

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

**WARNER ROBINS AIR LOGISTICS  
COMPLEX INSTRUCTION 21-118**

**14 SEPTEMBER 2022**



***Maintenance***

***TURN-IN OF EXCESS AND  
UNSERVICEABLE MATERIEL***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements guidance and policy from Air Force Instruction (AFI) 21-101\_Air Force Materiel Command (AFMC) Supplement, *Aircraft Equipment Maintenance Management*; Air Force Instruction (AFI) 23-101, *Materiel Management Policy*; and Air Force Sustainment Center Manual (AFSCMAN) 21-102, *Depot Maintenance Management*. This instruction outlines the responsibilities and the simplest and most efficient procedures for the turn-in of excess Expendability, Recoverability, Reparability Code (ERRC) N and P materiel, both serviceable and unserviceable, within the Warner Robins Air Logistics Complex (WR-ALC). It applies to the 402d Aircraft Maintenance Group (402 AMXG), 402d Commodities Maintenance Group (402 CMXG), 402d Electronics Maintenance Group (402 EMXG), 402d Maintenance Support Group (402 MXSG), and 402d Software Engineering Group (402 SWEG). Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Department of the Air Force (AF) Form 847, *Recommendation for Change of Publication*. This publication may be supplemented at any level, but all direct supplements must be routed to the office of 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 DAFMAN 90-161, *Publications Processes and Procedures*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the AF Records Information Management System Records Disposition Schedule

located at [https://www.my.af.mil/afirms/afirms/afirms/rds/rds\\_series.cfm](https://www.my.af.mil/afirms/afirms/afirms/rds/rds_series.cfm). See **Attachment 1** for glossary of references and supporting information.

### ***SUMMARY OF CHANGES***

This revision updates **paragraph 3.1.4.1**; removed processing turn-in of item on MN044P screen if Y-NIF location already created and added requirement to add Y-NIF location on paperwork if location already assigned, paragraphs **4.1 through 4.2.2.3**; added section on Review of Materiel in Y-NIF store, paragraphs **5.1 through 5.2**; moved from paragraph **4.1 through 4.2, Attachment 6**; added for sample of justification letter.

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**1. General.** This instruction applies to the turn-in of ERRC N and P materiel to the Naval Industrial Materiel Management System (NIMMS) Naval Industrial Fund (Y-NIF) store in the Maintenance Inventory Center (MIC)/Shop Service Center (SSC) or directly to supply. The NIMMS Y-NIF stores were established as a courtesy storage area for AF-owned assets found to be in excess of shop floor requirements and identified to be turned back in for future requirements. Turn-ins should be made as soon as it is determined the materiel will not be used for the designated operation. Absolutely no ERRC T materiel, identified as exchangeable, will be turned in to the NIMMS Y-NIF store. ERRC T materiel, both serviceable and unserviceable, will be turned back in to supply using D6R document identifier. *Note:* Currently, 402 MXSG and 402 SWEG do not utilize a NIMMS Y-NIF store for storage of ERRC N and P materiel. 402 MXSG materiel control guidance is specified under AFSCMAN 21-102, Chapter 15. 402 SWEG guidance is specified under AFSCMAN 21-102, Chapter 18.

## **2. Turn-In of Excess ERRC N and P Consumable Materiel.**

**2.1. Turn-in Categories.** Serviceable, unserviceable, and unidentifiable ERRC N or P materiel will be turned in using the following four categories.

2.1.1. ERRC N or P serviceable materiel. This type materiel will be turned in to the NIMMS Y-NIF store, materiel control function, returned to bench stock, or turned in to supply, as applicable.

2.1.2. ERRC N or P non-serviceable and scrap materiel. This type materiel is determined by the user to be unserviceable and beyond repair.

2.1.3. Unidentified materiel. This type materiel includes items awaiting identification and disposition to the ERRC part number (P/N) serviceable area or ERRC P/N non-serviceable/scrap materiel area, or awaiting identification for use in the production process. Periodically, but no less than every 10 days, Production Support Flight (PSF) (formerly Weapon System Support Center/Exchangeables Production Support Center) personnel will inspect the items in the unidentified materiel bin and provide identification services. When necessary, coordination will be made with production. Appropriate WR-ALC group personnel will assist, as necessary, in identifying this materiel and determine if these items can be used in the production process or if they are to be turned in to the supply account.

