

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



**OGDEN AIR LOGISTICS COMPLEX
INSTRUCTION 23-101**

**26 DECEMBER 2023
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Materiel Management**

**DUE-IN FROM MAINTENANCE
DUE-OUT TO MAINTENANCE
(DIFM/DOTM) PROCESS**

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This instruction establishes responsibilities for ordering and turning-in of exchangeable items with expendability, recoverability, and reparability category (ERRC) code of 'C' or 'T', by the production support technician/production support section (PST/PSS). This instruction applies to all groups within the Ogden Air Logistics Complex (OO-ALC) that handle material in support of the Depot Maintenance Repair and Overhaul (MR&O) Program. Exception: exchangeable asset provided by commercial weapon system managers will follow the tracking process F-35 joint program office argument. It does not apply to: the 309th Aerospace Maintenance and Regeneration Group, Davis-Monthan Air Force Base (AFB), 583d Missile Maintenance Squadron geographically separated units at Vandenberg, Malmstrom, Minot and F.E. Warren AFBs; the 575th Aircraft Maintenance Squadron, Randolph AFB, who follow Air Force Instruction (AFI) 23-101, *Materiel Management*, and Air Force Manual (AFMAN) 23-122, *Materiel Management Procedures*. This instruction augments policy in the Air Force Sustainment Center Manual (AFSCMAN) 21-102, *Depot Maintenance Management*. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in the publication does not imply endorsement by the Air Force (AF). Ensure all records generated as a result of processes prescribed in this publication in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the 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 Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

Major changes include the removal of additional responsibilities specific for Support Center Pacific at Kadena Air Base Japan due to Defense Logistics Agency (DLA) establishment as well as removal of all attachments.

1. General Information. The control of DIFM/DOTM assets is a joint responsibility between the Defense Logistics Agency Aviation (DLA-A) and the production support sections in the OO-ALC maintenance groups. This instruction will only address the tasks used by DMXx to order or turn-in exchange items. This instruction identifies processes that must be complied with. DIFM/DOTM is the term used to track the issue and turn-in of exchangeable assets used in the MR&O processes. The main purpose of the process is to ensure unserviceable assets are returned to the supply chain in a timely manner. Additional training on the DIFM/DOTM process can be obtained through the training office and additional guidance can be found on the OO-ALC/OBWC Production Support SharePoint.

1.1. The Consolidated Sustainment Activity Group Supply funds all budget code '8' items with an ERRC of 'T' or 'C', and issues them to depot maintenance at an exchange cost. Note: 61 days after an exchangeable order has issued and no turn-in has been processed, a mark-up cost will be incurred.

1.2. When an item with an ERRC of 'T' or 'C' is ordered and issued with a document identifier of a D7R and a cost code of 'B', 'K' or 'E', a DIFM detail suspense record is established in the Automated Bill of Material (ABOM) System, and the Wholesale and Retail Receiving and Shipping System (WARRS/D035K). When an ERRC 'T' or 'C' item is turned in with a document identifier of a D6R and the cost code is 'B', 'K' or 'E', a credit DIFM detail is established in ABOM and D035K. To clear these records a D7R and D6R must be processed in the systems with the same document number. NOTE: WARRS/D035K will be referred to as D035K in this instruction. D035K is the system of record for the DIFM/DOTM process.

1.2.1. ERRC 'T' or 'C' with a numeric budget code '8' will normally be ordered with a cost code of 'B' and will establish a DIFM detail in the D035K to track the return of the unserviceable asset. NOTE: If a 'K' is in the fifth position of the stock number, order the item with a cost code 'D' to bypass the DIFM edits in D035K.

1.2.2. Items used in the repair of the shop support equipment. For example, a maintenance test stand is a piece of support equipment and one of the internal items has an ERRC of 'T' or 'C' that needs to be replaced. This will be ordered using indirect Job Order Number (JON) (X563014SXXXX) and a cost code 'K'. The cost of the item will be charged to maintenance overhead, and a DIFM detail will be established in D035K until the unserviceable item is turned in.

