

**BY ORDER OF THE COMMANDER
WARNER ROBINS AIR LOGISTICS
COMPLEX**



**WARNER ROBINS AIR LOGISTICS
COMPLEX INSTRUCTION 23-104**

11 AUGUST 2023

Incorporating Change 1, 24 MAY 2024

Materiel Management

***FOURTH PARTY
LOGISTICS (4PL) PURCHASING***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: WR-ALC/OB

Certified by: WR-ALC/OB
(Timothy Lawrence)

Supersedes: WR-ALCMAN 65-101, 15 Apr 21

Pages: 11

This instruction implements Air Force Policy Directive (AFPD) 23-1, *Supply Chain Materiel Management*, and provides guidance to ensure Warner Robins Air Logistics Complex (WR-ALC) oversight of the Fourth Party Logistics (4PL) Purchasing Program.

SUMMARY OF CHANGES

This interim change revises WR-ALCI 23-104 by (1) Renaming each instance of Receiver/Requester/POC/PM/Buyer to Group Receiver/Requester/POC/PM/Buyer to identify which level of POC/PM/Buyer it refers to. Additionally, new content to has been included to align this publication with higher governing guidance. A margin bar (|) indicates newly revised material.

1. Purpose. This document is to provide guidance to ensure 4PL program oversight, accountability, and judicious management of funding used for the requisitioning of a variety of indirect material and equipment (excluding TMDE) that is not identifiable back to weapon system platforms using the Financial Database (FDB) and which is procured through the 4th Party Logistics (4PL) contract. This document also provides as guidance based on Memorandum of Agreement (MOA) agreed by the WR-ALC Business Office (WR-ALC/OB) and the General Services Administration (GSA). Maintenance Material items that will be consumed by the weapon system shall not be procured through 4PL purchasing. This type of item should be purchased through the Command System of record, Automated Bill of Material/NAVAIR Information Material Management System (ABOM/NIMMS). Equipment that is tracked on the Custodian Authorization-Custody Receipt Listing (CA-CRL) or TMDE/PMEL shall also not be procured through 4PL program and should be purchased through Integrated Logistics System (ILS-S), however if ILS-S is not supportable, 78 ABW may provide a waiver for local purchase.

2. Roles and Responsibilities.

2.1. WR-ALC/OBWC/Lead will:

2.1.1. Act as OPR for the GSA Program.

2.1.2. Task Group Commanders/Directors to identify individuals to act as Group 4PL Point of Contact (POC) and maintain appointment letters.

2.1.3. Provide updates, coordination, changes in policy and requirements of the 4PL program to the designated group POC to disseminate information with their respective maintenance groups.

2.1.4. Act as POC to provide WR-ALC input for 4PL program to GSA, Group POCs and any updates as needed.

2.1.5. Ensure an integrated supply chain strategy is applied to requirement processes and involving GSA support.

2.1.6. Review GSA Master List (see [Attachment 2](#)) semi-annually, suspense to the WR-ALC Group POC, and provide revision to GSA in accordance with Memorandum of Agreement (MOA).

2.1.7. Develop and implement execution-level standardized process guidance addressing supply chain and depot maintenance specific support issues, defining handoffs of indirect material or transactions between AF and GSA, clarifying roles and responsibilities, and codifying gaps in AFSC processes/procedural guidance.

2.1.8. Review and approve/disapprove all changes to the GSA Master List (see [Attachment 2](#)). All change requests shall be submitted on WR-ALC Form 46, *Fourth Party Logistics (4PL) Approval Request*.

2.1.9. Enforce Business Rules established in accordance with current 4PL program (MOA).

2.1.10. Actively participate on any GSA-related telecom/briefings and provide recommendations, comments, and suggestions. Coordinate information to WR-ALC Leadership, Warner Robins Air Logistics Complex Financial Management (WR-ALC/FM), WR-ALC/OB leadership, maintenance groups POCs, and GSA as needed.

2.2. Group 4PL Point of Contact (POC) will:

- 2.2.1. Be appointed by Group Director to act as OPR for Group.
- 2.2.2. Identify POCs in each squadron for requesting and receiving assets.
- 2.2.3. Be focal point for all change request forms, receive, review approval and forward to WR-ALC POC.
- 2.2.4. Act as POC for any audits or inspections from ALC inspectors.

3. Group Requestor/Buyer will:

3.1. Initiate/submit requested item in FDB for 4PL AO approval and submit by email or Group 4PL Workflow.

3.1.1. Validate requested items are on the GSA Master List (see [Attachment 2](#)) and submit form to Group 4PL POC. If not on list, process, initiate, and submit WR-ALC Form 46 to add to Master List.

3.1.2. Perform research to ensure item is not active National Stock Number (NSN). If active NSN is identified, submit the proper supply system to procure (i.e. ILS-S, D035K, etc.)

