

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

**WARNER ROBINS AIR LOGISTICS
COMPLEX INSTRUCTION 23-101**

20 JUNE 2023



Materiel Management

***DUE-IN FROM MAINTENANCE
/DUE-OUT TO MAINTENANCE***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements the process in Department of the Air Force Instruction (DAFI) 23-101, *Materiel Management Policy*. It establishes responsibilities for ordering and turning-in of exchangeable items with Expendability, Recoverability, and Reparability Category (ERRC) code of “C” or “T” by the Air Force (AF) Production Support Technician (PST)/Production Controller (formerly Forward Logistics Specialist/Production Support Technician). This instruction applies to all groups within WR-ALC that handle material in support of the Depot Maintenance Program. Report errors, suggest revisions, and recommend corrective action about this publication to the Office of Primary Responsibility (OPR) using DAF Form 847, *Recommendation for Change of Publication*. 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 will be submitted using the AF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*, or via electronic mail (e-mail) or memorandum if the form is unavailable. 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*. 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. See **Attachment 1** for glossary of references and supporting information.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include providing additional information regarding DIFM/DOTM accountability, checks requirements, and added attachments as examples of DIFM/DOTM processing.

1.	Expendability, Recoverability, and Reparability Category (ERRC) T (Exchangeables).....	3
2.	Policy and Guidance.....	3
3.	Exchangeable Items.....	3
4.	Responsibilities.....	3
5.	Types of DIFMs.....	4
6.	Process (See Attachment 4).....	4
	Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	11
	Attachment 2—DIFM ORDERING IN ABOM	17
	Attachment 3—DIFM DETAILS ON RINE SCREEN IN D035K	21
	Attachment 4—DIFM PROCESS FLOW	23
	Attachment 5—PROCESSING TURN-IN ON NSN OF PHYSICAL ASSET	26
	Attachment 6—VERIFYING PREPOSITION DATA OVERLAID TO D035K	28
	Attachment 7—RESEARCH	29

1. Expendability, Recoverability, and Reparability Category (ERRC) T (Exchangeables). Exchangeable items ERRC codes C and T that are removed from and installed on production items are accountable in the Wholesale and Retail Receiving/Shipping System (D035K) under Due-in From Maintenance/Due-out to Maintenance (DIFM/DOTM) controls. DIFM/DOTM is a term used to track the movement of exchangeable assets used in the repair of aircraft, engines, and Other Major End Items (OMEI). The main purpose of DIFM/DOTM is to maintain 100 percent accountability from cradle to grave of all serviceable and unserviceable assets. The accountability starts when the unserviceable exchange item is removed from the end item and turned into supply and an issue request is input for a serviceable replacement.

2. Policy and Guidance. The control of DIFM/DOTM assets is a joint responsibility among the WR-ALC groups, Defense Logistics Agency (DLA) Aviation (DLA-A), and DLA Distribution (DLA-D). The policy that supports these responsibilities is detailed in DAFI 23-101, DAFMAN 23-122, *Materiel Management Procedures*, AFH 23-123, Volume 1, *Materiel Management Handbook Volume One*, *Materiel Management Reference Information*, and AFSCMAN 21-102, *Depot Maintenance Management*.

3. Exchangeable Items.

3.1. Exchangeable items are those that are consumed in the repair of the next higher assembly. When a serviceable exchangeable part is ordered, a like item turn-in is required within 60 days of ordering. Carcass turn-ins should be provided and turned in expeditiously as possible to ensure no delays for receipt of item prior to 60 days (see instructions for DIFM ordering in ABOM (**Attachment 2**) and DIFM Process Flow (**Attachment 4**)). The customer's Job Order Number (JON) is charged the exchange cost when the part issues from the supply system. After 60 days from date of issue, the JON is charged the additional Mark-Up Price (MUP) if a serviceable/unserviceable asset is not turned in. The MUP represents the difference between the standard price and the exchange price. The MUP will be reimbursed to the customer upon receipt of a repairable asset after 60 days to clear the DIFM detail.

3.2. DIFM details that remain unsatisfied for an extended period of time are indicative of potential error conditions and supportability problems. These details must be monitored by the AF PST/Production Controller and AF DIFM monitor (if one has been designated) to ensure that the unserviceable asset has been physically turned in and the turn-in has posted to the supply records.

3.3. These 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 DIFM detail record will clear systematically. **Note:** Only one item will be ordered and turned in per document number.

