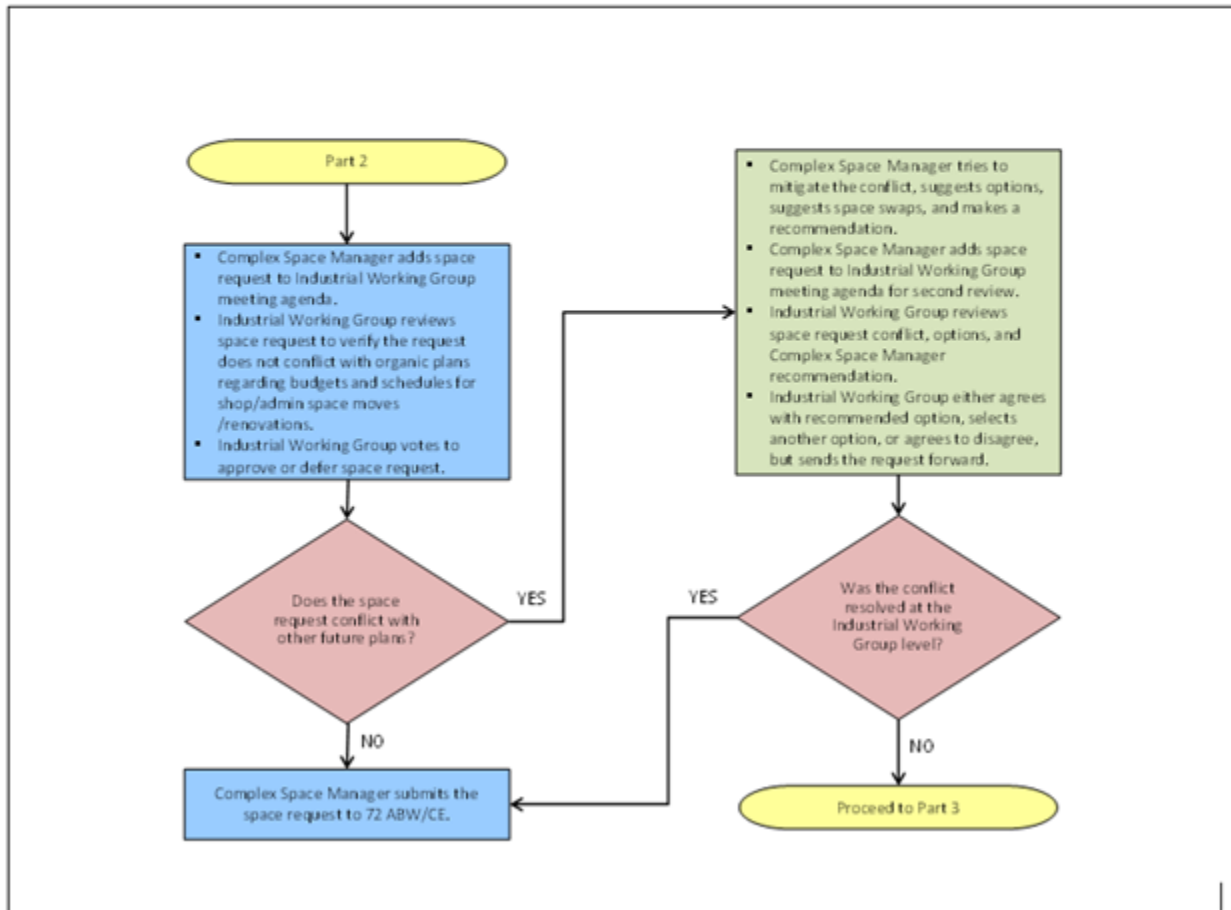
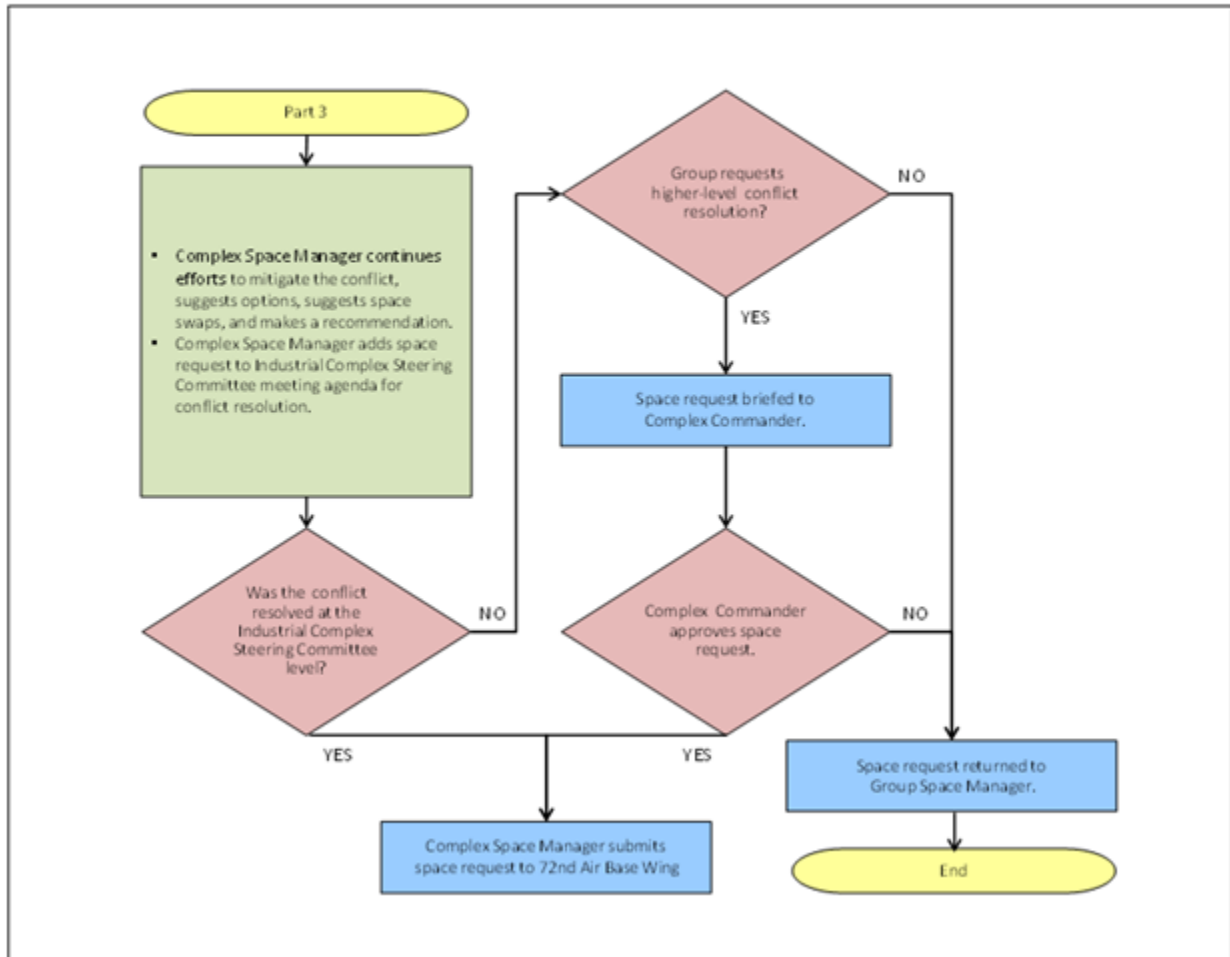


