BY ORDER OF THE COMMANDER
OKLAHOMA CITY AIR LOGISTICS COMPLEX

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AIR FORCE SUSTAINMENT CENTER
Supplement

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DEPOT MAINTENANCE PRODUCTION SUPPORT

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Air Force Materiel Command Instruction (AFMCI) 21-100_Oklahoma City Air Logistics Complex (OC-ALC) Supplement, implements Air Force Policy Directive (AFPD) 21-1, *Maintenance of Military Materiel*, and is comprised of three volumes: **Volume 1**, *Depot Maintenance Principles*; **Volume 2**, *Depot Maintenance Production*; **Volume 3**, *Depot Maintenance Production Support*. This supplement implements and extends the guidance of the AFMCI 21-100 uniquely to the OC-ALC and provides directive guidance for depot maintenance management. This publication applies to AFMC military and civilian members who share any legal connection to or represent the OC-ALC or Tinker Air Force Base (TAFB) and those with contractual obligation to comply with Air Force publications. This supplement does not apply to the United States Space Force. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Product*. Route DAF Form 847 through the appropriate functional chain of command. Local instructions, supplements and addendums to this instruction may be written in accordance with (IAW) Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures* but must be provided to the OPR of this supplement for review and approval prior to

publication. The waiver authority for this supplement is OC-ALC/QA. Only current and verified technical data, as authorized by TO 00-5-1, *Air Force Technical Order System,* shall be used for depot maintenance. 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 OC-ALC or TAFB. Ensure that all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program* and are disposed of IAW the Air Force Records Disposition Schedule (RDS), which is located in the Air Force Records Information Management System. IAW RDS Table & Rule: T21-05 R 02.00, "*Depot Maintenance and Inspection Records*": records pertaining to the major overhaul of aircraft, missiles, propulsion, guidance, or other end-item system equipment at the OC-ALC will be retained for seven years after completion of the maintenance and repair work or longer as determined by the OC-ALC Commander (OC-ALC/CC). Once records exceed the retention duration, the records can either be moved to an unofficial status or be disposed.

SUMMARY OF CHANGES

This supplement has been substantially revised and restructured into the three volumes of AFMCI 21-100 and must be reviewed in its entirety. The OC-ALC has implemented updated depot maintenance management processes and procedures based on the Air Force Sustainment Center (AFSC) supplement.

Chapter 1

DEPOT MAINTENANCE WORK MEASUREMENT

1.2.1.4.3.1. **(Added-OC-ALC)** The Depot Maintenance Work Measurement Program is an annual review of labor standards. In accordance with this chapter, labor standard reviews will be accomplished budget lead time away, further defined by workload below.

1.2.1.4.3.1.1. **(Added-OC-ALC)** Engines and MISTR workloads are the period of 1 Feb through 31 Aug for each fiscal year to best support upcoming pricing and budget cycles.

1.2.1.4.3.1.2. **(Added-OC-ALC)** Aircraft will use the Aircraft Missile Requirements (AMR) process.

1.2.1.4.3. 2 **(Added-OC-ALC)** No labor standard adjustments/changes, including occurrence factors, will be allowed outside this period, except for the following:

1.2.1.4.3.2.1. **(Added-OC-ALC)** New workload. Planner will provide PDN-level documentation to justify the adjustment to OC-ALC/OBWC Planning Workflow. Documentation examples include: 801, etc.

1.2.1.4.3.2.2. **(Added-OC-ALC)** Tech Data changes. Planner will provide PDN-level documentation to justify the adjustment to OC-ALC/OBWC Planning Workflow. Documentation examples include copy of TO change, AFTO Form 252, TCTO, etc.

1.2.1.4.3.2.3. **(Added-OC-ALC)** Process Engineer driven process Improvements to existing workloads, which would result in needed labor standard adjustments/changes. Planner will provide PDN-level documentation to justify the adjustment to OC-ALC/OBWC Planning Workflow.

1.2.1.4.3.3. **(Added-OC-ALC)** Review requirements. At minimum, production group planning organizations should review PDN labor standards representing the top 20% of the overall group and squadron production hour variance. Reports/logic used to determine top 20% drivers should represent at least one year of data. Adjustments/changes will be annotated by the squadron planner in the narratives portion of E046B once approved.

1.2.1.4.3.4. **(Added-OC-ALC)** Approval limits. All labor standard changes require approval. Changes will be compared against the End Item Labor Standard (EILS) that set the PDN price for the upcoming fiscal year.

1.2.1.4.3.4.1. **(Added-OC-ALC)** Labor standard adjustment within +/-3% will require approval from Planning Chief and Group MXDS.

1.2.1.4.3.4.2. **(Added-OC-ALC)** Labor standard adjustments that exceed +/- 3% will require the OC-ALC Business Operations (OC-ALC/OB) and the OC-ALC Finance Office (OC-ALC/FM) approval. PDN labor standard adjustments will not exceed an aggregate of 3% of the total hours per PDN during the open window of 1 February – 31 August.

1.2.1.4.3.4.3. **(Added-OC-ALC)** Changes will be evaluated from an OC-ALC/FM and OC-ALC/OB point of view. As an example, changes may/may not be incorporated into the pricing. CSAG-M working capital fund is built to accommodate profit/loss throughout the fiscal year. Given this, it is possible that profit/loss decision could alleviate a need for EILS changes to be made, until the next pricing cycle.

1.2.1.4.3.5. **(Added-OC-ALC)** Approval process for adjustments that exceed +/- 3%. Final approval must be obtained ***before*** any adjustments are made. All approval requests will be sent via eSSS (with spreadsheet outlining changes) to **OCALC.OBWC.PlanningWorkflow@us.af.mil** in accordance with the below guidance:

1.2.1.4.3.5.1. **(Added-OC-ALC)** Group coordination at a minimum includes the squadron planning chief and group MXDS chief.

1.2.1.4.3.5.2. **(Added-OC-ALC)** Provide a labor review worksheet which documents how labor changes were calculated, WCDs, occurrences, PF&D, T.O.s and Shop Flow Days were reviewed and will include the PDN old and new labor standard, and a brief summary/justification explaining the increase/decrease.

1.2.1.4.3.5.3. **(Added-OC-ALC)** Documentation for changes needs to be maintained by the planner. Documentation may be requested, as needed, during the approval process. Examples of documentation include systems used and/or calculations, copies of T.O. change, etc., to warrant adjustment.

1.2.1.4.3.5.4. **(Added-OC-ALC)** Timeline. Requested approvals for changes +/- 3% will be submitted no later than 15 August. All approval requests will be answered within 15 working days from the time all required documents have been received.

1.2.1.4.3.6. **(Added-OC-ALC)** OC-ALC/OBW and OC-ALC/FM approval/disapproval will be returned NLT 25 August.

1.2.1.4.3.6.1. **(Added-OC-ALC)** Approved. If approved, planner will send a copy of MM1 report showing the 9999 history lines screen in E046B, which shows old standard hours, new standard hours, date of change, and the reason for the increase.

1.2.1.4.3.6.2. **(Added-OC-ALC)** Disapproved. If disapproved, groups will receive an email response with rationale explaining disapproval.

1.2.1.4.3.7. **(Added-OC-ALC)** Report to ALC Depot Maintenance Work Measurement POC, by the 15th of the month following the end of each quarter, on the status of labor standards reviews identified in group FY Labor Standard Variance Review Program. Metrics will be reported by task level for aircraft and missiles, and control number for commodities.

Chapter 2

DEPOT MAINTENANCE PRODUCTION SUPPORT

2.3.3.3.1. **(Added-OC-ALC)** Production groups will develop an instruction/checklist for Execution and Prioritization of Repair Support System (EXPRESS) users to include Manual (M) settings and Predetermined Acceptance Probability (PAP) switches in the EXPRESS system. Process instruction/checklist will include, as a minimum, business logic, get well plans for constraints, and metrics for tracking.

2.3.3.3.2. **(Added-OC-ALC)** Production groups will ensure EXPRESS users are provided training in use of EXPRESS and process to establish valid justifications in EXPRESS for "M" and "PAP" switches.

2.3.6.2. **(Added-OC-ALC)** The following business rules are established to clarify the general guidelines provided in the OC-ALC Concept of Operations (CONOPS) for business development and ensure a synchronized strategy prior to the acceptance of new workload. For the purpose of this supplement, new workload is defined as workload for which the OC-ALC has no recent experience and/or workload involving previously unforeseen risk of financial loss.

2.3.6.3. **(Added-OC-ALC)** Communication.

2.3.6.3.1. **(Added-OC-ALC)** OC-ALC/OBP is the entry point for all requests for new workloads. OC-ALC/OBW is the entry point for Requests for Quote (RFQ), and/or changes to existing workload from external customers. Solicitation through any other means should be brought to the attention of OC-ALC/OBP immediately.

2.3.6.3.2. **(Added-OC-ALC)** OC-ALC/OBW will forward all RFQs and/or workload changes to the appropriate production group(s) workflow accounts and resource offices for evaluation. OC-ALC/ OBW will set a suspense date and maintain a suspense log for all evaluation requests.

2.3.6.3.3. **(Added-OC-ALC)** All routine suspenses will be 15 business days, unless block 4 is checked on the RFQ. If block 4 is checked, the initiator must provide justification as to why it is an emergency. The suspense for an emergency RFQ is five business days. If the justification is not provided, the RFQ will be processed as routine. Production groups can submit for an extension if needed.

2.3.6.3.4. **(Added-OC-ALC)** All extension requests submitted to OC-ALC/OB RFQ workflow will be sent to the initiator on the RFQ for approval. The extension request will need to have the date that production is going to complete the RFQ.

2.3.6.4. **(Added-OC-ALC)** Once the production group evaluation is complete, the response will be returned to OC-ALC/OB RFQ workflow. The program analyst will provide the customer, the approved total estimated cost for the work to be performed. If the customer requests a breakout of the cost estimate, the production group will provide the customer with a breakdown such as i.e. 2 hours disassembly, 1 hour clean, 4 hours repair, 2 hours reassemble, the Resource Control Center (RCC) rate will not be provided.

2.3.6.5. **(Added-OC-ALC)** Strategy.

2.3.6.5.1. **(Added-OC-ALC)** The OC-ALC workload will be priced to external customers IAW current AF regulations. AFMCI 65-101 provides guidance relative to use of approved RCC rates.

Once labor standards are determined, the applicable RCC rate will be applied to the standard to determine the estimated cost of new workload.

2.3.6.5.2. **(Added-OC-ALC)** With few exceptions, it is impractical to build new RCC rates for each new workload under consideration. Existing RCC rates will be applied to the portion of the standard hours the RCC contributes to a new workload.

2.3.6.5.3. **(Added-OC-ALC)** It is critical that the amount of direct labor hours planned for a new workload include appropriate consideration for "unknowns" (i.e., aging airframe issues, etc.), typically encountered during maintenance processes on new workload which can drive additional cost risk to maintenance.

2.3.6.5.4. **(Added-OC-ALC)** Consideration will be given to new or increased requirements of industrial support equipment and services then coordinated through 76th Maintenance Support Group (76 MXSG). The 76 MXSG will determine the ability to maintain new or unique equipment, special knowledge, training, or certifications and possible risk assessment.