2.1.4. Aircraft tires managed by Defense Logistics Agency (DLA) source of supply "SMS" (routing identifier) and ERRC code P.

## **2.2. Procedures and Guidelines.**

2.2.1. All excess serviceable materiel will be turned in to the NIMMS Y-NIF store if there is an immediate future requirement. Otherwise, excess materiel will be turned in to depot supply.

2.2.2. The only items that may be disposed of as trash are items that have no potential value to the government through future use or resale by DLA Disposition Services (formerly known as Defense Reutilization and Marketing Service). This includes items in their current configuration, including the basic materiel content, that have no value (e.g., used gaskets or seals, broken plastic lenses, used light bulbs, etc.).

2.2.3. Unserviceable items, those not eligible for reconditioning or repairing, and those items that fail the identification process will be turned in as scraps by production either directly to DLA Disposition Services or through PSF. The preferred method is to use PSF, who will prepare the documentation and arrange for transportation to DLA Disposition Services.

2.2.4. Unserviceable tires managed by DLA and subject to retread shall be turned in to supply using NIMMS Found on Base (FOB) procedures. These tires will be source of supply "SMS" and ERRC P.

2.3. Pick-up Points. Each WR-ALC squadron PSF chief will establish and maintain turn-in and pick-up points for serviceable or unserviceable ERRC N or P materiel. Each point will be conspicuously marked to show the Resource Control Center (RCC) authorized to place materiel there. 402 MXSG and 402 SWEG will establish, as a minimum, one turn-in and pick-up point for serviceable or unserviceable ERRC N or P materiel.

### 3. Responsibilities.

3.1. The Production Support Technician (PST) will:

3.1.1. Check the D035K (Retail Management Data Inquiry System)/RINF (Backorder Inquiry) screen for requirements for the materiel elsewhere in the squadron prior to making a turn-in of excess serviceable materiel to the NIMMS Y-NIF store or materiel control function.

3.1.1.1. D035K does not have the capability to go back and check NIMMS Y-NIF stores for materiel placed in stock, requiring the manual intervention of checking for other backordered requirements.

3.1.2. Should other requirements be found, contact the area that has the current backorder and advise they have materiel to fill the open backorder.

3.1.2.1. The gaining PST will immediately cancel the backorder, obtain the materiel from the losing PST, and provide the materiel to the mechanic that requires it or take the materiel to the aircraft tail number bin (TNB) facilitate other maintenance (FOM) cage location.

3.1.2.2. To ensure the proper aircraft is charged for the materiel, the gaining PST must contact the group financial management analyst to reverse the cost from the releasing job order number (JON) to the gaining JON.

3.1.2.3. Another option is to turn the materiel in to the NIMMS Y-NIF store. The gaining PST will cancel the outstanding due-out requirement and re-order the materiel. This action will then pull the materiel from the NIMMS Y-NIF store on the newly placed requirement. *Note:* Shelf-life materiel being received into the NIMMS Y-NIF store must be unopened and in its original package, have a legible expiration/manufacture date, and have a minimum of 1 month of shelf-life time remaining.

3.1.3. Prepare AFSC Form 95, *Issue Request*, for all serviceable materiel being turned back in to the NIMMS Y-NIF store as per sample in [Attachment 2](#), *AFSC Form 95 for "A" Condition Turn-in*.