Figure 5.5. (Added) Oklahoma City Air Logistics Complex Space Allocation Review and Approval Process – Part 3.

This process is rarely used by the Complex Space Manager to present to the Industrial Complex Steering Committee, seeking closure regarding space allocations unable to be resolved by the Industrial Working Group.



5.2. (Added) Oklahoma City Air Logistics Complex Space Allocation Implementation. Space actions must be approved, as described in paragraph 5.1., prior to implementation.

5.2.1. (Added) Implementation Responsibilities. Groups shall design and manage projects to implement all aspects of space actions. Implementation projects include, but are not limited to, returning spaces to a usable condition, building new shops, moving existing shops, and accommodating displaced industrial or administrative functions. Accommodation means providing functionally equivalent space. In other words, if a space action requires displacement of an existing industrial or administrative function, it is the responsibility of the requesting group to accommodate the displaced function in another space.

5.2.2. **(Added) Space Transfer Responsibilities.** When space is being relinquished it must be left in useable condition. Usable condition is a clear, clean, and move-in ready space, including, but not limited to, removal of all industrial equipment, demolition of all utilities back to source, and cleanup of all remaining surfaces. Because every situation is unique, groups must participate in a transition process led by the Complex Space Manager. The transition process requires gaining and losing groups meeting to determine unique usable conditions, negotiate schedule, and meeting again to agree that a usable condition was achieved. Losing groups will be responsible for facility management until the transition process is complete. In cases where reutilization is not immediately expected or plans are unknown, the Complex Space Manager will act as the gaining entity.

TOM D. MILLER, Brigadier General, USAF
Oklahoma City Air Logistics Complex

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

Unified Facilities Criteria 2-100-01, *Installation Master Planning*, 15 May 2012

Unified Facilities Criteria 3-260-01, *Airfield and Heliport Planning and Design*, 17 November 2008

Air Force Instruction 32-10142, *Facilities Board*, 14 May 2013

Air Force Instruction 32-7062, *Comprehensive Planning*, 18 December 2015

Air Force Instruction 32-9002, *Management of Real Property*, 3 August 2017

Air Force Manual 32-1084, *Facility Requirements*, 20 April 2012

Air Force Manual 33-363, *Management of Records*, 1 March 2008

Air Force Handbook 32-7084, *Air Installation Compatible Use Zone Program Manager's Guide*, 1 March 1999

Executive Order 12411, *Government Work Space Management Reforms*, 29 March 1983

Tinker Air Force Base Instruction 32-534, *Tinker Air Force Base Contract Facility/Space Assignment and Base Support Policy*, 11 March 2009.

