

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

**OGDEN AIR LOGISTICS COMPLEX
INSTRUCTION 23-109**



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Materiel Management**

**MANAGING INDUSTRIAL
PRODUCT-SUPPORT VENDOR (IPV) &
INDIRECT CONSUMABLE MATERIAL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Sustainment Center Instruction (AFSCI) 23-101, *Industrial Product-Support Vendor Program*, and Air Force Sustainment Center Manual (AFSCMAN) 21-102, *Depot Maintenance Management*. It provides guidance for managing National Stock Numbers (NSN) and applicable indirect job order numbers for indirect material, as defined in AFSCMAN 21-102, for those Weapons System Support Centers/Exchangeable Production Support Centers (WSSC/EPSC) that are operated and supported under the Industrial Product-Support Vendor (IPV) Program. The term IPV and bench stock are used synonymously throughout this document. All Ogden Air Logistics Complex (OO-ALC) organizations are supported by the IPV Program, except geographically separated units and the 309th Maintenance Support Group. 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 in accordance with 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 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. 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 Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*.

SUMMARY OF CHANGES

Changes to this document include updated cost thresholds, clarified annual review requirements and updated regulatory reference.

1. General Information. The organizational goals and objectives of these instructions are to ensure an integrated supply chain strategy is applied to requirement processes involving Defense Logistics Agency (DLA) support and contractor partnership. IPV bench stock is defined as indirect consumable (XB3) material that is used on multiple items in a repair activity, where it is unreasonable to attempt to charge the cost of the items to a particular work order. IPV material consists of high-volume, low-cost material with frequent demand, owned and used by OO-ALC.

1.1. Low-cost material is considered to be material that is up to and including \$300 Unit of Issue in price. Only avionics type stock class items that begin with 58, 59, 61, and 6625 will be approved up to and including \$800.

1.2. Frequent demand is defined as items with a minimum of four demands or four bin replenishments within a 12-month period. An exception may be granted if the maintenance planner provides justification to the OO-ALC Program Support Office (OO-ALC/OBWC).

1.3. Only NSNs managed by DLA will be managed in IPV bench stock. The DLA-managed items are identified by source of supply code "SMS" and only material with Acquisition Advice Codes "D", "Z", and "H" are permitted to be added to IPV.

1.4. All IPV material will be planned as indirect; if items are planned as IPV in one group, it should be planned as IPV in other groups. **NOTE: If the volume of usage is low in other groups or the type of work order dictates the material be charged to the work order, it is not necessary to have the item on IPV bench stock.**

2. Responsibilities. The procedures included in this instruction primarily apply to the maintenance planner and the production support chief (or designee). The IPV process is a collaborative effort with DLA, the IPV Contractor, and OO-ALC/OBWC. Additionally, the processes, procedures, and responsibilities are included for maintenance personnel, or the production support section involved in adding, changing or deleting material in a Point of Use (POU) machine, IPV bench stock material, submitting First Pass Acceptance (FPA), or the disposition of IPV material.

2.1. All IPV material requests will be approved and submitted by the maintenance planner using the IPV ICR, AFSC Form 231, *Industrial Product-Support Vendor (IPV) Change Request*, and corresponding spreadsheet. This form and spreadsheet will be submitted for any IPV material 'adds, changes, or deletions' to bench stock locations (BSL) or kitting list of material (LOM). **NOTE: Government ownership of the material takes place at the time the material enters the BSL or the kit is staged, therefore any excess IPV material stemming from bin deletions or maximum level decreases will be dispositioned by the organization or returned to the IPV contractor to be maintained in government-owned stock location. It will only be maintained in the government stock location up to 12 months expected usage.**

2.2. The planner will use the reports sent by OBWC annually to review and adjust IPV material in BSLs and kits. Adjustment includes removing items in BSLs that do not meet the minimum requirement or removing items from kits that are seldom used. Increase or decrease quantities to meet the required need.

2.3. All Air Force-Owned IPV material no longer required will be returned to the organization for disposition.

2.4. Report any non-conforming parts to the contractor so they can identify and follow SDR/PQDR processes.

3. Automated Bench Stock Locations. The complex's objective is to transition open BSLs to automated machines. In accordance with contract SPE4AX-17-D-9006, the contractor will work with the complex to collaboratively establish minimum/maximum level quantities for all IPV material to be contained in the automated machines. The contractor will initially stock the machines to the maximum levels identified by the maintenance planner. As material is issued out of the machines, the machine will track and report inventory levels. When the bin levels reach the 'minimum' level, a notification/purchase order will be issued to the contractor. Once the contractor receives the notification, the contractor will replenish material to the bin maximum level.

3.1. A meeting with the POU team, OO-ALC/OBWC, and the production groups will be scheduled for the initial overview of the conversion from the open bin to the automated bench stock machine prior to installation.