3.2. Submit a Request for Information (RFI) from GSA Representative for supportability.

3.3. Contact Planner/Equipment Specialist to initiate AF Form 86, *Request for Cataloging Data/Action*, in order to have items cataloged (if required).

4. Group Buyer/POC will:

4.1. Contact requestor with indirect material requirement.

4.2. Verify items are not covered under other procurement methods, outlined in FAR 8.002:

4.2.1. Check Inventories of the requiring agency.

4.2.2. Excess from other agencies Federal Prison Industries, Inc.

4.2.3. Supplies which are on the Procurement List maintained by the Committee for Purchase from people Who Are Blind or Severely Disabled,

4.2.4. Wholesale supply sources, such as stock programs of GSA, DLA, the Department of Veteran Affairs, and Military control points.

4.2.5. Review GSA Rep response; update FDB with current sales price; quantity and date order is placed. **Note:** GSA system sends auto updates confirming order placed and date order ships.

4.3. Receive PDF file of signed/dated shipping documents to confirm item(s) receipt. Update FDB with quantity received. Upload receipt document into FDB. (Could be partial or complete order). (**Note:** Group Buyer/POC will not procure order until Group AO/POC approval)

4.4. Add screen shot to FM database from 4PL database to support documentation for requirement.

4.5. Follow guidance in accordance with Federal Acquisition Regulation (FAR) Part 8. (see Listing in 4.2.).

5. Group Approving Official (AO) and/or Group 4PL POC will:

- 5.1. Verify funding availability.
- 5.2. Confirm required documents are loaded in FDB.
- 5.3. Approve order prior to purchase.

6. Group Receiver/Requestor will:

- 6.1. Receive and sign for asset.
- 6.2. Send the signed receipt to group POC/buyer within 3 days after receipt.

7. Group FM will:

7.1. Establish Miscellaneous Obligation Requirements Document/Military Interdepartmental Purchase Request (MORD/MIPR).

- 7.1.1. Reconcile MORD/MIPR monthly.
- 7.1.2. Perform end of year (EOY) closeout.
- 7.1.3. Initiate new funding document for next FY.

7.2. Perform bi-weekly request or retrieve summary bill data from Defense Finance Accounting Service (DFAS): MIL SINQ, Defense Industrial Financial Management System (DIFMS) and Commanders Resource Integration System (CRIS). If using DIFMS or CRIS, detailed information must be retrieved from DFAS/MIL SINQ or GSA Representative. Verify each transaction on summary bill in FDB to verify cost and quantity received, then the document number can be billed through FDB. (Note: See para [10-11](#). Reconciliation of Billing for financial procedures).

7.3. Receipt CEDMS-MSS 7310-322 Weekly Unallocated Detail report and receipt bill into NIMMS using MN113P DTO Purchase Receipts screen.

7.4. Update CEDMS 322 report and send report to the AFSC Finance Office (AFSC/FRZD).

7.5. Verify in DIFMS (MS061P) that receipt is complete.

8. GSA Representative will:

8.1. Provide Contract Master List (see [Attachment 2](#)) semi-annually for review to WR-ALC/OB POC to determine if items need to be changed or deleted for non-usage.

8.2. Participate in any GSA-related telecom/briefings and can provide any recommendations, comments, and suggestions.

8.3. Ensure proper guidance in accordance with WR-ALC requirements.

- 8.3.1. Federal Acquisition Regulations (FAR).
- 8.3.2. Third Party Certified Quality Systems (i.e., AS9100, ISO9000, etc.).

8.3.3. Follow guidance in accordance with established laws, regulation, or policy requirements and WR-ALC guidelines.

8.4. Provide Request for Information (RFI) back to Group POC/buyer for supportability with FDB tracking number, Estimated Ship Date (ESD), quantity available (partial will be annotated), unit cost, and total cost.

8.5. Provide the best value (order ship time, cost, and handling).

9. Procedures.

9.1. Group Requestor will submit request to Group POC/Buyer by email or through 4PL Workflow, with the following information:

9.1.1. Requestor's Name, Office Symbol, Phone Number.

9.1.2. Part Number and Noun of the items being requested.

9.2. Group POC/buyer will check workflow throughout the day. Once requestor had emailed their request, Group POC/buyer will:

9.2.1. Check the request to determine if item is an active NSN or if item is an ILS-S, D035K, and Automated Orders Tracking System (AOTS) (validate IPV Schedule of Items (SOI)).

9.2.1.1. If there is an active LRS requirement, then submit an AF Form 2005. (If 78th ABW/LRS is not supportable then waiver can be approved for local purchase.)

9.2.1.2. If there is an inactive NSN, then determination will be made based on FAR 8.002, priorities for mandatory supply listed in 4.2.