3.4. To aid in the tracking of the unserviceable asset, users may record the requisition (D7R) independent of the turn-in detail record (D6R) or D6R independent of the D7R. These may be matched up at a later date. If circumstances allow, the preferred method is to turn in the unserviceable asset first and use that turn-in document number to order the serviceable asset. This method minimizes delinquent DIFMs and reduces the amount of overage credit DIFMs.

4. Responsibilities.

4.1. Each group and squadron within WR-ALC is responsible for monitoring the DIFM status in their area to ensure that all transactions are processed in a timely manner.

4.2. The AF PST/Production Controller will:

4.2.1. Process orders and turn-ins of exchangeable items.

4.2.2. Make every effort to get the unserviceable item from the maintenance mechanic/technician prior to placing the order. Whenever possible, the AF PST/Production Controller will not release a serviceable asset until the unserviceable is received from the maintenance technician. DIFM/DOTM and end item assets should be processed as quickly as possible to ensure carcass is input into repair cycle. **Note:** For Lean Depot Management System (LDMS) users, the maintenance technician or AF PST/Production Controller processes orders.

4.2.3. Work with DLA-A to ensure the accuracy and timely processing of the DIFM/DOTM records.

5. Types of DIFMs. Exchangeable material transactions create one of four details. These details are essential to identify and control the issue and turn-in of exchangeable material. (See [Attachment 3](#).)

5.1. DIFM Due-In-From Maintenance (D7R) – Created when an exchangeable item is issued to maintenance on a replacement basis and maintenance has not turned in a like item using the same document number as the issue request to clear the DIFM detail.

5.2. Due-Out (D/O) DIFM (D7R/DGR) – Created when an exchangeable item is requested on a replacement basis, supply backorders the item, and maintenance has not turned in a like item using the same document number as the issue request.

5.3. Credit DIFM (D6R) – Created when maintenance turns in an exchangeable item on a replacement basis and has not requested a replacement item.

5.4. DOTM Due Out To Maintenance (D6R) – Created when an exchangeable item is requested on a replacement basis, supply backorders the item, and maintenance turns in a like item using the same document number as the issue request.

6. Process (See [Attachment 4](#)).

6.1. D7R Exchangeable Material Issue.

6.1.1. AF personnel order material using the Automated Bill of Material (ABOM) exchangeable screen. **Note:** Orders initiated in LDMS will overlay to ABOM.

6.1.2. DLA receives order and issues the material. If the material issued from DLA-D, it will be delivered to DLA-A, Shop Service Center. **Note:** Once material issues in D035K and DSS, the 60 day requirement for the turn-in of the carcass starts.

6.1.3. DLA-A delivers material to the designated pick-up point, AF PST/Production Controller, or maintenance mechanic/technician (printed name and signatures are required). **Note:** If the item requested is a classified part, the issuing, receiving, storing, shipping, and tracking of the asset will be managed IAW DAFI 23-101.

6.2. D6R Exchangeable Material Return.

6.2.1. Maintenance mechanic/technician will complete two condition tags of bare item removed, along with stamping/signing condition tag validating the condition of the item. The tags will be attached to the container by string or wire unless prohibited for engineering or safety reasons. If the item is a classified part, the storing, shipping, and tracking of the asset will be managed IAW DAFI 23-101.

6.2.1.1. For limited instances where the maintenance mechanic/technician needs to retain the carcass turn-in for a period greater than 30 days from the issue date of the serviceable asset, the maintenance mechanic/technician will complete WR-ALC Form 59, *Approval to Hold Due-In From Maintenance (DIFM) Turn-In Past 30 Days*, and provide the form to the AF PST/Production Controller. The form will need to be approved by the Weapon System Support Center (WSSC)/Exchangeable Products Support Center (EPSC) Chief.

6.2.1.2. The approved form will be returned to the AF PST/Production Controller who will provide a copy of the signed form to DLA-A Material Support Specialist (MSS).

6.2.2. The AF PST/Production Controller and maintenance mechanic/technician will perform a Kind, Count, Condition (KCC) check of the bare item that was provided as the carcass to ensure all tags are reflecting correct Part Number (PN) along with sanitizing the box/container to ensure all old paperwork, tags, and labels have been removed.

6.2.2.1. The AF PST/Production Controller will perform research on the PN to ensure that it converts to the correct National Stock Number (NSN) of the item that was ordered/received or is in the Interchangeability & Substitutability (I&S) Group.

6.2.2.2. The AF PST/Production Controller will create a turn-in document (D6R) on actual NSN of bare item (see [Attachment 5](#)) and interrogate D035K to ensure that the D6R transaction overlaid to send preposition data to DSS (see [Attachment 6](#)).