2.3.6.5.5. **(Added-OC-ALC)** The OC-ALC maintenance groups and staff offices will retain relevant history for a minimum of six months after completion IAW AFRIMS T21-05 R01.00 Depot Maintenance Projects, on current and past workloads for incorporation in subsequent responses to new workload solicitations.

2.3.6.6. **(Added-OC-ALC)** Review/Approval.

2.3.6.6.1. **(Added-OC-ALC)** Workloads priced to internal OC-ALC customers or valued less than $500K to external (outside OC-ALC) customers will be approved in the performing production group.

2.3.6.6.2. **(Added-OC-ALC)** The OC-ALC/OBW Chief, along with OC-ALC/FM, will lead the review of a production group risk assessment, history, and pricing strategy used in response to new workload requests from external customers. OC-ALC/OB will act as approval authority on pricing strategies for workloads valued over $500K, but less than $1M.

2.3.6.6.3. **(Added-OC-ALC)** Workload responses valued over $1M will be forwarded to the OC-ALC/CC for approval after the above review. New workload packages must have the proper coordination of all affected OC-ALC production group(s), OC-ALC/FM and recommendation for approval or disapproval by OC-ALC/OB. Proper coordination will include an e-SSS routed through the appropriate workflow accounts.

2.3.6.6.4. **(Added-OC-ALC)** All "No Bids", no quotes will be justified in block 27 on AFSC Form 501, *Request for Quote/Rough Order of Magnitude*. If an RFQ is returned due to incomplete information that will not allow the planner to complete a quote, this will not be considered a No Bid.

2.3.6.6.5. **(Added-OC-ALC)** Workloads identified by OC-ALC/OB to be "high visibility, high risk or impacting future workload" will be briefed by OC-ALC production group(s) to OC-ALC/CC for final approval.

2.3.6.7. **(Added-OC-ALC)** Business Rules.

2.3.6.7.1. **(Added-OC-ALC)** All workloads will be negotiated with OC-ALC/OB. If the customer notifies a group that changes to workload requirements have/will occur, OC-ALC groups will advise the customer to work with OC-ALC/OB.

2.3.6.8. **(Added-OC-ALC)** Process/Responsibilities.

2.3.6.8.1. **(Added-OC-ALC)** The OC-ALC/OB will develop the Planned Labor Application (PLA) depicting workload in hours and personnel equivalents by commodity at the RCC level for each group within the Complex.

2.3.6.8.2. **(Added-OC-ALC)** The OC-ALC/OB will calculate the manpower required (targets) to produce funded workload based on the approved productivity factors provided by the groups.

2.3.6.8.3. **(Added-OC-ALC)** The OC-ALC/OB will assist the groups in developing a plan to hire, realign, and attrite to achieve manpower targets.

2.3.6.8.4. **(Added-OC-ALC)** The OC-ALC production groups will annually submit productivity factors (Efficiency (EFF), Indirect Labor Factor (ILF), Overtime (OT) and Cost Class IV (CCIV)) forecasts to OC-ALC/OB. The CCIV requirement will include a workload description, the supported organization, RCCs performing the work, and the hours by RCC.

2.3.6.8.5. **(Added-OC-ALC)** The OC-ALC production groups will notify OC-ALC/OB of problems which could impact production hours and/or manpower (i.e., major structural repairs, backlogs, schedule changes, skills imbalances, etc.). If the production impact results in additional resource requirements, the groups will submit a plan that identifies the root cause, a plan of action, and a get-well date.

2.3.6.8.6. **(Added-OC-ALC)** The OC-ALC has overall approval authority for workload, productivity factors, CCIV work, manpower, personnel, etc., submitted by OC-ALC production groups.

2.9.2.4.1. **(Added-OC-ALC)** Material Processing System (MPS) is utilized in limited areas of production. MPS is used in those areas as an alternate to ABOM/NIMMS and requires an Inventory Tracking Number (ITN) to be included when material is ordered to track to a Work Control Document (WCD).

Chapter 3

OPERATIONAL WORKLOADING, PLANNING, AND SCHEDULING CONTROLS

3.14.1. **(Added-OC-ALC)** Move Item Control. When a maintenance organization requires support in the repair of end items from organizations outside the primary RC/CC, coordination between the primary and supporting organization is essential. Locally developed Move Item Control Documents may be used to request and coordinate support within the product management groups. Policy, instructions, and procedures for use of Move Item Control Documents will be governed by locally developed publications, instructions, OIs, etc.

3.14.1.1. **(Added-OC-ALC)** Locally developed Move Item Control Document OC-ALC Form 238, *Move Item Support*, will be used when a maintenance organization requires support in the repair of end items from organizations outside the primary Resource Control Center's (RCC) Group.

3.14.1.2. **(Added-OC-ALC)** If support is required for the repair of an end item within the same primary RCC Maintenance Group and the primary Industrial Engineer Technician (IET) is unfamiliar or uncertain with the support RCC repair process a Move Item Control Document OC-ALC Form 238 will be used.

3.14.1.3. **(Added-OC-ALC)** The owning End Item production IET who route parts through RCCs outside their squadron within their own Maintenance Group without utilizing an OC-ALC Form 238 will be responsible for reviewing technical data, process orders, the AFMC Form 202, develop the required routes through the affected production shops and to coordinate the process with the applicable engineers.

3.14.1.4. **(Added-OC-ALC)** Requesting production maintenance group planning organizations are charged with the responsibility of coordinating with the respective support organizations to ensure adequate data for input in the establishment of accurate labor and material standards. This action will be accomplished by completing the applicable blocks on Part I of OC-ALC Form 238 and submitting it to the support organizations. A copy will be retained in suspense by the requesting IET and a copy will be forwarded to the support IET organization. Support IET will complete Part II of the form in a timely manner not to exceed 10 workdays. Support IET will retain a copy for their planning files. When schedule demands require faster responses, the requesting organization will include this information on the original OC-ALC Form 238 submitted to support organization.

3.14.1.5. **(Added-OC-ALC)** Electronic versions of the OC-ALC Form 238 are acceptable. The OC-ALC Form 238 will be kept in the master planning jacket for 7 years and must be resubmitted for coordination annually.

3.14.1.6. **(Added-OC-ALC)** Upon completion of OC-ALC Form 238, the supporting planning organization will develop the required routes through the affected production shops and coordinate the process with the applicable engineers.

3.14.1.7. **(Added-OC-ALC)** The supporting planning organization will provide all the required routing information in part two of the OC-ALC Form 238 and may establish a WCD using PDMSS/G097 or ITS/G337, as applicable or as requested from the owning organization. If the owning organization requests a WCD, the supporting IET will establish an Air Force approved WCD using the system of the supporting planning organization and provide a copy to the

requesting planning organization. The supporting planning organization will be responsible for reviewing all tech data, process orders, AFMC Form 202s on all WCDs on work that is accomplished within their working areas. Once WCDs are established, the requesting planning organization will input the labor standards in the appropriate systems E046B/PDMSS.

3.14.1.7.1. **(Added-OC-ALC)** The requesting planning organization will provide the completed WCD either electronically or printed for review of accuracy to the supporting planning office upon request.

3.14.1.8. **(Added-OC-ALC)** If a change is necessary, it is the responsibility of the supporting planning organization. The supporting planning organization will notify the requesting planning organization when WCDs are complete and ready for printing. The requesting organization will notify the responsible scheduling unit upon establishment of WCDs.

3.14.1.9. **(Added-OC-ALC)** If route is being performed in lieu of a Management of Items Subject to Repair (MISTR) requirement, originating organization will continue to monitor item availability to ensure that as items become supportable, the route will be discontinued, unless contractual obligations prohibit. Originating planning office will notify supporting organization when route is no longer required using OC-ALC Form 238.

3.14.2. **(Added-OC-ALC)** Scheduling is responsible for printing all WCDs indicating the production number and JON suffix in the appropriate system. In cases where supporting planning function creates WCDs, the supporting scheduling function will be responsible for printing WCDs indicating the production number and JON suffix using the appropriate system.

3.14.2.1. **(Added-OC-ALC)** Scheduling function that prints the WCD will also be responsible for attaching the WCD to the part and inducting the part into the route.

3.14.2.2. **(Added-OC-ALC)** Scheduling will ensure the part is routed by the established start date found in the routed items listing (applies to 76th Aircraft Maintenance Group (76 AMXG) only).

3.14.2.3. **(Added-OC-ALC)** Originating organization will pick up and deliver the routed part and appropriate paperwork to the first workstation/drop station listed on WCD. The receiving organization will be responsible for any further movement of the item through the required routes.

3.14.2.4. **(Added-OC-ALC)** Scheduling will be responsible for ensuring optimum visibility of the part is maintained and have continual routed parts status.

3.14.2.5. **(Added-OC-ALC)** Last step on the WCD will be pick-up or delivery instructions. These instructions will be provided by the requesting organizations and will include building number, delivery post location, and phone number of the POC for the particular part and WCDs.

3.14.2.6. **(Added-OC-ALC)** Once a routed part is delivered for repair, it is the responsibility of the supporting/receiving organization to accomplish all internal physical moves of that part to facilitate repairs. If the part needs to go back to the first receiving group for more repairs or for completion of initial repair paperwork, the second receiving group is responsible for sending the part back to the first receiving group.

3.14.2.7. **(Added-OC-ALC)** When the part is completed through the final phase of repair process, the shop production mechanics will scan the WCD as complete. The appropriate WCD will be attached to the part, and the part will be placed in the designated “outgoing area” for pick

up/delivery. Production count is accomplished by the scanning process utilizing Depot Maintenance Accounting and Production System/Time and Attendance (DMAPS/TAA).

3.14.2.8. **(Added-OC-ALC)** If unforeseen or additional repairs are required, during the repair of aircraft parts, support organization will contact requesting organization detailing nature of deficiency. Requesting organization planner will generate a MWR documenting required repairs. Upon approval of MWR, requesting organization will deliver WCD to support organization (applies to aircraft routed parts only).

3.14.2.9. **(Added-OC-ALC)** Any time an item has/is failed/condemned, the back shop scheduler or shop mechanic will return the part immediately or notify the owning organization to pick up the failed/condemned part. The owning organization will attach appropriate condition status code tag to the part. The owning organization will receive the condemned part and all pertaining paperwork and will either contact the POC annotated on the paperwork, WCD, or the item will be delivered directly to the scheduling function for appropriate disposition.

3.14.2.10. **(Added-OC-ALC)** During the route process, it is necessary to maintain contact between the groups performing the required work. To accomplish a true and accurate depiction of each item in the route process, continuous coordination and communication must occur between the supporting/ requesting parties involved in the process. It is essential that all mechanics accomplish the proper scanning of WCDs to update PDMSS/G097 or ITS/G337, as applicable; thereby ensuring visibility of all parts during the repair process.

Chapter 5

DEPOT MAINTENANCE PLANT MANAGEMENT

5.1.11.1. **(Added-OC-ALC)** Provide a focal point for all environmental concerns and provide environmental engineering support to groups/OC-ALC.