9.2.1.3. If item is D035K, submit request to Parts Material Technician (PMT) to request in ABOM/NIMMS

9.2.1.4. If IPV-Bench stock and Bin is empty, submit request to Planner.

9.2.2. If not available in any system in 9.2.1, check the 4PL Master List Tool for approved items on 4PL program.

9.2.2.1. Submit the request into the FDB and initiate the FDB tracking number.

9.2.3. Send RFI to GSA representative for supportability.

9.2.3.1. Supportability is if the asset is available, and estimated delivery date (EDD) meets the required delivery date (RDD).

9.2.3.2. Unsupportable means the asset is not on the Master List (see [Attachment 2](#)) and needs to be added (estimated lead time to add item is 4-6 weeks).

9.3. GSA Representative will send back RFI/Request for Quote (RFQ) to 4PL Workflow or email with the following information:

9.3.1. FDB tracking number – Tracking number will be automatically generated by the FDB once initiated in the database.

9.3.2. Estimated Ship Date (ESD).

9.3.3. Quantity available (partial will be annotated).

9.3.4. Unit Cost.

9.3.5. Total Cost.

9.4. Group 4PL POC will verify part, ESD and funding availability.

9.4.1. Group POC will send by email to the requestor the RFQ to confirm ESD/RDD.

9.4.1.1. Requestor has 2 business days to respond.

9.4.1.2. If requestor does not agree with ESD, then request will be cancelled and then seek other alternative for purchase.

9.4.2. Once Group POC/buyer receives approval from requestor, the Group POC/Buyer will submit the request into the FDB.

9.4.3. Group POC/Buyer will notify GSA Representative that request has been submitted in FDB.

9.4.4. GSA Representative will provide POC the final documentation for the Purchase Order (PO) to input into FDB.

9.4.5. Provide Group POC/Buyer the final documentation for PO to input into FDB. Include document number, final cost, PO number, and EDD.

9.5. GSA representative will deliver asset to the requestor with shipping documentation.

9.6. Requestor/Receiving POC will sign shipping receipt accepting delivery.

9.6.1. Requestor will annotate on shipping receipt if partial order is received.

9.6.2. Submit the signed shipping receipt with signature to Group POC 4PL Workflow or email.

9.7. Group POC/buyer will retrieve delivery documentation (with signature) from workflow and verify complete or partial order. Verify that all documentation matches what is submitted in FDB.

9.7.1. If partial POC/buyer will submit the partial information into FDB.

9.7.2. If complete delivery, POC/buyer will load shipping receipt into the FDB for closure.

9.7.2.1. If partial delivery, Group POC/buyer will submit the partial information into FDB.

9.7.2.2. If complete delivery, Group POC/buyer will load shipping receipt into the FDB for closure.

10. Establishing Funding.

10.1. Group FM will arrange for MORD/MIPR at beginning of fiscal year (FY) using Department of Defense Activity Address Code (DoDAAC) for each material type.

10.2. Group FM will reconcile MORD/MIPR monthly.

11. Reconciliation of Billing. Group FM/POC/buyer will confirm order is received in FDB and ready for completion (verify if partial order).

11.1. Group FM/POC/buyer will verify the document number, cost and quantity received and bill in FDB. If not, will work with GSA Representative, DFAS or Customer to resolve.

11.2. Group FM/POC will validate with GSA in CRIS using WR-ALC Financial process and authorized FDB.

11.3. Group FM/POC/buyer will receive CEDMS 322 report from the AFSC Financial Management Directorate's Working Capital Fund Division, Cost Accounting Branch (AFSC/FZRD) (POC/buyer could pull daily). On the following business day, verify transaction correctly receipted in NIMMS using MS061P DIFMS Material Requisition Status Inquiry screen.

11.4. Group FM/POC/Buyer will receive CEDMS 322 report from the AFSC Financial Management Directorate's Working Capital Fund Division, Cost Accounting Branch (AFSC/FZRD) (Group POC/Buyer could pull daily). On the following business day, verify transaction is correctly receipted in NIMMS using MS061P DIFMS Material Requisition Status Inquiry Screen.

11.5. Weekly, Group FM/POC/buyer will provide to AFSC/FZRD-R an update on all transactions receipted into NIMMS and status of any transactions remaining on CEMDS-MSS 7310-322 report that are pending receipt into NIMMS and ECD. Any systemic or reconciliation issues should be coordinated with AFSC/FZRD-R for assistance/resolution.

12. Closing Out Funding. Group FM will reconcile funding and closeout document and initiate new MORD/MIPR for next FY. Group FM will provide updated MORD Crosswalk data to AFSC/FZR to update NIMMS and DFAS for MIL SINQ system billing system updates.