Prescribed Forms

Oklahoma City Air Logistics Complex Form 604, *Space Allocation Request*

Oklahoma City Air Logistics Complex Form 605, *Space Allocation Questionnaire*

Adopted Forms

Air Force Form 332, *Base Civil Engineer Work Request*

Air Force Materiel Command Form 299, *Fire, Safety, and Health Review*

Air Force Materiel Command Form 304, *Service Order*

Tinker Air Force Base Form 534, *Contractor Space Request*

Terms

Space Working Group (SWG) —This base-level working group created as an adjunct to the Tinker Air Force Base Facilities Board to evaluate space requests, analyze available resources and make recommendations for disposition of these requests. This group is comprised of the organizational facilities liaisons and is chaired by 72nd Air Base Wing, Civil Engineering, Portfolio Optimization Branch Chief or a representative.

Industrial Complex Steering Committee (ICSC) —This group is comprised of senior-level (ideally Commanders, Vice Commanders, Directors, or Deputy Directors) and has the final say for resolution of space conflicts within the Oklahoma City Air Logistics Complex, when resolution is not achievable at lower levels.

Industrial Working Group (IWG) —This group is comprised of representatives from each Oklahoma City Air Logistics Complex group. This group resolves space conflicts/problems if necessary/possible and approves space requests for the Oklahoma City Air Logistics Complex.

Space Working Committee (SWC) —This working-level Oklahoma City Air Logistics Complex committee is comprised of Complex and Group Space Managers. This is the first level of resolution of space conflicts and approval of space requests.

Attachment 2 (Added)

OKLAHOMA CITY AIR LOGISTICS COMPLEX SPACE WORKING COMMITTEE

Figure A2.1. Oklahoma City Air Logistics Complex Space Working Committee Charter.

A2.1. Purpose. The 76th Maintenance Support Group is responsible for all Space Management for the Oklahoma City Air Logistics Complex. The Space Working Committee is co-chaired by Complex Space Managers which are assigned to 76 Maintenance Support Group. Space Working Committee is a working group that is intended to review group-submitted space requests, clarify questions, and attempt to resolve any conflicting space requests. The Space Working Committee will submit space requests with a recommendation for the disposition of the space request to the Industrial Working Group.

A2.2. Goal. The primary goal of the Space Working Committee is to increase space request and workload communication between the groups and/or other tenant organizations on Tinker Air Force Base. Adequate communication is crucial to review/approve space requests, identify viable options, resolve conflicts between competing space requirements, and to select the best option based on value determinations.

A2.3. Tasks. The Space Working Committee will meet at least every other week to discuss, review, develop alternate options, and make recommendations on submitted admin, industrial, and contractor space requests.

A2.3.1. Review space requests and verify the space request form correctly describes the requested workload requirement and requested space.

A2.3.2. For all space requests, review the included layout drawing of either a specific requested area or a proposed generic area and determine that the drawing accurately shows the specific requested space or shows an understandable proposed generic layout.

A2.3.3. If the admin or industrial space request is a relocation of an existing workload area, then review the included layout drawing and determine that the drawing accurately shows the current workload area.

A2.3.4. If there is a known conflict between one or more groups or if there is a conflict between a group and another tenant, then develop alternate space options to try to resolve the conflict.

A2.3.5. Submit the space request to the Industrial Working Group along with a recommendation for disposition of the space request.

A2.4. Membership. Composition of the Space Working Committee includes permanent members, regular invitees, and ad-hoc members. Permanent membership will consist of Group Space Managers and alternates. Regular invitees may include the group space requestor and group engineers. Ad-hoc members will consist of individual group personnel who have interests in topics being discussed, 72nd Air Base Wing representative(s), experts in the areas or workloads being discussed, other members of tenant organizations that share space in complex-occupied facilities, or others as meeting topics determine.

A2.5. Member Roles and Responsibilities.

A2.5.1. Primary Co-Chair. Votes as necessary to break a tie.

A2.5.2. Alternate Co-Chair. Publishes agendas and minutes.

A2.5.3. Group Space Managers. Work space requests for possible alternate options and vote on recommendation to be sent forward with the space request package to the Industrial Working Group.

A2.6. Guidance Documents. Industrial Working Group Charter.

A2.7. Special Rules. The Space Working Committee will meet at least once every two weeks. Minutes of each meeting shall be recorded, distributed and available at any time. The Space Working Committee is a working group that will study, analyze, and investigate space requests and develop alternate options as ways to mitigate conflicting space actions between groups and/or other tenants. The Space Working Committee will submit space requests to the Industrial Working Group with detailed information and data so members can make an informed vote. This Space Working Committee Charter is integral to the complex's supplement to Air Force Instruction 32-10142 and will be updated in accordance with Air Force Instruction 33- 360, *Publications and Forms Management*.

Table A2.1. Space Working Committee Voting Member List.

76th Aircraft Maintenance Group
76th Commodities Maintenance Group
76th Propulsion Maintenance Group
76th Software Maintenance Group
76th Maintenance Support Group
Complex Quality Assurance
Complex Safety Office
Complex Management Operations Office

Table A2.2. Space Working Committee Non-Voting Member List.

Complex Business Operations Office
72nd Air Base Wing
Defense Logistics Agency - Aviation
Defense Logistics Agency - Distribution