5.1.12.1.1. **(Added-OC-ALC)** For specific instructions for OC-ALC see OC-ALCI 21-103, *Equipment Maintenance/Inspection and Documentation.*

5.1.12.1.2. **(Added-OC-ALC)** 76 MXSG. For specific instructions see 76 MXSG Operating Instruction (OI) 21-917, *Process Order Policy & Procedure*.

5.1.12.2.1. **(Added-OC-ALC)** For specific instructions for OC-ALC see OC-ALCI 21-103.

5.1.12.2.2. **(Added-OC-ALC)** 76 MXSG. For specific instructions see 76 MXSG OI 61-201, *Quality Verification Center Operations Methodology* located at **https://usaf.dps.mil/sites/TMC719325/MXDS/MXDSM/Library**.

5.1.12.3.1. **(Added-OC-ALC)** For specific instructions for OC-ALC see OC-ALCI 21-103.

5.1.12.3.2. **(Added-OC-ALC)** For specific instruction see 76 MXSG OI 61-201, *Quality Verification Center Operations Methodology* located at **https://usaf.dps.mil/sites/TMC719325/MXDS/MXDSM/Library**.

5.1.12.3.3. **(Added-OC-ALC)** Determining strategies and requirements for environmental compliance.

5.1.12.3.4. **(Added-OC-ALC)** For specific instructions on air quality recordkeeping procedures see OC-ALCI 32- 101, *Air Quality Recordkeeping Procedures*.

5.2.1.4.2. **(Added-OC-ALC)** The 76 MXSG will budget, initiate, and verify contracted Corrective Maintenance (CM) on 76 MXSG maintained equipment.

5.2.1.4.3. **(Added-OC-ALC)** The 76 MXSG will budget and acquisition repair parts for 76 MXSG maintained equipment, to include all parts that require communications-Computer Systems Requirements Documents (CSRD). **Note:** Exclude parts that are centrally managed or must be on a custodian account inventory.

5.2.1.4.4. **(Added-OC-ALC)** The 76 MXSG, with the aid of AFSC Software Directorate, will maintain operating systems on computer control equipment on 76 MXSG maintained equipment.

5.8.2.3. **(Added-OC-ALC)** The 76 MXSG laboratory personnel are exempt from PAC stamping. In lieu of stamps, employee signatures certify that the work they performed meets all technical data, safety, local Standard Operating Procedures (SOP)s, and other applicable directives.

5.8.3.3.1. **(Added-OC-ALC)** Local SOPs are another acceptable medium for documentation of technical guidance

5.9.2.3.1.1. **(Added-OC-ALC)** For 76 MXSG laboratories, which have a chemical hygiene plan, hazardous material, will be managed IAW AFI 90-821, *Hazard Communication (HAZCOM) Program*, and local procedures documented in laboratory's approved chemical hygiene plans.

5.10.3.6. **(Added-OC-ALC)** Environmental Compliance. The Environmental Engineering Section mission is to provide a focal point for all environmental concerns and provide environmental support to groups/OC-ALC organizations.

5.10.3.7. **(Added-OC-ALC)** The Environmental Engineering Section provides environmental guidance, expertise, and liaison to all external environmental functions.

5.10.3.8. **(Added-OC-ALC)** The Environmental Engineering Section provides pollution prevention guidance and expertise.

5.10.3.9. **(Added-OC-ALC)** The Environmental Engineering Section provides corrosion control support functions.

5.10.8.1.1. **(Added-OC-ALC)** TMDE calibration support at Tinker AFB is provided by two distinct organizations. The Tinker AFB contractor-operated 72 LRS Type IIA Precision Measurement Equipment Laboratory (PMEL) and the 76 Maintenance Support Squadron Metrology and Calibration Flight (76 MXSS/MCF). The PMEL supports common portable TMDE and provides regional metrology services for the central Continental United States (CONUS). TMDE supported by the PMEL is tracked and managed using the PMEL Automated Management System (PAMS). The 76 MXSS/MCF provides on-site calibration services for TMDE embedded in or closely associated with Industrial Production Equipment (IPE) as well as regional support for liquid flow TMDE. TMDE supported by the 76 MXSS/MCF is tracked and managed in Federal Equipment Management System (FEM).

5.10.8.1.2. **(Added-OC-ALC)** Roles and Responsibilities.

5.10.8.1.2.1. **(Added-OC-ALC)** Group Commanders/Directors will:

5.10.8.1.2.2. **(Added-OC-ALC)** Appoint a primary Group TMDE Coordinator and alternate in writing. Copies of these appointment letters will be maintained at the group level.

5.10.8.1.2.3. **(Added-OC-ALC)** Approve individuals placed on the SCR with the authority to approve limited calibrations. Individuals placed on the SCR to approve limited calibrations require knowledge of the measurement requirements for weapon system maintenance and the industrial production processes the TMDE is used to evaluate.

5.10.8.2.1. **(Added-OC-ALC)** Group TMDE Coordinators will:

5.10.8.2.1.1. **(Added-OC-ALC)** Serve as liaison between PMEL/METCAL, Group offices, and Owning Work Center (OWC) TMDE Coordinator.

5.10.8.2.1.2. **(Added-OC-ALC)** Maintain SCR identifying persons having authority to approve and sign limited calibration documents and certification labels.

5.10.8.2.1.3. **(Added-OC-ALC)** Meet quarterly with OWC coordinators to ensure program compliance.

5.10.8.2.1.4. **(Added-OC-ALC)** Ensure a review of the TMDE master inventory listing is performed by unit level TMDE Coordinators annually.

5.10.8.2.1.5. **(Added-OC-ALC)** MXSG group coordinators assigned to the Metrology and Calibration Flight’s logistic function are exempt from all standard TMDE coordinator training requirements as they are responsible for developing and implementing these requirements IAW DAFMAN 21-113.

5.10.8.2.2. **(Added-OC-ALC)** OWC TMDE Coordinators will:

5.10.8.2.2. 1. **(Added-OC-ALC)** Be appointed in writing by the Squadron or higher-level Commander/Director.

5.10.8.2.2.2. **(Added-OC-ALC)** TMDE Coordinators prior to being appointed will complete the Training Scheduling System (TSS) Course - MTEMAO9730100BR: TMDE Coordinator Brief. Once appointed, the TMDE Coordinator will complete the TSS Course - MTEMAO9730400BR: TMDE Coordinator Brief (Refresher) training annually from the date of the initial course.

5.10.8.2.2.3. **(Added-OC-ALC)** Manage assigned OWC/unit TMDE program IAW TO 00-20-14.

5.10.8.2.2.4. **(Added-OC-ALC)** Conduct an annual review of the TMDE master inventory listing from PAMS and or FEMS. Report additions, deletions, and corrections to the appropriate PMEL/METCAL scheduler.

5.10.8.2.2.5. **(Added-OC-ALC)** Decommissioned and overdue for calibration TMDE will be separated from certified TMDE to prevent its use. When it is not feasible to physically separate the TMDE it will be clearly tagged to prevent its use.

5.10.8.2.3. **(Added-OC-ALC)** Out-of-Tolerance (OOT) Notification and Recall Consideration

5.10.8.2.3.1. **(Added-OC-ALC)** When a piece of TMDE's ability to make accurate measurements is in question, the OWC TMDE coordinator will request an out of cycle work order through 76 MXSS laboratory support flight for 76 MXSS/MCF supported items. For common portable TMDE supported by the Tinker IIa PMEL an AFTO FORM 350, *Reparable Item Processing Tag*, will be filled out and turned in with the suspect TMDE to the PMEL to initiate an out of cycle work order for evaluation. Reasons for suspicion may include obvious damage, dropped, dead batteries, etc. If PMEL or 76 MXSS/MCF determines the TMDE is not out of calibration, then the TMDE is returned without incident. Otherwise, PMEL or 76 MXSS/MCF will attempt to calibrate the item and generate an expected TMDE Calibration Report (TCR) or a Calibration Details Report (CDR). The report will detail the results of the calibration attempt. OWC TMDE coordinator may clear expected TCR/CDRs by writing a brief explanation as to why product quality was not affected. This explanation is kept on file in the coordinators file for a minimum of 2 calibration cycles for the TMDE.

5.10.8.2.3.2. **(Added-OC-ALC)** Unexpected TCR/CRDs are generated when a piece of TMDE is in service and assumed to be functioning correctly prior to being sent or scheduled for routine periodic calibration. For instance, a torque wrench comes due for its scheduled calibration and is sent to PMEL. The PMEL finds it "out of tolerance", and after making the appropriate adjustments, generates a TCR/CDR stating the "as found calibration readings," the adjustments made, and the "as returned calibration readings." This TCR/CDR would be "Unexpected".

5.10.8.2.3.3. **(Added-OC-ALC)** In the event of an Unexpected TCR/CDR, the OWC TMDE coordinator will notify the higher-level production supervisor and SCR personnel where the TMDE was used. The higher-level supervisor/SCR will review the report and make a determination if the "out of tolerance condition reported was of sufficient magnitude and duration to adversely affect the quality of product. If the OOT TMDE did not adversely affect the product, the higher-level supervisor/SCR will clear the action by writing a brief statement on the report and

return the report to the TMDE coordinator to be kept in the coordinator's file for a minimum of two calibration cycles for the TMDE.

5.10.8.2.3.4. **(Added-OC-ALC)** Aircraft/Weapon System Component Quality Impacted:

5.10.8.2.3.4.1. **(Added-OC-ALC)** If either the higher-level production supervisor/SCR personnel or OWC TMDE coordinator suspects that an aircraft/weapon system components quality may have been impacted, the OWC TMDE coordinator will release copies of the report, use history for the item, and any other information that may be useful to the higher-level supervisor/SCR personnel for further evaluation. The higher-level supervisor will notify the Group TMDE coordinator of the nature and degree of the non- conformance.

5.10.8.2.3.4.2. **(Added-OC-ALC)** Upon notification and receipt of any supporting documentation, the group TMDE coordinator or higher-level production supervisor at a minimum, will determine if further action is required. When appropriate, the higher-level production supervisor will call a working group consisting of representatives from engineering, planning, quality, production, Group TMDE Coordinator and the OWC TMDE Coordinator to evaluate the incident.

5.10.8.2.3.4.3. **(Added-OC-ALC)** The working group will investigate the root cause of the non-conformity. PMEL, Program Office personnel, engineering, and quality will be requested to participate in the analysis when appropriate. The higher-level production supervisor will ensure an investigation is completed with recommended corrective and/or preventive action. Corrective or preventive action will be integrated into applicable procedures as required. If a PMEL/MCF process is found to be the cause, results of the evaluation will be provided to the PMEL/MCF for their action.

5.10.8.2.3.4.4. **(Added-OC-ALC)** If it is determined that aircraft/weapon system component quality was impacted, those end items, products, and work operations must be identified, and appropriate corrective action taken. To assist in the identification of affected Aircraft/Weapon System Components, at a minimum, TMDE used for the final inspection of the highest assembly will be tracked.