1.2.3. ERRC 'T' or 'C' with alpha budget codes will be ordered with a cost code of 'E' and will establish a DIFM detail in the D035K.

1.3. DIFM detail records control and identify DIFM/DOTM items and are linked by the 14-digit document number. The turn-in and issue request must contain the same document number before the suspended detail record will clear. NOTE: Only one item will be ordered or turned in per document number.

2. Systems. The following systems are used in the processing of DIFM/DOTM items:

2.1. D035K issues the material to Depot Maintenance (DMx) and maintains accountability of issues, turn-ins, and detail records for DIFM/DOTM items.

2.2. ABOM is used to order and turn-in exchangeable material and maintain a record of all D6R and D7R transactions.

2.3. NAVAIR Industrial Material Management System (NIMMS) is the accountable system used for the overall management and inventory of Depot Maintenance Activity Group-owned material and is used to process turn-ins.

2.4. The Depot Industrial Financial Management System (DIFMS) is the official financial system of records for organic depot maintenance; it expenses the cost of the material to the applicable resource control center and JON.

3. Responsibilities.

3.1. The scheduling/material supervisor will:

3.1.1. The scheduling/material supervisor will ensure that all PST/PSSs are knowledgeable of the responsibilities for ordering or turning in exchange material outlined in this instruction.

3.2. The PST/PSS will:

3.2.1. Query D035K RINE screen for valid credits prior to ordering an exchangeable item in ABOM. Credits must be in both D035K and ABOM. If it is only in ABOM, the credit is invalid and must be deleted. Contact the ABOM/NIMMS OPR to have the invalid/erroneous credit detail deleted. If there are no available credits, make sure an unserviceable asset will be available to turn in.

3.2.2. If the asset was recently turned in and has not had a chance to post in D035K, that credit document number in ABOM is considered valid. If a valid credit is found, use the oldest credit to place the order. Following these procedures will minimize the number of manual transactions to match the DIFMs with the credit and to keep from accumulating overage credits. Process all exchangeable issue requests through the ABOM Exchangeable Module.

3.2.3. Turn-in of condition code 'Q' or 'A' will be processed in NIMMS on the MN045P screen on the same document number the material was received on. Enter the cost of the item that was expensed to the JON. The cost can be found on the DIFMS inquiry screen (MS036P screen, option 9 or can also be found on the Retail Management Data Inquiry screen in D035K NSMB, option F9, use Exchangeable Price. NOTE: If a D6R is processed in both systems, (ABOM and NIMMS) tells the supply systems that two assets are being returned when there is actually only one asset being returned. This causes a Supply Discrepancy Report (SDR) to be created by distribution.

3.2.4. When the replacement asset is ordered in ABOM, a new document number will be created, the DLA-Material Support Specialist (MSS) must be contacted to perform the DIFM cross reference.

3.2.5. Turn-in of exchangeable components from end-item disassembly/reclamation, shop floor clean-up, or components acquired during condemnation of the end item will not be processed under DIFM/DOTM control.

3.2.6. If there are DIFM/DOTM problems or errors that need to be corrected in D035K, contact the DLA MSS assigned to the production shop. The Air Force Materiel Command (AFMC) Form 37, Inventory Research Worksheet, will be used to request the corrective actions.

4. Depot-Level Repairable (DLR) With Missing Components. When depot maintenance receives a DLR for repair with a shop replaceable unit (ERRC T) missing, the following options may be used based on the impact to the shop's delivery schedule:

4.1. Obtain approval from the Material Manager (MM)/Item Manager (IM) to order the component using a cost code 'M' or obtain the squadron director's approval to use the cost code 'S' to order the missing item. Use of cost codes 'M' or 'S' will not create a DIFM/DOTM detail.

4.1.1. Obtaining permission from the prime MM/IM to order the missing component with a cost code 'M', provides the visibility to the supply chain that field units may be stockpiling parts, which could result in an overall shortage for the AF.