- 3.1.3.1. Minimum required information on AFSC Form 95 is the requester information, national stock number (NSN), document number materiel originally ordered against, and JON.
- 3.1.3.2. If the document number is not available, RCC must be placed in document number field on AFSC Form 95. Reference sample at [Attachment 2](#) for additional fields that must be completed.
- 3.1.3.3. It is essential that the materiel be credited back to JON against which it was originally ordered. All efforts to research for original document number are required before turning in as FOB. Reference sample, [Attachment 3](#), *AFSC Form 95 for "A" Condition FOB Turn-in*.
- 3.1.3.4. Ensure the top right corner of the AFSC Form 95 is marked with the reason the materiel is being turned in to the NIMMS Y-NIF store; i.e., ordered in error, work around accomplished, etc.
- 3.1.4. Process materiel into the NIMMS Y-NIF store. **Note:** In the event that the asset being turned in to the NIMMS Y-NIF store is too large, the NIMMS Y-NIF store capacity has been met, or if there is no immediate requirement for the same, the turn-in must be made back to supply using D6A document identifier. Turn-ins to supply are accomplished by the PST in NIMMS on screen MN045P. The D6A stuffers will be printed and placed on the materiel along with the original Department of Defense (DD) Form 1348-1A, *Issue Release/Receipt Document*, delivery receipt showing materiel is "A" condition, or ensure that a DD Form 1574, *Serviceable Tag – Materiel*, stamped and certified by a production mechanic/technician showing a serviceable condition code is supplied. Materiel will be placed at the serviceable/unserviceable pick-up point or delivered to Defense Logistics Agency Aviation (DLA-A) SSC for turn-in to supply.
- 3.1.4.1. Prior to processing the item into the NIMMS Y-NIF store, run a query using the NIMMS MN090P screen to determine if the item already has a location in the store and write it down for reference. First establish a dummy location (example: YMIC000) in NIMMS on the MN016P screen (reference [Attachment 4](#)). Input the national item identification number (NIIN), 2 digit store code, and "A" for the action code. Next, click in the "Transmit" box. If a location is already assigned to another stock number, greater/less than signs will appear next to the location. After the dummy location is assigned, process the item into the NIMMS Y-NIF store using the NIMMS MN044P screen. NOTE: If location had already been assigned, write location on paperwork for reference for DLA-A.
- 3.1.4.2. Give materiel and paperwork (or put in staging area) to the DLA materiel handler (MH). If the materiel being received is shelf-life (reference [Attachment 5](#)), PST will inform the expeditor. MH will sign a copy of the turn-in paperwork (DD Form 1348-1A or AFSC Form 95) and take materiel. The signed copy will be file maintained by the PST for 6 months. MH will check for suitable location and stow materiel and change location. The expeditor will mark the location to reflect the shelf-life.
- 3.1.4.3. If a turn-in is requested from the maintenance group, provide the following:
- 3.1.4.3.1. Store Code

- 3.1.4.3.2. NIIN
- 3.1.4.3.3. Quantity
- 3.1.4.3.4. Unit of Issue
- 3.1.4.3.5. Document Number
- 3.1.4.3.6. Condition Code
- 3.1.4.3.7. AF Cost Code
- 3.1.4.3.8. Turn-In Remarks (Point of Contact and Phone Number)

3.2. Materiel Return by the Mechanic. The mechanic will return Industrial-Product Support Vendor (IPV) materiel IAW WR-ALCI 23-102, *Industrial Product-Support Vendor (IPV) Program*.

3.3. Turn-In and Pick-Up Points. WR-ALC squadron PSF chiefs will establish and maintain turn-in and pick-up points for serviceable or unserviceable ERRC N or P materiel (reference [paragraph 2.3](#))

#### **4. Review of materiel in Y-NIF Store.**

4.1. All materiel held in NIMMS inventory storage areas is owned by depot maintenance but is managed by DLA personnel.

4.2. Review of the NIMMS store materiel is required every 180 days. The review will be done in April and October of each year.

4.2.1. When it is determined that materiel is not moving into and out of these areas in a timely manner, joint action between maintenance and DLA should be taken to correct any problems found to include turning in of materiel. NIMMS temporary storage of items is not to be used as a collection and holding area for materiel that maintenance cannot use in a timely manner.

4.2.2. DLA Care of Supplies in Storage (COSIS) Team will provide a spreadsheet via email to DLA Materiel Management Section Chief within each SSC area identifying the materiel that is located in the NIMMS Y-NIF stores. The DLA Materiel Management Section chief will send the spreadsheet via email to planning personnel for review.

4.2.2.1. The planner will have 60 days to review the listing to determine whether to retain materiel or turn it in to supply.

4.2.2.2. If determination made to retain the materiel and it has been in the NIMMS Y-NIF store for longer than 12 months, the planner will initiate justification letter for Exchangeable Products Support Center/Weapon System Support Center (EPSC/WSSC) Chief to provide an approval for retention (reference [Attachment 6](#)). After 24 months of retention, the Squadron Director must provide approval for retention. The planner will provide a copy of signed approval to DLA COSIS Team and DLA Materiel Management Section Chief.