5.10.8.2.3.4.5. **(Added-OC-ALC)** 76th Commodities Maintenance Group (76 CMXG) Only. In the event of a PMEL TMDE recall, 76 CMXG will track affected end items by the following methods: 1) for TMDE checked out from tool cribs, cross reference TMDE checkout log with WCDs to narrow to a subset of end items 2) for TMDE tracked on a local logbook, reference TMDE logbook for affected end items 3) for TMDE not on a logbook, reference WCDs during recall period to narrow to a subset of end items based on families of end items and types of work performed.

5.10.8.2.3.5. **(Added-OC-ALC)** The working group will provide the initial notification, minutes of the working group meeting, evidence collected for the impact analysis, results of recalls if any, and any other documents pertinent to the occurrence to the group TMDE coordinator. The group TMDE coordinator will maintain the file for each TCR/CDR where quality of Aircraft/Weapon System Components have been impacted.

5.10.8.2.4. **(Added-OC-ALC)** Limited TMDE.

5.10.8.2.4.1. **(Added-OC-ALC)** TMDE may be limited for multiple reasons to include technical order directed, range or functions not needed by the end user, and TMDE that has degraded and no longer meets manufactures specifications.

5.10.8.2.4.2. **(Added-OC-ALC)** Only individuals appointed on a limited calibration TMDE SCR will sign or initial AFTO 99 or AFTO 398, limited certification labels. Signing or initialing a limited certification label documents the signee has evaluated the limited parameter, or function, still meets the use specifications for the process or product the TMDE will be used on.

5.10.8.2.5. **(Added-OC-ALC)** Users of TMDE will follow user requirements as outlined in TO 00-20-14, user manuals or AF technical orders when using TMDE.

5.10.8.3.1. **(Added-OC-ALC)** New TMDE.

5.10.8.3.1.1. **(Added-OC-ALC)** When purchasing new TMDE reference DAFMAN 21-113, *Air Force Metrology and Calibration Program Management*, DAFI 64-117, *Government Purchase Card Program* and DAFI 63-101_20-101, *Integrated Life Cycle Management.*

5.10.8.3.1.2. **(Added-OC-ALC)** When purchasing new TMDE with a commercial calibration, ensure the calibration source provides a calibration certificate/report containing the information required by Data Item Description DI-QCIC-80798C as a minimum to ensure AFMETCAL program compliance.

Chapter 6

DEPOT MAINTENANCE MATERIEL MANAGEMENT

6.1.3.1. **(Added-OC-ALC)** The 76 AMXG. Removal and retention of condition tags.

6.1.3.1.1. **(Added-OC-ALC)** The 76 AMXG. Background: The Department of Defense (DD) Form 574, *Serviceable Tag - Materiel*, and DD Form 1574-1, *Serviceable Label – Materiel*, is used to indicate the condition status of serviceable materials received through supply channels. AFSC Form 959, *Work Control Document*, and AFSC Form 137, *Routed Order* (Proj Dir), are used to indicate the serviceable condition of items received from the 76 AMXG support shops as a result of a line generated repair requirement.

6.1.3.1.2. **(Added-OC-ALC)** The 76 AMXG. Procedure:

6.1.3.1.2.1. **(Added-OC-ALC)** The 76 AMXG. The required form (DD Forms 1574/1574-1, AFSC Form 959, or AFSC Form 137) must remain attached to the serviceable item until it is delivered to the installation point. The installer will remove the document and check the serial number and other information on the form and verify it is correct for the item being installed and enter the date and aircraft tail number on back of the document. The installer will return the document to the designated ALS for that aircraft, in which the part was installed, so the records section can package them for delivery with the returning aircraft to home station.

6.1.3.1.2.2. **(Added-OC-ALC)** The 76 AMXG. If a component is drawn out of stock as a test unit to replace a suspected defective unit, the DD Forms 1574/1574-1, AFSC Form 137, or AFSC Form 959 will remain with the unit until it is determined if the test unit corrected the condition. If it did not correct the condition, the original component with the DD Forms 1574/1574-1, AFSC Form 137, or AFSC Form 959 attached, will be returned to the stockroom. If the item is to remain installed in the aircraft, DD Forms 1574/1574-1, AFSC Form 137, or AFSC Form 959 will be placed in the container for turn-in to the records section.

6.1.3.1.2.3. **(Added-OC-ALC)** The 76 AMXG. If a component is installed and found to be defective, the condition forms/tags for the defective component will be retrieved from designated ALS and placed with the defective component for disposition in accordance with the applicable directive. Exception: defective avionics equipment will be controlled.

6.1.3.2. **(Added-OC-ALC)** The 76 AMXG. Records maintenance: Each squadron records section will maintain all condition status documents turned in for each aircraft for a period of two years from date of aircraft departure and then destroy.

6.1.7.1. **(Added-OC-ALC)** Deficiency Reports (DR) exhibits or specific serialized items when D035K or DSS down, reason code 6.

6.1.7.2. **(Added-OC-ALC)** Random lengths of materiel, reason code 7.

6.1.7.3. **(Added-OC-ALC)** Specific assets in batches including “X” condition assets, reason code 8.

6.1.7.4. **(Added-OC-ALC)** Emergency requirements for priorities 01-05 when the Total Asset (TASSET) record shows a zero balance with assets available in the warehouse, reason code 9.

6.1.7.5. **(Added-OC-ALC)** Ammunition, explosives, and pyrotechnics, reason code 10.

6.1.7.6. **(Added-OC-ALC)** The limitation of post-post issues is required to prevent indiscriminate issue of materiel from the storage facility which maintains project materiel, wholesale Item Manager (IM) materiel, and depot supply operating stocks (of the same stock number) stored in one warehouse location.

6.1.7.7. **(Added-OC-ALC)** OC-ALC maintenance production support personnel will:

6.1.7.7.1. **(Added-OC-ALC)** Receive request for post-post issues from applicable production personnel.

6.1.7.7.2. **(Added-OC-ALC)** Ensure the reason cited by production personnel is valid by ensuring system identified is down or non-operational and verify condition/unit of issue of material.

6.1.7.7.3. **(Added-OC-ALC)** Deny the post-post and notify production personnel if it is determined the request is invalid.

6.1.7.7.4. **(Added-OC-ALC)** After validating request, process the post-post as identified below:

6.1.7.7.4.1. **(Added-OC-ALC)** For ordering material when ABOM/NIMMS is up and D035K/DSS down, input the transaction as a post-post transaction into ABOM using the appropriate material requisition screen. ABOM will assign a document number. This document number will be used to call in or facsimile the post-post request to, Defense Distribution Depot, Oklahoma City, Oklahoma (DDOO)-Customer Service (XICS).

6.1.7.7.4.1.1. **(Added-OC-ALC)** When ABOM/NIMMS is down and D035K/DSS is down, manually assign a document number to be used for the post-post transaction. In block 'D' of the AFSC Form 95, *Issue Request* annotate "ALL SYSTEMS DOWN".

6.1.7.7.4.2. **(Added-OC-ALC)** For ordering End Items when D035K/DSS is down, manually assign a document number to be used for the post-post transaction. In block 'D' of the AFSC Form 95, annotate "ALL SYTEMS DOWN."

6.1.7.7.4.2.1. **(Added-OC-ALC)** Quality Deficiency Report (QDR) exhibits are no longer ordered post- post unless systems are down. In order to receive an exhibit under normal processing, the exhibit must be ordered through the Exchangeable Production System (G402A) to create an in-transit in D035K. A completed AFSC Form 95, with the necessary DR information must be provided to DDOO help desk at 405-739-2488 or send e-mail to **ddoocustomerservice@dla.mil**. This process must be followed in order to obtain the correct exhibit. The Receipt Acknowledgement (RA) must be cleared in G337 to place the item On Work Order (OWO).

6.1.7.8. **(Added-OC-ALC)** Prepare AFSC Form 95:

6.1.7.9. **(Added-OC-ALC)** During normal duty hours (0645-1530) (Monday-Friday), the request (including reason code) will be called in to customer service at 405-855-3855

6.1.7.10. **(Added-OC-ALC)** On weekends, holidays, and after 1530, Monday through Friday, contact DDOO Emergency Supply Operations Center (ESOC) at 405-206-2011.

6.1.7.11. **(Added-OC-ALC)** DDOO customer service will receive the local issue documents and process as required. If the post-post is a customer pickup, DDOO will call the POC listed on the DD Form 1348-1A and deliver the material to the customer. **Note:** The preferred method to

initiate a post-post to customer service is to call 405-739-2488. AFSC Form 95 can be scanned, e-mailed to **ddoocustomerservice@dla.mil**, or faxed to customer service at 405-734-4593.

6.1.8. **(Added-AFSC)** Turn-in Processing. Production items received in central receiving from the production controller (scheduler) will be receipted by input of a turn-in RA (RT) to D035K via DSS. From this input, D035K will decrease the in-transit balance, clear the turn-in suspense, and increase the on-hand balance in the D035K system.

6.1.8.1. **(Added-OC-ALC)** The D6 turn-in transaction generates a stuffer deck, consisting of five copies of a turn-in stuffer. Once the transaction is input, place four copies of the stuffer and the proper forms on the material packaging and move it to the DLA pickup/delivery area. The PST is responsible for ensuring the stuffer, the condition tag and all other supporting documentation is securely attached to the turn in. One condition tag must be placed inside the container, and one placed on the outside of the container.

6.1.8.2. **(Added-OC-ALC)** The PST is responsible to retain one stuffer in suspense until a receipt appears on the RINA screen in D035K. The DIFM/DOTM is cleared when the turn-in is processed by DLA and crosses D035K. The RINE screen is another option that can be used to determine if credit has been received from DLA.

6.1.8.3. **(Added-OC-ALC)** The AF PST or DIFM monitor will follow-up on D6 turn-ins. If the D6 has not crossed the daily DIFM/DOTM list within ten days, the AF PST should verify the status of the turn-in. Initiate a DLA-OC/DL Form 14, D6 Turn-in Research Checklist and send to DLA Inventory Care of Supply and Storage (COSIS) team for research. Contact information for the COSIS team is 385-591-0700 or email **AVNinventoryCOSIS@dla.mil**

6.1.8.4. **(Added-OC-ALC)** Records will be filed, maintained and controlled as per AFI 33-322, *Records Management and Information Governance* Program, and will be retained IAW applicable AFRIMS table and rule.

6.2.6. **(Added-OC-ALC)** The 76 CMXG. The Lean Depot Management System (G300) (LDMS) provides the mechanics the ability to order material and view the status of the requests and provides material Production Support Technicians (PST)s the ability to track, update, and fix orders. PSTs can perform turn-in transactions through LDMS. Material Industrial Engineering Technicians (IET)s can electronically update, approve, or deny requests with planning problems. All orders are passed to the standard material ordering system (i.e., ABOM/NIMMS).

6.2.7. **(Added-OC-ALC)** The 76 AMXG. Product identification and traceability requires documented procedures for identifying the product from receipt and during all states of production, delivery, and installation.

6.2.7.1. **(Added-OC-ALC)** The 76 AMXG. The Automated Parts Tracking System (APTS) provides a method of identifying and tracking parts removed from an aircraft. This system provides the ability to print tags and labels that are useful in tracking the location and status of parts that have been removed from an aircraft. These tags and labels create a unique tracking identification number for each part when printed. The aircraft serial number is included in this unique identifier. Reference to these tags and labels will be made in the instructions below. Use of the tags and labels referenced are considered a “best practice” method but are not necessary to meet minimum tagging requirements.