4.1.2. The PST/PSS will use the cost code 'M' or cost code 'M' approval request letter. An example of the letter is located on the Material Support SharePoint. OBWC Production Support SharePoint. If the missing item has an alpha budget code ('S', 'T', etc.), ABOM will not allow the use of a cost code "S". Process the request with cost code "M" and annotate on the letter: "cost code "S" approved by squadron director, however; must process the issue as a cost code "M" due to system constraints". All cost code 'M' and 'S' authorizations and approval letters will be maintained for 6 months.

4.1.3. An SDR must be submitted by the PST/PSS prior to requesting the cost code 'M' authorization. The SDR must be submitted through the WEB SDR system. NOTE: If the shipping activity cannot be determined, continue with the submittal of the SDR and state that the origin of the shipment cannot be determined. Note: If assistance is needed check the OO-ALC/OBWC Production Support SharePoint or contact the OO-ALC/OBWC office.

4.1.4. If the cost code M or S is not approved, the asset may be returned to supply in the appropriate condition. The PST/PSS will ensure that the condition tag attached to the end item has the stock number and part number of the missing items listed on the back of the condition tag.

4.2. The PST/PSS will utilize the reports in the Center of Part Activity (COPA) to manage the DIFM/DOTM process (e.g., overaged DIFMs and credits greater than 18 months) monthly.

5. Follow-Up Actions Required After Processing an Exchangeable Turn-In.

5.1. The PST/PSS will:

5.1.1. Ensure the item is placed in the agreed upon hand-off point for material returns to supply.

5.1.2. Document the hand-off with the following: National Stock Number (NSN), document number, serial number, and name of the person the item was handed off to on the turn in document (DD Form 1348-1A). The document will be maintained until the transaction has completed in D035K.

5.1.3. Ten days after handing the item off to the MSS, review the Retail Transaction History Inquiry screen in D035K to see if the receipt has been processed. If the receipt has not been processed after 10 days, contact the DLA-A MSS by email and provide the document number, NSN and the date the item was handed off. The purpose is to see if the turn in was processed erroneously, i.e., D6A versus D6R. Make a note of the date of the follow-up with the MSS.

5.1.4. If the receipt has not processed after 21 days, forward the DLA-A MSS email response to the scheduling/material supervisor for assistance at that level. NOTE: Some of the main reasons for receipts not processing in a timely manner is the asset never left the hand-off point, was misplaced in the receiving activity, or it was processed incorrectly.

KENYON K. BELL,
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 23-101, *Materiel Management*, 22 October 2020

AFMAN 23-122, *Materiel Management Procedures*, 27 October 2020

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

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

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for change of Publication*

AFMC Form 37, *Inventory Research Worksheet*

Abbreviations and Acronyms

ABOM—Automated Bill of Material

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFSCMAN—Air Force Sustainment Center Manual

COPA—Center of Part Activity

DAF—Department of the Air Force

DIFM—Due-In From Maintenance

DIFMS—Defense Industrial Financial Management System

DLA—Defense Logistics Agency

DLA-A—Defense Logistics Agency Aviation

DLR—Depot Level Repairable

DMx—Depot Maintenance

DOTM—Due-Out to Maintenance

ERRC—Expendability, Recoverability, Reparability Category

FOB—Found-on-Base

IM—Item Manager

JON—Job Order Number

MM—Material Manager

MR&O—Depot Maintenance Repair and Overhaul

MSS—Material Support Specialist

NIMMS—NAVAIR Industrial Material Management System

NSN—National Stock Number

OO-ALC—Ogden Air Logistics Complex

OO-ALC/OBWC—Complex Production Support Office

OPR—Office of Primary Responsibility

PST/PSS—Production Support Technician/Production Support Specialist

SDR—Supply Discrepancy Report

WARRS/D035K—Wholesale and Retail Receiving and Shipping System