

Administrative Change to OO-ALCI21-105, *Point of Use (POU)*

OPR: OO-ALC/QAX

To bring the instruction into compliance with DAFMAN90-161, *Publishing Processes and Procedures*, paragraph 4.5.10.

The publication signature block is hereby changed to:

RICHARD W. GIBBS, Brigadier General, USAF; Commander, Ogden Air Logistics Complex.

1 March 2023

**BY ORDER OF THE COMMANDER
OGDEN AIR LOGISTICS COMPLEX**

**OGDEN AIR LOGISTICS COMPLEX
INSTRUCTION 21-105**



**3 DECEMBER 2021
Certified Current, 7 August 2024
Maintenance**

POINT OF USE (POU)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: OO-ALC/OBC

Certified by: OO-ALC/OB
(Mr. Donald H. Jessen)

Pages: 7

This instruction establishes local guidance and procedures for the Point of Use (POU) Program as defined in Air Force Sustainment Center Manual (AFSCMAN) 21-102, *Depot Maintenance Management*. All Ogden Air Logistics Complex (OO-ALC) organizations are supported by the POU Program, to include geographically separated units. Ensure 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 (AF) Records Disposition Schedule which is located in the AF Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Requests for waivers must come through the chain of command from the commander or civilian director of the maintenance group or staff office seeking relief from compliance. Waiver requests must be submitted to the OPR; waiver authority has not been delegated. This publication is exempt from tiering pursuant to Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*.

1. General Information. This document contains policies and procedures required of the OO-ALC to conduct POU activities in support of depot maintenance for assigned weapon systems. This includes procedures for bulk orders; use of the OO-ALC Form 204, *Point of Use Add, Change, Delete Approval*; minimum and maximum level changes; Market Basket (MB) replacements; and requesting new POU machines. Depot maintenance strives to apply the right resources at the right time at POU to execute a warfighter needs-driven production plan and schedule. These instructions are to ensure an integrated supply chain strategy is applied to requirement processes involving contractor support for POU.

1.1. POU may be identified as a vending machine type of equipment, a cabinet, a Vidmar, a locker system, a controlled room, a tool box, or any combination of the various types. POU may be used to control and account for various types of items to include, but not limited to, tools, common accessories, support equipment, consumables, Custodian Account & Custodian Request Log items, absorbent pads, personal protective equipment, test, measurement, & diagnostic equipment and office type supplies (e.g., serviceable tags, plastic bags, Kimwipes, pens, notebooks).

1.2. Shop operating material is authorized to be placed in POU machines. Shop operating material is defined as material required for resource cost center operations, e.g., material used in operation, repair and preventive maintenance of machinery, equipment and tools; supplies incidental to repair, modification, and manufacture of production items; and supplies for maintaining cleanliness of shops and production personnel. **Note: Other examples of items that are authorized for the POU consumable machines are gloves, wire brushes, safety glasses, solder tips, etc.**

2. Responsibilities. This instruction outlines the processes, procedures and responsibilities for the groups and Acquisition Management Support Office (AMSO). It also includes procedures for requesting POU stations and use of OO-ALC Form 204.

2.1. Each group has a Group Focal Point (GFP) assigned that acts as a contracting liaison between group personnel and the AMSO to ensure contract requirements are met.

2.2. All POU consumable material will be approved by the planner and production supervisors using the OO-ALC Form 204. The planner will determine if the material is eligible for POU consumable machines by ensuring the material is not in technical data and will not become a part of the product or end item under maintenance or consumed in the repair process prior to forwarding to the production supervisor.

3. Bulk Orders. Bulk order requests are used to facilitate temporary duty travel, support areas where POU machines are not allowed, support the Utah Test and Training Range, or support work centers where POU consumable machines are not able to support current usage quantities.

3.1. Group Responsibilities.

3.1.1. The requestor (government or assigned contractor to the group) will complete the bulk order request form. They will ensure all sections of the form are filled out accurately and completely. They will sign the request and forward the form to the POC at the squadron level for approval.