4.2.2.3. If determination made to turn material into supply, the planner must provide a listing of the items to their Group Financial Management area to review for the financial impact of turning the material into supply at that time. The Group Financial Management POC will provide concurrence or nonconcurrence to process turn-ins.

## **5. Demilitarization (Demil)/Mutilation.**

5.1. Demilitarization. Demil coding is a part of the cataloging program and can be found in either the D035K or D043A (Stock Number Interrogation, NIIN Query System). The process of determining and assigning the appropriate demil code to all NSN items, when the items are cataloged, is essential to ensure that items are properly demilitarized during the disposal process. DLA Disposition Services is responsible for ensuring that it is properly demilitarized, when required. Demil accomplished by depot maintenance is based on the assigned demil code and must be accompanied by an AFMC Form 206, *Temporary Work Request*, to cover cost of the demil action. Reference Department of Defense Manual (DoDM) 4160.21 and AFMAN 23-122, *Materiel Management Procedures*, for additional guidance.

5.2. Mutilation. The act of mutilation should not be confused with demil coding or the demil of materiel. Mutilation results in the complete destruction of an item (it must be done by the generator), whereas demil is designed to prevent materiel from being used for its originally intended military or lethal purpose. It also applies to materiel in unserviceable or serviceable condition that has been screened through the inventory control point and declared surplus or foreign excess. The demil code identifies the degree of demil necessary prior to accomplishing final disposition of the item. A prime materiel manager, the inventory management specialist, or the equipment specialist must always direct mutilation by memo, message, or by annotating the AFMC Form 206. Defective items, parts, and components containing latent defects dangerous to public health and safety are required to be mutilated prior to turn-in to DLA Disposition Services.

BRIAN D. MOORE, Colonel, USAF  
Vice Commander

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

AFI 21-101\_AFMCSUP, *Aircraft and Equipment Maintenance Management*, 10 November 2020

AFI 23-101, *Materiel Management Policy*, 10 December 2021

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020, Interim Change 1, 28 July 2021

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

AFMAN 23-122, *Materiel Management Procedures*, 27 October 2020, DAFMAN 23-122\_DAFGM 2021-01, 7 July 2021

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

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

AFMC Form 206, *Temporary Work Request*

AFSC Form 95, *Issue Request*

DD Form 1348-1A, *Issue Release/Receipt Document*

DD Form 1574, *Serviceable Tag – Materiel*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFSCMAN**—Air Force Sustainment Center Manual

**COSIS**—Care of Supplies in Storage

**DAFI**—Department of the Air Force

**DD**—Department of Defense

**DLA**—Defense Logistics Agency

**DLA-A**—Defense Logistics Agency Aviation

**DLA-D**—Defense Logistics Agency Distribution

**DoD**—Department of Defense

**EPSC**—Exchangeable Products Support Center

**ERRC**—Expendability, Recoverability, Reparability Code

**FOB**—Found on Base

**FOM**—Facilitate Other Maintenance

**IAW**—In Accordance With

**IPV**—Industrial-Product Support Vendor

**JON**—Job Order Number

**MH**—Materiel Handler

**MIC**—Maintenance Inventory Center

**MXSG**—Maintenance Support Group

**NIF**—Naval Industrial Fund

**NIIN**—National Item Identification Number

**NIMMS**—Naval Industrial Materiel Management System

**NSN**—National Stock Number

**OPR**—Office of Primary Responsibility

**P/N**—Part Number

**PSF**—Production Support Flight (formerly Weapon System Support Center/Exchangeables Production Support Center)

**PST**—Production Support Technician

**RCC**—Resource Control Center

**SSC**—Shop Service Center

**SWEG**—Software Engineering Group

**TNB**—Tail Number Bin

**WR-ALC**—Warner Robins Air Logistics Complex

**WSSC**—Weapon System Support Center

### *Terms*

**Demil**—Demilitarization. The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or materiel to prevent its unauthorized use.

**D035K**—Retail Management Data Inquiry System. (A supply information system used by customer support specialist to file maintain and track order status of retail transactions.)