6.2.7.2. **(Added-OC-ALC)** The 76 AMXG. Procedure: parts removed from an aircraft may undergo a variety of processes for inspection/repair or may simply be stored awaiting re-installation. At a minimum, parts removed from the aircraft will have the aircraft serial number identified. This identification can occur in a number of ways which will be reviewed below, but at a minimum, the serial number must be legible. Possible identification methods include, but are not limited to:

6.2.7.2.1. **(Added-OC-ALC)** The 76 AMXG. Metal or plastic tag with pre-printed/stamped aircraft serial number. Examples of use include any time a part may go through an intrusive process such as wash or paint strip processes. When possible, include the pre-printed unique-ID label from the APTS with the pre-printed/stamped tag. **Note:** **Figure 6.5** contains a sample of a metal pre-stamped tag.

6.2.7.2.2. **(Added-OC-ALC)** The 76 AMXG. OC-ALC Form 52, *Parts Identification and Status* Tag, may be used to indicate the aircraft to which the part belongs, the removing mechanic, the remove and install operation numbers, as well as the status of the part. Suggested uses for this tagging method include parts that undergo a repair process or are stored awaiting re-installation. This tag is especially useful when the aircraft part removed is not already in the APTS database as it provides the information necessary to add the part to the database. The status of the part can be indicated via the use of shorthand status codes See (**Figure 6.3**.). **Note:** statuses are not limited to these shorthand status codes in (**Figure 6.3**.). If a status is encountered for which a shorthand code does not exist, the mechanic simply writes the status in the status column of the tag. The mechanic also has the option of writing out the status code and forgoing the shorthand. The list of shorthand status codes found in (**Figure 6.3**) can be displayed and used as a quick reference for status codes.

Figure 6.3. (Added-OC-ALC) The 76 AMXG Established Status Shorthand Codes.

These status codes are provided to encourage posting of the codes as a quick reference. Use of the shorthand code is not mandatory, but is put forth as a means of reducing the time spent to indicate the status of a part. This list of status is not meant to be all inclusive. Additional status is authorized, but will have to be written out in order to assure the meaning is understood.

6.2.7.2.3. **(Added-OC-ALC)** The 76 AMXG. APTS automated parts identification and status tag (3" x 6") (**Figure 6.4**.). APTS has the ability to generate detailed identification tag for all parts loaded to its database that is an automated version of the OC-ALC Form 52. This information includes the aircraft serial number, noun, remove operation, the install operation, the part number,

and a unique tracking number for the part. The tracking number is created when the label is printed and includes the aircraft serial number to which the part is linked. Therefore, use of this tag does not require additional marking of the aircraft serial number. Suggested uses for this tagging method include parts that undergo a repair process or are stored awaiting re- installation. **Note:** (**Figure 6.4**) contains a sample of a 3" x 6" APTS automated form.

Figure 6.4. (Added-OC-ALC) The 76 AMXG Completed 3" X 6" APTS Automated Form 52 Sample.

6.2.7.2.4. **(Added-OC-ALC)** The 76 AMXG. APTS barcode label (1" x 3"). APTS also has the ability to generate barcode labels for all parts loaded in its database. Printed barcodes contain the noun, the remove operation, the part number, and a unique tracking number for the part. The tracking number is created when the barcode is printed and includes the aircraft serial number to which the part is linked. Therefore, use of this label does not require additional marking of the aircraft serial number. This label can be used in conjunction with pre-printed/stamped tags (**Figure 6.5**) and the OC-ALC Form 52. **Note:** (**Figure 6.6**) contains a sample of a 1" x 3" APTS barcode label.

Figure 6.5. (Added-OC-ALC) The 76 AMXG Metal or Plastic Pre-Printed or Stamped Tag Sample.

Figure 6.6. (Added-OC-ALC) 76 AMXG Completed 1" X 3" APTS Barcode Label.

6.2.7.2.5. **(Added-OC-ALC)** The 76 AMXG. Small parts will be containerized in some form. The container (i.e., cloth bag, plastic bag, plastic container, etc.) will be marked with the aircraft serial number at a minimum.

6.2.8. **(Added-OC-ALC)** The 76 AMXG. Records maintenance:

6.2.8.1. **(Added-OC-ALC)** The 76 AMXG. WCDs will be used for recording removal and installation activities within the 76 AMXG. These records will be maintained in accordance with the applicable records disposition schedule for depot maintenance and inspection records. For Federal Aviation Administration (FAA) Part 145 workload, records will be kept for two years.

6.2.8.2. **(Added-OC-ALC)** The 76 AMXG. Once APTS has been updated to indicate installation of the part, the APTS labels may be destroyed.

6.4.9. **(Added-OC-ALC)** The 76 CMXG. The LDMS Store may be utilized to store raw material, design, deliver, and retrieve material, used in support of scheduled maintenance. LDMS

does not feed supply systems when ordered out of the LDMS inventory, and does not cost the material to a new JON.

6.5.3.5.2.1. **(Added-OC-ALC)** IPV items are to be packaged, labeled and placed in the appropriate return bins in order to be reused.

6.5.3.5.2.2. **(Added-OC-ALC)** When an employee retrieves IPV material from open bin or auto crib, the following must occur. Employee will place individual NSN/Part Number in a separate bag and clearly label each bag with the BSL bin location and manufacturers part number or NSN of each item taken. Material will not be co-mingled in bags.

6.5.3.5.2.3. **(Added-OC-ALC)** Material unused after completing the task will be placed in the grey tub located next to the BSL where the material was removed. Returned material must be in a bag with the original bin location and manufacturer's part number or NSN clearly written on the bag. Unidentifiable material will be placed in the red tub for disposition by the Air Force. Residual kits will be placed in the blue tub for processing. If the kit was organically built, it will be picked up by Group kitting organizations. If the kit was built by the contractor, they will pick up the residual. Material that the contractor finds in the return tubs that is not clearly identified will be placed in the red tub for disposition by the Air Force.

6.5.3.5.2.4. **(Added-OC-ALC)** Residual/excess material is NOT to be placed back into the BSL/AutoCribs by Air Force personnel. All residual material will be bagged and tagged accordingly and placed in their appropriate color-coded tubs as explained in **paragraph 6.5.3.5.2.3**.

6.5.3.5.2.5. **(Added-OC-ALC)** The contractor will check the return tub when they are in our area. Material will be placed back in the proper bin if it will not exceed the max level. If the bin max is reached, LM will take the material back to the contractor's distribution center to incorporate into the Air Force owned inventory for future use.

6.5.3.5.2.6. **(Added-OC-ALC)** All OC-ALC maintenance areas are considered supported by the IPV program with the exception of the 76 MXSG, and recurring requirements in any maintenance group that require direct material expensing on a "T", "M" or "S" job. IPV bench stock consists of only indirect consumable material. Direct material will not be supported through the IPV contract.

6.5.3.5.2.7. **(Added-OC-ALC)** NSNs supported through the IPV program are generally defined as indirect, low-cost bench stock with frequent demand owned and used by the maintenance activity located on the shop floor close to the mechanic.

6.5.3.5.2.8. **(Added-OC-ALC)** Items on bench stock with no replenishment action in 18 months or more will be recommended for deletion and reviewed in coordination with maintenance groups and the OC-ALC/OBWC.

6.5.3.5.2.9. **(Added-OC-ALC)** Material is inventoried, replenished, billed, and expensed by IPV contract personnel IAW the DLA IPV contract.

6.5.3.5.2.10. **(Added-OC-ALC)** All IPV supported bench stocks are managed outside the AF legacy system (D035K).

6.5.3.5.2.11. **(Added-OC-ALC)** Only NSNs managed by DLA with a source of supply code of Strategic Material Sourcing (SMS) can be maintained in IPV bench stock. Part numbered items

can be included on an exception basis at the request of the maintenance customer if the federal stock class is managed by DLA.

6.5.3.5.2.12. **(Added-OC-ALC)** Additions to bench stock: When an NSN is identified to be added to bench stock under the IPV contract, the following process will be completed. Any item with a unit price greater than $300 ($800 for Avionics) and the unit of issue is "each" will require coordination by the group business office prior to loading to bench stock.

6.5.3.5.2.12.1. **(Added-OC-ALC)** NSN.

6.5.3.5.2.12.2. **(Added-OC-ALC)** Part number.

6.5.3.5.2.12.3. **(Added-OC-ALC)** Noun.

6.5.3.5.2.12.4. **(Added-OC-ALC)** Unit of issue.

6.5.3.5.2.12.5. **(Added-OC-ALC)** Bench stock location.

6.5.3.5.2.12.6. **(Added-OC-ALC)** Bin number (if available).

6.5.3.5.2.12.7. **(Added-OC-ALC)** Authorized quantity (30-day usage quantity).

6.5.3.5.2.12.8. **(Added-OC-ALC)** Anticipated yearly demand quantity.

6.5.3.5.2.12.9. **(Added-OC-ALC)** Unit cost.

6.5.3.5.2.13. **(Added-OC-ALC)** The WSSC/Shop Service Center (SSC) chief will certify prior to submission that there are no current locations establish in "Y" store. If assets are located in "Y" store the request will be denied until all stock is depleted.

6.5.3.5.2.14. **(Added-OC-ALC)** Once the AFSC Form 231, *Industrial Product-Support Vendor (IPV) Change Request* change recommendation/approval form with appropriate coordination/approval is completed, the planner will forward to DLA Aviation (DSCR) Contracting Officer Representative (COR) office technical assistant for processing.

6.5.3.5.2.15. **(Added-OC-ALC)** The DSCR COR technical assistant researches the eligibility of each NSN making sure the item is managed by DLA with the correct unit of issue and unit cost. If any errors are found, the spreadsheet will be returned to the planner for correction. When all the information is correct, it will be forwarded to OC-ALC/OBWC for final review and approval. If item(s) meet all requirements, the request will be returned to DLA Aviation for final processing and added to the IPV Contract. If item(s) do not meet the IPV Contract requirements, the request will be denied and returned to DLA Aviation, the customer will have to correct and resubmit if item(s) are still required for production.

6.5.3.5.2.16. **(Added-OC-ALC)** Deletions and authorized quantity changes: The OC-ALC/OBWC office will receive the IPV Recommended Deletions Report (Monthly) and Bin Max Recommendations Report (Quarterly) from the DSCR COR office The OC-ALC/OBWC offices will suspense the maintenance groups to review and provide concurrence/non-concurrence on the action. Recommended deletions will be included for any bin that has not had a replenishment action in the past 18 months or greater. Each line of the report will be annotated either concur or non-concur. At any time, maintenance groups may request deletions or acquisition quantity changes.

6.5.3.5.2.17. **(Added-OC-ALC)** IPV kitting.

6.5.3.5.2.17.1. **(Added-OC-ALC)** A List of Material (LOM) for each kit will include: part number, national stock number, nomenclature, quantity and unit of issue.