JON A. EBERLAN
Brigadier General, USAF
Commander

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

AFPD 23-1, *Supply Chain Materiel Management*, 1 June 2023

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

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

DoDI 5000.64_DAFI 23-111, *Accountability and Management of DoD Equipment and other Accountable Property*, 6 December 2021

Memorandum of Agreement (MOA) between GSA and WR-ALC Support Agreement, Fourth Party Logistics (4PL) Services, December 2022

Prescribed Forms

WR-ALC Form 46, *4PL Approval Request*

Adopted Forms

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

4PL—Fourth Party Logistics

ABOM/NIMMS—Automated Bill of Material/NAVAIR Information Material Management System

AFPD—Air Force Policy Directive

AFI—Air Force Instruction

AO—Approving Official

AOTS—Automated Orders Tracking System

AFSC—Air Force Sustainment Center

CRIS—Commanders Resource Integration System

CA-CRL—Custodian Authorization-Custody Receipt Listing

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DFAS—Defense Finance Accounting Service

DIFMS—Defense Industrial Financial Management System

DoDAAC—Department of Defense Activity Address Code

EDD—Estimated Delivery Data

ESD—Estimated Ship Date

FAR—Federal Acquisition Regulation

FDB—Financial Database

FY—Fiscal Year

GSA—General Services Administration

IAW—In accordance with

ILS-S—Integrated Logistics System - Supply

IPV—Industrial Product-Support Vendor

MILSBILLS—Military Bills

MIL SINQ—MILSBILLS Inquiry

MIPR—Military Interdepartmental Purchase Request

MOA—Memorandum of Agreement

MORD—Miscellaneous Obligation Requirements Document

NIMMS—NAVAIR Industrial Material Management System

PDF—Portable Document Format

POC—Point of Contact

PO—Purchase Order

PSC—Production Support Center

RDD—Required Delivery Date

RFI—Request for Information

RFQ—Request for Quote

SOI—Schedule of Items

TMDE—Test Measurement, Diagnostics & Equipment

Office Symbols

402 AMXG—402d Aircraft Maintenance Group

402 CMXG—402d Commodities Maintenance Group

402 EMXG—402d Electronics Maintenance Group

402 MXSG—402d Maintenance Support Group

402 SWEG—402d Software Maintenance Group

AFSC/FZRD—AFSC Financial Management Directorate's Working Capital Fund Division, Cost Accounting Division

AFSC/FZRD—R—AFSC Financial Management Director’s Working Capital Fund Cost Accounting Branch

WR-ALC—Warner Robins Air Logistics Complex

WR-ALC/FM—Financial Management

WR-ALC/OB—Business Office

Attachment 2**BUSINESS RULE FOR MASTER LIST**

A2.1. Following are the guidelines to . Add items to the 4PL master list to ensure compliance with FAR 8.002 and 8.004 and use of retail versus wholesale supply chains.

A2.2. Every new 4PL item request must be . Submitted on WR-ALC Form 46 to add, change or delete 4PL items, and will require approval by the First Line supervisor, Group PM/POC/Buyer, GSA, and WR-ALC/OBWC. Completed and signed WR-ALC Form 46 will be file maintained and Mater List maintained by WR-ALC/OBWC POC.

A2.3. Group PM/Buyer/POC will. Research the item(s) requested to be added. If item is stock listed or non-stock listed to be installed on weapon system/end item, the item will not be allowed on the 4PL Master List. If item is an equipment item, then the item should not be added to 4PL Master List and will be requisitioned through 78 ABW/LRS and maintained on CA-CRL. Item may or may not be available in the wholesale supply chain. Items such as PPE, Fall Protection, TMDE, Medical, tools, etc., will need to be approved by SE. **Note:** These items are located on SE SharePoint: PPE Listing - All Documents (dps.mil).

A2.4. If the item meets the above regulations . It must also meet one of the following reasons why a retail 4PL purchase is a better avenue than wholesale for the AF. If the item meets one or more reasons, then it will be added to the 4PL Master List. The justification code below must be provided in block 11 (notes block) on the WR-ALC Form 46:

A2.4.1. CODE 1 - An item that requires repetitive purchases for same demand and will breach the split-purchase GPC regulations.

A2.4.2. CODE 2 - Items that exceed the cost threshold for GPC.

A2.4.3. CODE 3 - Items that are not stock listed in wholesale supply chain.

A2.4.4. CODE 4 - Items that must be sole sourced for specific workload(s).

A2.4.5. CODE 5 – Tooling items (TMDE type items require Certificate of Calibration and uploaded into FDB and WR-ALCI 4PL Tool) that have been waived by 402 MXSG.

A2.4.6. CODE 6 - Delivery time of a wholesale item does not meet schedule needs.

A2.5. Once an item is approved and, on the Master 4PL list. It will be considered approved for future 4PL requests.

A2.6. WR-ALC/OBWC is POC for this requirement.