**D035K/RINF**—Backorder detail inquiry used for checking status of maintenance due-out requirements.

**D043A**—Stock Number Interrogation, NIIN Query System

**D6A/D6R**—Turn-in document identifiers for non-exchangeable/exchangeable materiel

**Mutilation**—Complete destruction of an item by its generator.

**SMS**—A routing identifier to indicate DLA as Source of Supply.

Attachment 2

AFSC FORM 95 FOR "A" CONDITION TURN-IN

Figure A2.1. AFSC Form 95 for "A" Condition Turn-in.

ISSUE REQUEST													Reason for not using		
DIC: <b>D6</b>		ROUTE ID: <b>FLB</b>		DT: <input type="text"/>		A. REQUESTER DATE/TIME: <input type="text"/>									
B. KILL CALLED TO: <input type="text"/>				TIME: <input type="text"/>		VERIFIED BY: <input type="text"/>									
UJC: <input type="text"/>		TIME: <input type="text"/>													
STOCK NUMBER															
NSC		N11N		MMC		U/		QUANTITY				C. SUB NUMBER: <input type="text"/>			
6685		008037055		SX		EA		1							
DOCUMENT NUMBER															
FUNCT ACCT		DATE		SERIAL NO		DMD						PST name/phone number/bldg # Date Tail number/JON			
M88P88		9193		A039											
D. PART NUMBER, MANUFACTURING CODE/REMARKS: <b>M5271B8-2</b>															
E. T.O. REF/FIGURE/INDEX: <b>1C-5-4-5 Fig 8.1 IND 1</b>															
DEL DEST	CONTROL NUMBER	PROJECT	W C	F A D	REQ DEL D/ TE	ADY CODE	D E L PRI	E R R C	C R E D	O / P	C O N D	M G T	OPERATION FACILITY NUMBER	U / U	ACT/ SUP
91MC4A	00076B		A	3	JON		6	N		A	A		02102		
F. ADDITIONAL INFORMATION: <input type="text"/>															
G. TIME/DATE OF DELIVERY: <input type="text"/>			H. DELIVERY TIME: <input type="text"/>			I. NOMENCLATURE: <input type="text"/>									
AFSC Form 95, 20180226; Prescribing Directive: AFSCMAN21-102															
<p><b>Note:</b> Must be condition code "A" with original paperwork or "A" condition tag. Tag must be signed and stamped by mechanic.</p>															

Attachment 3

AFSC FORM 95 FOR "A" CONDITION FOB TURN-IN

Figure A3.1. AFSC Form 95 for "A" Condition FOB Turn-in.

ISSUE REQUEST															
DIC: <b>D6A</b>		ROUTE ID: <b>FLB</b>		DT: <input type="text"/>		A. REQUESTER DATE/TIME: <input type="text"/>									
B. KILL CALLED TO: <input type="text"/>				TIME: <input type="text"/>		VERIFIED BY: <input type="text"/>									
UJC: <input type="text"/>		TIME: <input type="text"/>													
STOCK NUMBER															
NSC		N11N		MMC		UI		QUANTITY							
6685		008037055		SX		EA		1							
C. SUB NUMBER: <input type="text"/>															
DOCUMENT NUMBER															
FUNCT ACCT		DATE		SERIAL NO		DMD									
MBBPBB															
PST name/phone number/bldg # Date															
D. PART NUMBER/MANUFACTURING CODE/REMARKS: <input type="text" value="MS271B8-2"/>															
E. T.O. REF/FIGURE/INDEX: <input type="text" value="1C-5-4-5 Fig 8.1 IND 1"/>															
DEL DEST	CONTROL NUMBER	PROJECT	W C	F / D	REQ DEL DATE	ADY CODE	D E L PRI	E R R C	C R E D	O / P	C O N D	M G T	OPERATION FACILITY NUMBER	U / U	ACT/ SUF
91MC4A			A	3			6			A	A				
F. ADDITIONAL INFORMATION: <input type="text"/>															
G. TIME/DATE OF DELIVERY: <input type="text"/>				H. DELIVERY TIME: <input type="text"/>				I. NOMENCLATURE: <input type="text" value=""/>							

AFSC Form 95, 20180226; Prescribing Directive: AFSCMAN21-102

**Note:** Minimum column information for "found on base" is shown in highlighted blocks. All efforts should be made to obtain a document number and JON.