6.5.3.5.2.17.2. **(Added-OC-ALC)** Maintenance group planners will review the kit LOM and initiate add/delete of material for new and existing kits to DLA-Aviation. Kit material items with no replenishment action in 18 months or more will be recommended for deletion, and reviewed in coordination with maintenance groups and the OC-ALC/OBWC.

6.5.3.5.2.17.3. **(Added-OC-ALC)** A kit will contain three or more NSNs.

6.5.3.5.2.18. **(Added-OC-ALC)** All unused kitting material will be identifiable and returned to the vendor. Any unused material will be repackaged, labeled, and placed in the designated kit return location.

6.5.3.5.2.19. **(Added-OC-ALC)** Kit material will not be re-deposited or used to replenish stock in open bins or POU machines.

6.5.3.5.2.20. **(Added-OC-ALC)** Task order labor request.

6.5.3.5.2.20.1. **(Added-OC-ALC)** The OC-ALC Financial Management (OC-ALC/FM) must approve all requests for bench stock assistance that fall outside the scope of the IPV contract.

6.5.3.5.2.20.2. **(Added-OC-ALC)** The OC-ALC/FM office is the approving authority for task order authorizations. The COR office sends a completed task order labor request containing a thorough description of the work required, the estimated duration, the estimated total cost, and the name of the government work leader that will oversee the task.

6.5.3.5.2.20.3. **(Added-OC-ALC)** The COR office validates weekly task order billings based upon billings for approved authorizations only.

6.5.3.5.2.20.4. **(Added-OC-ALC)** The OC-ALC/FM office will forward the responses to the COR for processing.

6.5.3.5.4.3.1. **(Added-OC-ALC)** Movement of IPV Bench Stock Locations.

6.5.3.5.4.3.2. **(Added-OC-ALC)** When a group identifies a need to move a Bench Stock Location (BSL), coordination and notice must be given to OC-ALC/OBWC, DLA COR, three business days prior to movement.

6.5.3.5.4.3.3. **(Added-OC-ALC)** All groups will utilize the BSL Update Request Template to request a BSL movement. Ensure all requested information is filled out accurately.

6.5.3.5.4.3.4. **(Added-OC-ALC)** Once completed, the group must send the template to the specific IPV Workflow box: **IPV.Aircrat@dla.mil**, **IPV.Commodities@dla.mil**, and **IPV.Propulsion@dla.mil**.

6.5.3.5.4.3.5. **(Added-OC-ALC)** DLA will process the request and forward the information to the contractor to update their systems. Once the contractor has updated their system with the new location, they will notify the DLA COR, who, in turn, will inform OC-ALC/OB and groups POC/shop as indicated on the request template.

6.5.3.5.4.3.6. **(Added-OC-ALC)** Each organization is responsible for contacting the DLA COR in a timely manner prior to any movement of a BSL. Failure to follow the proper procedures may result in a delay in parts being delivered to their respective bins.

6.6.1.1.2.1. **(Added-OC-ALC)** Established forms must be published within e-Publishing, and include a checkpoint to indicate if material is indirect. When indirect material is required for consumption on aircraft, engines and commodities, and not listed on the ABOM indirect table, the PST will check the appropriate box on the material request form and send form to planner. The planner will load material to the ABOM indirect table, coordinate, sign and return material request form to PST. After validating the request form, the PST will use the Automated Bill of Material (ABOM) or Lean Depot Maintenance System (LDMS) to process material orders, and no issue request form is necessary.

6.6.1.1.2.2. **(Added-OC-ALC)** Established OC-ALC Form 112, *Material Issue/Request Form*, or OC-ALC Form 113, *Material Request Form*, will be used to order material in 76 AMXG and 76 PMXG. AFSC Form 95, *Issue Request*, may be used in lieu of forms listed above. The 76 CMXG will use established forms listed above for material requests not ordered through LDMS.

6.6.1.1.2.2.1. **(Added-OC-ALC)** OC-ALC Form 111, *Unplanned Material Request*, may be used by 76 PMXG, 76 CMXG, 76 AMXG in lieu of forms listed in (**para. 6.6.1.1.2.2**) for unplanned material request.

6.6.1.1.2.3. **(Added-OC-ALC)** Electronic means of requesting material can be accomplished within LDMS or ABOM/NIMMS utilizing the picklist within the systems.

6.6.1.1.2.3.1. **(Added-OC-ALC)** The 76 CMXG will utilize LDMS to process material transactions to ABOM. LDMS contains front-end edit processes that must be met prior to passing to ABOM.

6.6.1.1.2.4. **(Added-OC-ALC)** 76 PMXG OC-ALC Form 18, *In-direct Material Add Form*, will be used by 76 PMXG when indirect material is not loaded to the ABOM indirect table.

6.6.1.1.2.4.1. **(Added-OC-ALC)** AF PST will: Access the ABOM Exchangeable module screen. Click on the requisition material. Click on unique ID and input required unique ID. Click on National Item Identification Number (NIIN) and input NIIN. Click on quantity, input quantity and press the enter key.

6.6.1.1.2.4.2. **(Added-OC-ALC)** The ABOM system will bring up unmatched turn-ins (D6R) to be linked with an option to make a new document. If you want to use an existing D6R, ensure it is valid, then click on that document number. Use the D035K RINE (DIFM document number inquiry screen) or Center of Parts Activity (COPA) report to verify the validity of the D6R prior to processing transaction in ABOM.

6.6.1.1.2.4.3. **(Added-OC-ALC)** Make necessary changes to delivery priority, building station, Standard Reporting Designator (SRD), and any other field that is not yellow and press the enter key. Write NIMMS response on order sheet.

6.6.1.1.2.4.4. **(Added-OC-ALC)** Post to post issue processing. Expedite action will be taken to process the following post-post issues.

6.6.1.1.2.4.5. **(Added-OC-ALC)** The post-post issue of material is authorized for and limited to:
6.6.1.1.2.4.6. **(Added-OC-ALC)** Emergency requirements for priorities 01-05 when the computer is not in operation.

6.6.1.1.2.4.7. **(Added-OC-ALC)** D035K down, reason code 1.

6.6.1.1.2.4.8. **(Added-OC-ALC)** Data Store System (DSS) down, reason code 2.

6.6.1.1.2.4.9. **(Added-OC-ALC)** ABOM down and D035K and/or DSS down, reason code 3. NIMMS down and D035K and/or DSS down, reason code 4.

6.6.1.1.2.4.10. **(Added-OC-ALC)** All computer systems down, reason code 5.

6.6.1.1.2.5. **(Added-OC-ALC)** Part number request for Non-Stock Listed (NSL) material will be processed through the Part Number Supply Support Request (PNSSR) system. If the Source Maintenance Recoverability (SMR) code found in provisional T. O. shows this should be a local manufactured item, select "JCL/JBD" in the SOS.

6.6.1.1.2.6. **(Added-OC-ALC)** Maintenance/production personnel will submit established order forms to the PST. PST will perform front-end edit to determine if part is stock listed except in areas where LDMS is utilized. If part is not stock listed, PST/Planner will initiate DD Form 1348-6, *Single Line Item Requisition System Document*, DoD (Manual-Long Form) action through the PNSSR system. The DD1348-6 Form will be systematically forwarded to the appropriate DLA-A/CSS within the part number office.

6.6.1.1.3.2.1. **(Added-OC-ALC)** The 76 CMXG. LDMS will cause the order to fail sending a message to the administrator. Order cannot proceed until IET approves the transaction.

6.6.1.2.3.1. **(Added-OC-ALC)** Excess serviceable material, residue, and non-IPV kit residue material, which can be identified by NSN or manufactures stamp including material type, will be returned to the production support flight for proper disposition.

6.6.1.2.7.1. **(Added-OC-ALC)** NIMMS MN045P screen will be used to process the turn-in of excess, Found on Base (FOB), and cost code "A", condition code "A" material.

6.6.1.2.7.2. **(Added-OC-ALC)** (OC-ALC) The JON will not be used for material turned-in as FOB.

6.6.1.2.7.3. **(Added-OC-ALC)** FOB material will be turned in with an "N" in the credit expected.

6.6.1.2.7.4. **(Added-OC-ALC)** If credit is expected, research must be accomplished prior to input and the NSN must be in a buy status. The forced credit indicator must be used with caution.

6.6.1.2.8.2. **(Added-OC-ALC)** Production shops involved in the manufacturing of parts, which utilize the use of raw material, may maintain a reasonable amount of leftover raw stock as long as it is properly identified and stored with the product identity.

6.6.1.2.8.3. **(Added-OC-ALC)** Each production group within OC-ALC will have their own pick-up points for unserviceable and scrap material. Within each group, each squadron will have their respective areas of responsibility.

6.6.1.2.8.4. **(Added-OC-ALC)** These procedures do not apply to the handling and disposing of hazardous material or hazardous waste. Refer to DAFMAN 32-7002_OC-ALCSUP, Environmental Compliance and Pollution Prevention for hazardous control instructions. To prevent accidental contamination involving hazardous material/waste, scrap material disposal sites will not be located in or around hazardous waste collection points.

6.6.1.2.9.3.1. **(Added-OC-ALC)** Maintenance group supervisors will: Ensure all employees can differentiate between excess material and unserviceable (scrap) material. Ensure all employees know the location sites for excess and unserviceable (scrap) material.

6.6.1.2.9.3.2. **(Added-OC-ALC)** The following procedures will be used for condemned/scrap material: Scrap material is defined as material no longer usable in the production process and has no value except for its basic material content.

6.6.1.2.10.1.1. **(Added-OC-ALC)** Determine the appropriate disposition of material (example: turn-in material to courtesy storage, turn-in material to supply, etc.).

6.6.1.2.10.2.1. **(Added-OC-ALC)** Identify and tag material (e.g., serviceable, condemned, repairable, etc.) with stock number, part number, noun, maintenance inspection stamp/signature, and unit of issue (e.g., unit of issue is a quantity of one hundred (HD) and we have less than 50 percent, turn in as scrap). See **Chapter 3**, (**Table 3.8**) for material cost codes. **Note:** 76 CMXG: Residue material will be marked with manufactures stamp including material type. If a stamp is not legible, materials may be sent to lab for positive identification to avoid condemnation.

6.6.1.2.10.2.2. **(Added-OC-ALC)** Turn-in to Y-Store.

6.6.1.2.10.2.3. **(Added-OC-ALC)** Materiel requirement: If materiel is opened and not in original package one copy of DD Form 1574 is required. At a minimum, DD Form1574 must have date, quantity, NSN, noun, condition code “A”, part number, and maintenance inspection stamp/signature. This does not pertain to material with a shelf life.

6.6.1.2.10.2.4. **(Added-OC-ALC)** Production/Mechanic will give tagged material to PST. The PST will utilize the MN044P screen in NIMMS to process the turn-in to the Y- Store, the input generates a stow document. Print Stowage Document and attach to material along with DD Form 1574 if material is not in factory packaging. Verify the quantity has been added to store detail via MN090P when turn-in is processed. Place material in the Outgoing area for DLA- A SSC to pick up during daily run.