3.2. Once the automated machine has been converted and deployed, any remaining government-owned material that is in excess of the automated bin maximum level may be left in the open bin location for 2 weeks to attrite. After this timeframe, to avoid any potential material control issues, it will be the responsibility of the maintenance shop, in collaboration with the production support section, to either dispose of the remaining material or return it to the contractor to maintain in a government-owned stock location. It will only be maintained in the government stock location up to 12 months expected usage. Open storage bins will be removed by maintenance to preclude any uncontrolled material being maintained on the shop floor.

4. First Pass Acceptance (FPA). An FPA failure is defined as material not available to the mechanic at the time of demand; there is a limited amount of material left in a bin or designated storage unit to satisfy the mechanic's current need for material; the bins containing replenishment parts contain only parts not meeting quality assurance standards; or for kitting, a kit is not on-hand within 24 hours of customer written request/notification to the contractor, is not available at the forward kitting location, does not contain all items on the LOM needed to complete the job at the time of kit demand by the mechanic, or contains non-conforming items.

4.1. The number of hours it takes for the contractor to remedy an FPA failure is called Mechanic Wait Time (MWT). MWT is the calculated time it takes for the contractor to fill the bin/kit once an FPA failure is submitted. The contractor will only close the FPA once the quantity of the FPA that was submitted is satisfied.

4.2. In order for an incomplete kit to count as an FPA failure, the production support section or designee must conditionally accept a partial kit or reject the kit. If conditionally accepted or rejected, the kit will be recorded as an FPA failure, and the contractor will be required to provide all the items needed to complete the kit prior to closing the FPA failure.

4.3. It is the responsibility of the WSSC/EPSC Chief or designated representative to report all instances of an FPA failure through the contractor's electronic reporting system for all non-automated BSLs and kits. Maintenance shall report any open BSL bin outages to the WSSC/EPSC Chief or designated representative.

5. IPV Change Requests (ICR): Additions, Deletions, or Changes to IPV Material. When an NSN is identified to be added or removed from the IPV contract, or an adjustment of the maximum level is required, the maintenance planner is responsible for submitting a completed AFSC Form 231 and corresponding spreadsheet to the DLA Aviation IPV workflow (avnsoiworkflow@dla.mil). Once all items are reviewed and verified to be within contract scope, the AFSC Form 231 and corresponding spreadsheet will be forwarded to OO-ALC/OBWC IPV Workflow for approval and sent for processing. Once the request is processed and finalized, OO-ALC/OBWC will sign and forward to the initiating maintenance planner for completion. The maintenance planner and maintenance supervisor signatures are required for all changes.

5.1. The maintenance planner must ensure the bin authorized quantity (AQ) is correct and accurate to meet the monthly (30-day supply) requirements of the maintenance shop. The AQ will be set for a 30-day supply of material based on historical usage or workload requirements.

5.2. Any errors found on the AFSC Form 231 will be returned to the planner for correction.

5.3. Completed AFSC Forms 231 will be filed and maintained electronically or in the work-planning packet.

5.4. Annual requirement to review/analyze kit LOM and review/analyze IPV BSL as requested by OO-ALC/OBWC.

6. Emergency Retail Buys (ERB). The IPV program authorizes ERBs to support urgent material requirements for IPV supported organizations when material is depleted or there is a stock out of material. ERBs will be processed in accordance with DLA procedures. Maintenance will provide requested information within established timelines. OBWC will provide oversight as needed.

7. Kitting. The organization identifies kit requirements. Kits provide a tailored set of material for a particular maintenance operation. IPV kits can be paired with direct material to provide a complete maintenance solution and ensure maintenance technicians do not expend labor hours gathering parts.

7.1. If the organization requires reusable kit containers for kitting, they will purchase and provide the contractor adequate containers to cover their requirements. **NOTE: At a minimum, container requirements should be 1.5 times the monthly demand rate plus work in process, otherwise the contractor will deliver the kits in bags if no containers are available. The unit per assembly should reflect quantity needed for the end item/workload to avoid creating excess material.**

7.1.1. The maintenance planner will provide a complete LOM for each kit. The maintenance planner will submit an AFSC Form 231 and corresponding spreadsheet to DLA Aviation IPV Workflow (avnsoiworkflow@dla.mil). The IPV contractor, in collaboration with Depot Maintenance, will develop a kit (container) prototype based on work center guidance/requirements.

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

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

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

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

AFSCI 23-101, *Industrial Product-Support Vendor (IPV) Program*, 22 November 2022

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

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

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

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFSCI—Air Force Sustainment Center Instruction

AFSCMAN—Air Force Sustainment Center Manual

AQ—Authorized Quantity

BSL—Bench Stock Location

DAF—Department of the Air Force

DAFMAN—Department of the Air Force Manual

DLA—Defense Logistics Agency

ERB—Emergency Retail Buys

FPA—First Pass Acceptance

IPV—Industrial Product-Support Vendor

ICR—Industrial Product-Support Vendor Change Request

LOM—List of Material

MWT—Mechanic Wait Time

NSN—National Stock Number

OO-ALC—Ogden Air Logistics Complex

OO-ALC—Ogden Air Logistics Complex Program Support Office

OPR—Office of Primary Responsibility

POU—Point of Use

WSSC/EPSC—Weapons System Support Center/Exchangeable Production Support Center