Attachment 4

SAMPLE OF THE NIMMS MN016P SCREEN TO ESTABLISH A DUMMY Y-MIC LOCATION

Figure A4.1. Sample of NIMMS MN016P Screen to Establish a Dummy MIC Location.

The screenshot displays the NIMMS MN016P screen with the following elements:

- Top right corner: **TCPMAIN**, **Logout**, and **Help** buttons.
- Header: **MN016P** and **STORE MATERIAL RECORD LOCATION UPDATE**.
- Input fields:
  - NIIN**: 012644536 \*
  - STORE**: y2 \*
  - ACTION**: a \*
  - LOC 1**: ymi - c0 - 00
  - LOC 2**: [ ] - [ ] - [ ]
  - LOC 3**: [ ] - [ ] - [ ]
  - TRANSMIT**: [ ]
  - NEXT PROGRAM**: > [ ]
- Bottom left: **REL 05A00 971021**.
- Bottom left buttons: **ENTER** and **MN090P**.

## Attachment 5

## SHELF-LIFE CODES



Figure A5.1. Shelf-Life Codes (from DODM 4140.27 Volume 1).

			Materiel will have 85 percent shelf-life remaining upon receipt from contractor to first government activity.	
Shelf-life Period	Type	Type	Month	Quarter
Non Shelf-life Item No Shelf-life applies	0 (zero)	0 (zero)	N/A	N/A
01 Month	A	N/A	25 days	N/A
02 Months	B	N/A	50 days	N/A
03 Months	C	1	75 days	N/A
04 Months	D	N/A	3	1
05 Months	E	N/A	4	1
06 Months	F	2	5	2
09 Months	G	3	8	3
12 Months (1.00-Year)	H	4	10	3
15 Months (1.25-Years)	J	N/A	13	4
18 Months (1.50-Years)	K	5	15	5
21 Months (1.75-Years)	L	N/A	18	6
24 Months (2.00-Years)	M	6	21	7
27 Months (2.25-Years)	N	N/A	23	8
30 Months (2.50-Years)	P	N/A	26	9
36 Months (3.00-Years)	Q	7	31	10
48 Months (4.00-Years)	R	8	41	14
60 Months (5.00-Years)	S	9	51	17
72 Months (6.00-Years)	I	N/A	61	20
84 Months (7.00-Years)	T	N/A	71	24
96 Months (8.00-Years)	U	N/A	82	27
120 Months (10-Years)	W	N/A	102	34
180 Months (15-Years)	Y	N/A	153	51
240 Months (20-Years)	Z	N/A	204	68
Non-standard shelf-life period as assigned by the ICP.	V	X	85 percent of number of months	85 percent of number of quarters

Attachment 6

SAMPLE JUSTIFICATION LETTER FOR Y-NIF STORE MATERIEL

Figure A6.1. Sample NAVIAR Industrial Material Management System (NIMMS) Y-NIF Store Materiel Justification Memo.

	<p>DEPARTMENT OF THE AIR FORCE WARNER ROBINS AIR LOGISTICS COMPLEX (AFMC) ROBINS AIR FORCE BASE GEORGIA</p>	
		Date
MEMORANDUM FOR [Your Squadron's Y-NIF Store]		
FROM: [Your Squadron]		
SUBJECT: NAVAIR Industrial Material Management System (NIMMS) Y-NIF Store Materiel Justification		
<ol style="list-style-type: none"><li>1. To comply with policy for production-owned materiel located in NIMMS Y-NIF Store [insert Y-NIF code and building location], our Planner has conducted thorough research and validated the necessity to retain or tun materiel back into supply.</li><li>2. The materiel marked with "Retain" on the attached spreadsheet is required to accommodate the ongoing and future immediate workload.</li><li>3. [Point of contact information goes here. Commercial (478) 555-5555/DSN 555-5555 or via e-mail at <a href="mailto:first.last@us.af.mil">first.last@us.af.mil</a>.]</li></ol>		
[Squadron Leader Signature Block]		
Attachment Listing of Items for Retention		