6.6.1.2.10.3.1. **(Added-OC-ALC)** Establish and maintain pick-up points for unserviceable Expendability, Recoverability, Reparability Code (ERRC) XB3 material; each point will be conspicuously marked to show RCC authorized to place material there and be clearly identified with obvious visible sign explaining and defining contents of each collection area.

6.6.1.2.10.4.1. **(Added-OC-ALC)** Ensure "serviceable" and "identified" consumable ERRC XB3/XF3 type material is NOT placed in containers marked as unserviceable (scrap) material. For nuts, bolts, washers, rivets, shavings, wire (without connectors) and residue from the material manufacturing process, follow procedures for condemned material/scrap material as defined in (paragraph. 6.6.1.2.9.3.2).

6.6.1.2.10.7. **(Added-OC-ALC)** Ensure the maximum amount of indirect bench stock material maintained by the individual mechanic, based on workload, and does not exceed a two-day supply. All bench stock containers retained at workstation will be labeled with part number or stock number. After completion of repair process, excess bench stock material will be returned to the designated bench stock location IAW governing contractual procedures.

6.6.1.2.10.8. **(Added-OC-ALC)** Report any discrepancies/non-compliances in disposal procedures promptly to management.

6.6.1.2.10.9. **(Added-OC-ALC)** The production groups will:

6.6.1.2.10.9.1. **(Added-OC-ALC)** Conspicuously mark unserviceable parts (scrap) items identified for disposal in red with waterproof paint, dye, or similar material. Shavings from the

machining process, sheet metal scrap from the manufacturing/repair process and safety wire do not require red marking.

6.6.1.2.10.9.2. **(Added-OC-ALC)** Tag all consumable cost code "A" material no matter the demilitarization code and process for turn-in by PST. Items with the same NSN may be grouped together in a separate (approved) shipping container. These items only require one document and one tag that reflects the appropriate quantity of like items.

6.6.1.2.10.9.3. **(Added-OC-ALC)** Process this material through DLA-DS Distribution Services, document builder/NIMMS system as a FOB turn-in. Place the DD Form 1348-1A, generated on the material as you would all other turn-ins. Once completed, material will be given to Defense Distribution Depot, Oklahoma City, Oklahoma (DDOO) for shipment to Defense Reutilization and Marketing Service (DRMS). The groups are not responsible for moving this type of material to DRMS.

6.6.1.2.10.10. **(Added-OC-ALC)** Scrap material (which is not identifiable to a stock number) defined as nuts, bolts, screws, rivets, washers, and wire, will be handled as follows:

6.6.1.2.10.10.1. **(Added-OC-ALC)** Notify DRMS, 405-855-3667, and set up an appointment for a walk through and determination of the material being scraped. DRMS will come to the specific shop and give instructions on how the material should be processed. After initial instruction, the shop should sort the material in the manner instructed on an ongoing basis.

6.6.1.2.10.10.2. **(Added-OC-ALC)** Once the material is separated, a turn-in document will be processed using an offline document number. The offline document number will consist of an "F" in the first position, followed by the first five alphas of the RCC, the Julian date, and a four-digit serial number (first and last initial of the maker plus a number ranging from (01-99)). An example of an offline document number if you were in 76 AMXG would be FMBBTA2015KM001. Do not duplicate the numbers.

6.6.1.2.10.10.3. **(Added-OC-ALC)** The groups will place the document with the material and prepare for shipment. Each group is responsible for notifying DRMS, 405-855-3667 or via email **william.beer@dla.mil** to have this material reviewed, stamped, and made ready to ship to DRMS.

6.6.1.2.10.10.4. **(Added-OC-ALC)** Once the group has the shipment ready, they will take this material to Building 9002. Business hours are 0730 to 1500 Monday through Thursday and from 0730 to 1200 on Friday. DRMS is closed on Saturday and Sunday. You have the option of calling in advance for an appointment to deliver.

6.6.1.2.10.11. **(Added-OC-ALC)** Scrap material is defined as shavings and residue from manufacturing; scrap will be handled as follows:

6.6.1.2.10.11.1. **(Added-OC-ALC)** Separate this material by type of metal such as aluminum, stainless steel, titanium, or as best you can into specifically labeled cans/bins in the production shop area, remembering that the government receives more money when metals can be sold by the specific type. Ensure all scrap metal is free from hazardous chemicals. Accomplish a DD Form 1348-1A using the federal stock class of the material and the offline document number process above (**Paragraph 6.6.1.2.10.10.2**.). Business hours are 0730 to 1500 Monday through Thursday, and 0730 to 1200 on Friday. DRMS is closed on Saturday and Sunday. You have the option of calling in advance for an appointment to deliver.

6.6.1.2.10.11.2. **(Added-OC-ALC)** Items that do not have a NSN will be handled as follows: The Group will research to determine if the item in question has a NSN. If the item has a NSN, process it according to the cost code assigned to the NSN. If the item does not have a NSN, the representing activity will have to submit additional documentation with the DD Form 1348-1A, called a clear text statement.

6.6.1.2.10.11.3. **(Added-OC-ALC)** Item must have a demilitarization code assigned and must be placed on the form for the part to be turned-in to DRMS. The PST can find the Demil code at **http://www.dla.mil/DDSR/**.

6.6.1.2.10.11.4. **(Added-OC-ALC)** All material, with the exception of cost code "A" material, DEMIL code "A" through "X," will require DRMS to review the documentation. Once this takes place, it will be the responsibility of the activity with the material to transport it to DRMS at Building 9002.

6.6.1.2.10.11.5. **(Added-OC-ALC)** The OC-ALC Business Office (OC-ALC-OB) office has established an indirect duty code of X51112622000 (excess material cleanup) to ensure all time is captured for this process. It is imperative this code be used so time can be documented.

6.6.1.2.11.7. **(Added-OC-ALC)** 76 CMXG Local Manufacturing. Residue material will not be tagged as serviceable; it is the responsibility of the production shop to prove if the material is serviceable when released for the next job. If material is condemned, turn- in or scrap according to regulation.

6.6.1.2.11.8. **(Added-OC-ALC)** Process excess material based upon disposition research using turn-in procedures for the processing of material into the supply account.

6.6.1.2.11.9. **(Added-OC-ALC)** Report any discrepancies/non-compliances in disposal procedures promptly to management.

6.6.1.2.14.1. **(Added-OC-ALC)** Due In From Maintenance (DIFM)/Due Out To Maintenance (DOTM) details.

6.6.1.2.14.2. **(Added-OC-ALC)** For serviceable part cost code "B" issued to maintenance, a turn-in of the same part or an Interchangeable and Substitution (I&S) linked substitute must be used to clear the DIFM. Turn-ins are reparable "F" condition or condemned "H" condition. The 76 AMXG is only authorized to turn-in cost code "B" material into "F" condition. The Wholesale and Retail Receiving Shipping System (D035K) retail transaction history inquiry (RINA), DIFM document number inquiry (RINE) and mass request for retail transaction history (MRAG) screens are used to track DIFM/DOTM details. Exchange material transactions create one of four details. These details are essential to identify and control the issue and turn-in of exchange material.

6.6.1.2.14.3. **(Added-OC-ALC)** Detail types:

6.6.1.2.14.3.1. **(Added-OC-ALC)** DIFM (DF) – (D7). DIFM details are created when an exchange item is issued to maintenance, and maintenance has not turned in a like-item using the same document number as the issue request to clear the DIFM detail.

6.6.1.2.14.3.2. **(Added-OC-ALC)** DIFM Due Out (DO). DIFM DO (D7) – DIFM DO details are created when an exchange item is requested on a replacement basis and D035K has backordered the requisition due to the unavailability of the item. D035K reflects these DIFM DOs as traditional backorders and does not identify them by symbol.

6.6.1.2.14.3.3. **(Added-OC-ALC)** Credit DIFM (DT) – Credit DIFM (D6) details are created when maintenance turns in an exchange item on a replacement basis and has not requested a replacement item.

6.6.1.2.14.3.4. **(Added-OC-ALC)** DOTM (D6) - DOTM details are created when a turn-in has posted in D035K but the issue request is backordered.

6.6.1.2.14.3.5. **(Added-OC-ALC)** Each squadron is responsible for monitoring the DIFM status in their area to ensure all transactions are processed in a timely manner. Each squadron is responsible for appointing a DIFM monitor and alternate. This monitor will oversee the DIFM/DOTM process in their groups to ensure all DIFMs are cleared within 60 days. The monitor will answer questions related to the DIFM process and is required to follow-up with the respective PST and supervisor when a delinquent DIFM and DIFM credits require attention.

6.6.1.2.14.3.6. **(Added-OC-ALC)** The AF PST controls the applicable DIFM/DOTM records for their assigned areas. It is the responsibility of the PST to ensure DIFM assets are turned in within 60 days, to exercise document control when turning in parts to ensure the system automatically clears the DIFM and verify that DLA timely clears the DIFM detail or initiates action to research.

6.6.1.2.18. **(Added-OC-ALC)** DLA aviation, Customer Support Specialists (CSS)s will be available to assist the AF PST in making the proper transactions to maintain the DIFM/DOTM records.

6.6.1.2.19. **(Added-OC-ALC)** Cost codes are crucial when processing DIFM/DOTM details to properly charge the JON, which charges the DMAG. Cost codes can be found in (**Table 6.11**.).

6.6.1.8.1. **(Added-OC-ALC)** Originating Point responsibilities. The Originating Point is typically located within the organization's Quality Assurance or Safety Office. If an Originating Point is not identified within the organization, the Originator will perform Originating Point functions.

6.6.1.8.2. **(Added-OC-ALC)** Originating Point Deficiency Report (DR) screening. The Originating Point has overall management responsibility for the submitting organization or group and ensures applicable exhibits are available, secured and properly identified. **Note:** Originator procedures for initiating a DR are contained in TO 00-35D-54, *USAF Material Deficiency Reporting, Investigation, and Resolution*, Chapter 3.4. The Originating Point may assume some or all of the duties of the Originator.

6.6.1.8.3. **(Added-OC-ALC)** The Originating Point will screen DRs received from Originator. This screening will include the following:

6.6.1.8.3.1. **(Added-OC-ALC)** Determine validity, accuracy and completeness of report. Reference TO 00-35D-54.

6.6.1.8.3.2. **(Added-OC-ALC)** Verify NSN and P/N correctness using D043 system.

6.6.1.8.3.3. **(Added-OC-ALC)** Request a copy of serviceable or bar code tags from Originator.

6.6.1.8.4. **(Added-OC-ALC)** The Originating Point tracks DR progress and resolution.

6.6.1.8.5. **(Added-OC-ALC)** The Originating Point performs trend analysis and DR feedback.

6.6.1.8.6. **(Added-OC-ALC)** Originating Point DR input to Joint Discrepancy Reporting System (JDRS). Validated and completed DR is input through JDRS. A copy of the report is forwarded

to the Originator with instructions to tag the exhibit IAW TO 00-35D-54, Chapter 6. PST will complete the turn-in process within two workdays.

6.6.1.8.7. **(Added-OC-ALC)** Exhibits will be released "Q" condition to DDOO-SOP where they will be held pending induction by center investigating organization or shipped to an off-base destination. **Note:** DDOO will not release the "Q" condition item without coordination from the Originating Point.