3.1.2. The government requesting supervisor will review the validity of the bulk request and submit to the Project Manager/Contracting Officer Representative (PM/COR). If questions of validity of the bulk order are made, the final decision maker will be the Services Designated Official. The PM/COR will notify the requestor of the determination.

3.1.3. If approved, the PM/COR will sign and set up a delivery date and time with the contractor and requesting GFP to ensure the supervisor is available to inventory and sign the bulk order invoice. If the supervisor is not available upon delivery, the bulk order will be returned.

3.1.4. Once the Bulk Order is signed, it is the group's responsibility for material/inventory management IAW AFSCMAN 21-102.

3.2. AMSO Responsibilities.

3.2.1. The PM/COR will review the request to ensure there is adequate funding on the Contract Line Item Number (CLIN) for the requesting group. If there is inadequate funding, the PM/COR will return the order and request additional funding to be added to the CLIN. When there is adequate funding, the PM/COR will sign the request.

3.2.2. The PM/COR will coordinate all bulk order deliveries.

4. OO-ALC Form 204.

4.1. The OO-ALC Form 204 will be used by all groups requesting additions to POU machine inventories. The OO-ALC Form 204 is also used for additions to the MB list. For new POU locations, an OO-ALC Form 204 is required for each individual item that is to be stocked in the POU machine.

4.2. Group Responsibilities.

4.2.1. The requestor will ensure the first three sections are completed and the requested part number is the manufacturer's part number and not one assigned by the contractor. The requestor will complete a separate form for each machine and each item. Completed forms will be forwarded to the assigned planner for approval.

4.2.2. The planner will review the request and ensure the item is authorized in the POU consumables machine and will not become a part of the product or end item under maintenance or consumed in the repair process. If not approved, the planner will notify the requestor to request the item through the Industrial Product-Support Vendor contract or as required by applicable instruction. If approved, the planner will complete all required items and sign in block 15c of OO-ALC Form 204 and forward it to the first-line supervisor for approval.

4.2.3. The first-line supervisor will review the form for validity. If not approved, the first-line supervisor will notify the requestor. If approved, the first-line supervisor will complete all required items and sign in block 15d and forward it to the second-line supervisor for approval.

4.2.4. The second-line supervisor will review the form for validity and compliance. If not approved, the second-line supervisor will notify the first-line supervisor and requestor. If approved, the second-line supervisor will complete all required items and sign in block 15e and forward the form to the GFP.

4.2.5. The GFP will review the form to ensure it is complete and a valid requirement. If not approved, the GFP will notify the previous approvers and requestor. The GFP will ensure all information is correct and complete prior to forwarding the form to the PM/COR.

4.3. AMSO Responsibilities.

4.3.1. The PM/COR will review the form to ensure it is complete, falls within the scope of the contract and the item is Trade Agreements Act (TAA) compliant.

4.3.2. If the item is included on the MB, the PM/COR will file the form in the appropriate folder on the SharePoint for the machine in which the item is being added. The forms will be saved in the following name format: Machine#_MB#_Date. The PM/COR will also forward the completed OO-ALC Form(s) 204 to the contractor requesting item(s) be added to identified machines' inventories. When all actions are completed, the final document will be filed in the Electronic Records Management (ERM) file, per AFI 33-322.

4.3.3. If the item is not in the MB, the PM/COR will forward the form to the contractor to ensure item(s) can be purchased and meets all requirements. The PM/COR will place the form in the appropriate folder for addition to the MB at the quarterly contract modification. The PM/COR will save the form in the following name format: Machine#_Part#_Date.

4.3.4. The PM/COR will maintain a list of requested items not on the MB.

4.3.5. No later than the 15th day of the 3d month of the quarter, the PM/COR will provide the Contracting Officer with the completed MB add list for that quarter.

4.3.6. The PM will create a Request-In-Work (RIW) in Alexsys to track the progress of the quarterly MB modification.

4.3.7. Once the quarterly contract modification has been signed by the contracting officer and the contractor, the PM/COR will send the OO-ALC Form 204 to the contractor to place the items in the requested machines. The PM/COR will file the forms in the appropriate machine folder after the OO-ALC Forms 204 are sent to the contractor.