6.6.1.8.8. **(Added-OC-ALC)** Originating Point local shipping procedures. When exhibit disposition instructions are received from the Action Point, the Originating Point will:

6.6.1.8.8.1. **(Added-OC-ALC)** DLA Product Specialist provides a Ship in Place (SIP) letter for SMS "Q" condition items to the QA Action/ Screening Point, which will forward via e-mail AVN-OOMSC@ dla.mil to material support, stock control DLA-OC/DLDBA (Material Support Stock Control).

6.6.1.8.8.2. **(Added-OC-ALC)** Retain a copy of SIP letter, for records documentation.

6.6.1.8.8.3. **(Added-OC-ALC)** If a shipping document is not received within two (2) working days, contact DLA-OC/DLDBA and e-mail a second copy of SIP letter annotating "Second Submission" to DLA-OC/DLDBA.

6.6.1.8.8.4. **(Added-OC-ALC)** DLA-OC/DLDBA faxes a completed copy of DD Form 1348-1A, to OC-ALC receiving and storage activity DDOO-SOP. This form is accessible at **http://www.dtic.mil/whs/directives/forms/eforms/dd13481a.pdf**.

6.6.1.8.8.5. **(Added-OC-ALC)** A shipping document number is assigned by the DLA-OC/DLDBA and an e-mail is forwarded to Originating Point which includes a Deficiency Report Unique Identifier (DRUI) and assigned shipping document number.

6.6.1.8.8.6. **(Added-OC-ALC)** The Originating Point will retain shipping documents to obtain shipping and delivery information.

6.6.1.8.8.7. **(Added-OC-ALC)** Originating Point exhibit shipment. The Originating Point will update the JDRS database with shipping document number and exhibit tracking information IAW TO 00- 35D-54, Section 6.

6.6.1.8.9. **(Added-OC-ALC)** Originating Point DR status and analysis. The Originating Point will establish a systematic process to query, follow up on progress, and report on the current status of DRs including disposition instructions.

6.6.1.8.10. **(Added-OC-ALC)** Perform analysis of reported deficiencies to identify high consumption of manpower, parts and/or other resources to enhance efficiency and effectiveness. Significant results may be forwarded to the Action Point and/or the Equipment Specialist (ES).

6.6.1.8.11. **(Added-OC-ALC)** Check respective exhibit status weekly and take any necessary action to ensure exhibits move in a timely manner to DDOO-SOP. Note: upon receipt of Action Point instructions that state the exhibit is not needed for an evaluation, the Originating Point will inform DDOO-SOP of final disposition and change of condition code.

6.6.1.8.12. **(Added-OC-ALC)** Originating Point credit reversal actions. When a request for credit reversal is received from the Action Point, the Originating Point will:

6.6.1.8.12.1. **(Added-OC-ALC)** Forward a request to their supply organization to perform a "reverse post-to-post" action to accomplish reverse credit.

6.6.1.8.12.2. **(Added-OC-ALC)** When credit reversal is perceived as not valid, the Originating Point has fifteen days to contact the Action Point and attempt resolution.

6.6.1.8.12.3. **(Added-OC-ALC)** If consensus cannot be reached, the Originating Point will have 30 days to substantiate their rationale for disagreement and request Single Point of Contact Office (SPOCO) place the DR in an "open dispute" (DISP) status.

6.6.1.8.12.4. **(Added-OC-ALC)** When DR has been in a DISP status for 60 days, the Originating Point can elevate the dispute to SPOCO. Note: the SPOCO will elevate the DISP status to HQ AFMC DR program manager.

6.6.1.11.4. **(Added-OC-ALC)** The 76 CMXG. The Supply Module is used to cancel back-orders in LDMS. Select the back-orders tab and find the document number that requires cancellation. Verify the quantity to cancel, ensure there is a check in the "Send DHA to DLA" block, if a DHA is required, and provide a reason for the cancellation, and click OK.

6.6.2. **(Added-OC-ALC)** The 76 CMXG. Material Transaction Processing and Cost Corrections. All material requests will be processed through ABOM and/or LDMS. All turn-in transactions will be processed through LDMS or ABOM/NIMMS. These transactions will be processed in the above-mentioned systems to record activity between the maintenance groups and/or supply.

6.6.3. **(Added-OC-ALC)** OC-ALC will follow this process when purchasing raw material using Government Purchase Cards (GPC) for items that will be consumed on aircraft, engines, or commodities. The cardholder or planner will check to see if the item is stock listed with a National Stock Number (NSN). If the required material has a stock number it will be utilized to acquire the item through normal supply channels (DLA), unless the Required Delivery Date (RDD) will not meet the Estimated Delivery Date (EDD). If the RDD cannot be met, then Metals Prime Vendor contract (MPV) will be used first, 2nd Blanket Purchase Agreement (BPA) and 3rd GPC will be considered.

6.6.3.1. **(Added-OC-ALC)** The GPC cardholder or planner may seek to locate other sources if the traditional supply methods are not supportable, as long as they meet the established selection criteria of the GPC. The external provider must have the product/material needed, can deliver the product within the specified delivery date, and can provide acceptable documentation (e.g. Certificate of Conformance (CoC), Certificate of Analysis (CoA), Mill Test Reports (MTR), Mill Test Certificates (MTC), etc.) and has an acceptable price.

6.6.4. **(Added-OC-ALC)** GPC will be used as a last resort for raw stock. All purchases must be IAW DAFI 64-117*, Government Purchase Card Program*. GPC Purchase Request must be procured from vendors with an Air Force approved Commercial and Government Entity (CAGE) Code. If an Air Force CAGE Code does not exist, then an AFMC Form 202 will be needed from cognizant engineer.

6.6.5. **(Added-OC-ALC)** GPC Cardholders will keep a log and material information must be entered into the purchasing tracking system. GPC Line of Accounting will be an overhead general ledger account/JON, which will require cost transfers to a direct JON.

6.10.3.1. (Added-OC-ALC) PST requesting a MICAP upgrade will utilize following guidelines: Check maintenance courtesy stores (X,Y,Z), check with planner/scheduler for alternate part number and potential ROB-Backs, ensure the maintenance backorder has the acceptable priority.

6.10.3.2. **(Added-OC-ALC)** PST will fill out a MICAP form. PST will then provide the form to the DLA-A CSS for MICAP upgrade. PST will maintain a copy (either electronic or manual) of all research documents along with the MICAP form IAW the Records Disposition Schedule. PST will monitor the MICAP until asset has been received. PST must inform the DLA- A CSS to downgrade requisition when MICAP status is no longer required.

LINDSAY C. DROZ
Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added-OC-ALC) 76 MXSG OI 21-917, *Process Order Policy & Procedure*, 10 August 2021

(Added-OC-ALC) 76 MXSG OI 61-201, *Quality Verification Center Operations Methodology*, 4 February 2021

(Added-OC-ALC) AFRIMS T21-05 R01.00, *Depot Maintenance Projects*, 16 May 2005

(Added-OC-ALC) AFI 90-821, *Hazard Communication (HAZCOM) Program*, 12 May 2019

(Added-OC-ALC) DAFI 63-101_20-101, *Integrated Life Cycle Management*, 15 February 2024

(Added-OC-ALC) DAFI 64-117, *Government Purchase Card Program*, 18 May 2022

(Added-OC-ALC) DAFMAN 21-113, *Air Force Metrology and Calibration Program Management*, 26 December 2023

(Added-OC-ALC) DAFMAN 32-7002_OC-ALCSUP, *Environmental Compliance and Pollution Prevention*, 20 November 2025

(Added-OC-ALC) OC-ALCI 32-101, *Air Quality Recordkeeping Procedures*, 22 January 2026

Prescribed Forms

(Added-OC-ALC) AFSC Form 231*, Industrial Product-Support Vendor (IPV) Change Request*

(Added-OC-ALC) OC-ALC Form 18, *In-direct Material Add Form*

(Added-OC-ALC) OC-ALC Form 52, *Part Identification and Status Tag*

(Added-OC-ALC) OC-ALC Form 111, *Unplanned Material Request*

(Added-OC-ALC) OC-ALC Form 112, *Material Issue/Request Form*

(Added-OC-ALC) OC-ALC Form 113, *Material Request Form*

(Added-OC-ALC) OC-ALC Form 238, *Move Item Support*

(Added-OC-ALC) OC-ALC Form 415, *Material Request*

(Added-OC-ALC) OC-ALC Form 416, *DIFM/DOTM Request*

Adopted Forms

(Added-OC-ALC) AFTO 99, *Limited/ Special TMDE Certification*

(Added-OC-ALC) AFTO 398, *Limited TMDE Certification (2 X ¾)*

(Added-OC-ALC) DD Form 1348-1A, *Issue Release/Receipt Document*

Abbreviations and Acronyms

(Added-OC-ALC) APTS—Automated Parts Tracking System

(Added-OC-ALC) BPA—Blanket Purchase Agreement

(Added-OC-ALC) BSL—Bench Stock Location

(Added-OC-ALC) CAGE—Commercial and Government Entity

(Added-OC-ALC) CCIV—Cost Class IV

(Added-OC-ALC) CDR—Calibration Details Report

(Added-OC-ALC) CoA—Certificate of Analysis

(Added-OC-ALC) CoC—Certificate of Conformance

(Added-OC-ALC) CONOPS—Concept of Operations

(Added-OC-ALC) CONUS—Continental United States

(Added-OC-ALC) COR—Contracting Officer Representative

(Added-OC-ALC) COSIS—Care of Supply and Storage

(Added-OC-ALC) CSRD—Computer System Requirement Document

(Added-OC-ALC) DDOO—Defense Distribution Depot Oklahoma City, Oklahoma

(Added-OC-ALC) DRMS—Defense Reutilization and Marketing Service

(Added-OC-ALC) DRUI—Deficiency Report Unique Identifier

(Added-OC-ALC) DSCR—Defense Logistics Agency Aviation

(Added-OC-ALC) ESOC—Emergency Supply Operations Center

(Added-OC-ALC) FM—Financial Management

(Added-OC-ALC) ILF—Indirect Labor Factor

(Added-OC-ALC) LDC—Lockheed Martin Distribution Center

(Added-OC-ALC) MPV—Metals Prime Vendor

(Added-OC-ALC) MRAG—Mass Report for Retail Transaction History

(Added-OC-ALC) MTC—Mill Test Certificates

(Added-OC-ALC) OT—Overtime

(Added-OC-ALC) OWC—Owning Work Center

(Added-OC-ALC) PAMS—PMEL Automated Management System

(Added-OC-ALC) PLA—Planned Labor Application

(Added-OC-ALC) PNSSR—Part Number Supply Support Request

(Added-OC-ALC) RINA—Retail Transaction History Inquiry

(Added-OC-ALC) RT—Receipt

(Added-OC-ALC) SIP—Ship in Place

(Added-OC-ALC) SMS—Strategic Material Sourcing

(Added-OC-ALC) SOP—Standard Operating Procedures

(Added-OC-ALC) SPOCO—Single Point of Contact Office

(Added-OC-ALC) TASSET—Total Asset

(Added-OC-ALC) TCR—TMDE Calibration Report