5. Minimum and Maximum Level Changes. If anticipated workload changes, requiring increased or decreased quantities of items in the POU consumable machines, a first-line supervisor or above can request changes in minimum and maximum levels.

5.1. Group Responsibilities.

5.1.1. The supervisor will email requested increase/decrease to the PM/COR and their GFP. The email will include the machine number, MB identification number, and the new requested minimum/maximum levels for the item(s).

5.2. AMSO Responsibilities.

5.2.1. Based upon inspection results, the PM/COR may request changes to minimum and maximum quantities of items in the POU. The PM/COR will coordinate the request with the GFP owning the machine before notifying the contractor. With the GFPs concurrence, the PM/COR will email the contractor with the changes in quantities.

6. MB Replacements.

6.1. If MB items are found to be obsolete or no longer compliant with the TAA, they are required to be replaced. If items are still required to be stocked in POU machines, an OO-ALC Form 204 will be required in accordance with procedures in **paragraph 4** of this instruction.

6.2. The PM/COR will notify the GFPs with the recommended replacement to ensure it will fulfill their requirements. If it doesn't meet the group's requirements, the PM/COR will coordinate with the contractor on another replacement. If it does meet the group's requirements, the GFPs will complete sections I, II and III on OO-ALC Form 204 and forward it to the appropriate personnel for approval signatures. If the replacement item is already listed on the MB, place MB# in block 14. The PM/COR will sign and forward the completed form to the contractor for processing.

7. Requesting New POU Machine. Groups requesting new POU machines will coordinate with the 309th Maintenance Support Group POU office to request and conduct a site survey to ensure the following:

7.1. Power requirement of 120 V is available. If no power is available, submit an OO-ALC Form 546, *Engineering Project Request*, to 309MXSG.MXDEQ.ReliabilityTeam@us.af.mil.

7.2. There is Network availability. A request may need to be made for a drop to be installed. If it is required, make the request through the Information Technology Self Help portal located on the computer desktop: <https://usaf.dps.mil/sites/ServiceDesk>.

7.3. The requesting group will provide the POU office a list of items to be stocked in the POU's. This information determines the size of the machine needed such as: a. Main; b. Main & AUX; c. Main & (2) AUX.

7.3.1. The POU office will provide the requesting group with a spreadsheet containing all configuration requirements for approval. If approved, the POU office will request a quote and provide the quote to the PM.

7.3.2. The POU office will coordinate the install.

7.3.3. Once installed and operating, the POU office will complete the following:

7.3.3.1. Load and train users.

7.3.3.2. Provide technical support and routine preventative maintenance.

7.3.3.3. Set up reports.

7.3.3.4. Manage database.

7.3.3.5. Software updates.

7.4. AMSO Responsibilities.

7.4.1. PM will create RIW in Alexsys once quote is received from the POU team.

7.4.2. PM will request a line of accounting from requiring group.

7.4.3. PM will process the purchase request and track it via Alexsys record. The final document will be filed in the ERM.

ERIC E. FOX, NH-04, DAF
Vice Director, Ogden Air Logistics Complex

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DAFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFSCMAN 21-102, *Depot Maintenance Management*, 5 April 2021

Prescribed Forms

OO-ALC Form 204, *Point of Use Add, Change, Delete Approval Form*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

OO-ALC Form 546, *Engineering Project Request Form*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFSCMAN—Air Force Sustainment Center Manual

AMSO—Acquisition Management Support Office

CLIN—Contract Line Item Number

COR—Contracting Officer Representative

DAFI—Department of the Air Force Instruction

ERM—Electronic Records Management

GFP—Group Focal Point

IAW—In Accordance With

MB—Market Basket

OO-ALC—Ogden Air Logistics Complex

PM—Program Manager

POU—Point of Use

RIW—Request-In-Work

TAA—Trade Agreements Act