6.2.2.2.1. Turn-ins for condition code A and Q will also be processed in Naval Air Systems Command Industrial Material Management System (NIMMS) on the MN045P screen ensuring to input a Y in the "Credit Expctd" field.

6.2.2.2.2. When an exchangeable item is received by the production shop and it is defective (form, fit, and function), the shop will initiate a Product Quality Deficiency Report (PQDR) (Reference [paragraph 6.6](#)).

6.2.2.3. The D6R transaction generates a stuffer deck. The AF PST/Production Controller will place copies of the stuffer with all applicable tags on the item and place the item in the DLA-A pickup/delivery area. **Note:** If the item is a classified item, the stuffer will be stamped or marked in red ink with appropriate item classification phrase ("CLASSIFIED") and follow all guidelines for control and movement of classified items IAW DAFI 23-101.

6.2.2.4. The AF PST/Production Controller will monitor and maintain turn-in documentation on file until the receipt transaction clears through Distribution Standard System (DSS).

6.2.3. DLA-A:

- 6.2.3.1. Picks up or receives material from AF PST/Production Controller, prints name and signs appropriate paperwork, provides signed copies to AF PST/Production Controller, and performs a KCC check of the item verifying matching condition tags are on item and container (if applicable).
- 6.2.3.2. Stages material and creates a manifest in the Distribution Standard System (DSS) for all material with stuffers attached. **Note:** The manifest is created in LDMS by the AF PST/Production Controller for the 402d Electronics Maintenance Group (402 EMXG).
- 6.2.3.3. Contacts DLA-D to schedule pick up of material.
- 6.2.4. DLA-D:
 - 6.2.4.1. Driver will:
 - 6.2.4.1.1. Perform a piece count for multipacks or validate document number on the manifest for single turn-ins and sign a copy of the manifest accepting custody of material from DLA-A. **NOTE:** If discrepancies found between items and manifest, corrections will be made prior to DLA-D taking manifested material.
 - 6.2.4.1.2. Transport material to central receiving in building 376. **Note:** In EMXG, receipt is processed by DLA-D personnel co-located in building 641 and 645 prior to transport.
 - 6.2.4.2. Receiving activity will:
 - 6.2.4.2.1. Process an incheck of the manifest into DSS acknowledging manifest was dropped off.
 - 6.2.4.2.2. Perform a bare item check of paperwork and physical asset.
 - 6.2.4.2.2.1. If bare item and paperwork match, receipt will be processed in DSS.
 - 6.2.4.2.2.2. If discrepancies with bare item and paperwork, DLA-D will contact appropriate DLA-A and AF Point of Contact (POC) for corrections.
 - 6.2.4.3. DLA-D will contact appropriate AF organization when trailers are ready to be returned to the AF.
- 6.3. Research (see [Attachment 7](#)).
 - 6.3.1. The AF PST/Production Controller and/or DIFM monitor (if applicable) will review appropriate DIFM reports at least weekly.
 - 6.3.2. If reports indicate any DIFMs greater than 5 days old, the AF PST/Production Controller will:
 - 6.3.2.1. Begin research.
 - 6.3.2.2. If there has not been a D6R transaction processed, work with the maintenance mechanic/technician to locate and process the item.
 - 6.3.2.3. Research credit and details to ensure proper cross-referencing.

6.3.2.4. If the D6R transaction has been processed, perform research to determine if there is a DLA-A printed name and signature (on stuffer or systematically) indicating pick-up.

6.3.2.4.1. If signature is found, provide copies of all research and supporting documentation to DLA-A MSS who will work to resolve processing/physical movement issues.

6.3.2.4.2. If material picked up by DLA-D, DLA-A MSS will contact DLA-D and provide a copy of signed manifest documentation.

6.3.2.4.2.1. If DLA-D has not processed a receipt within 72 hours of material incheck into DSS, DLA-A MSS will request an investigation for a possible lost receipt.

6.3.2.4.2.2. DLA-D will initiate the research for the lost receipt investigation and notify WR-ALC Maintenance POC and DLA-A of findings.

6.3.2.4.2.3. If asset cannot be located within 5 days of initiation of investigation, DLA-D will process a lost receipt in DSS.

6.3.2.5. Research credit and details to ensure proper cross referencing. If matching credits and details are found, provide information to the DLA-A MSS to process necessary transactions into D035K.

6.4. Missing Material.

6.4.1. If maintenance technician cannot locate material after exhaustive physical search, a Financial Liability Investigation (formerly referred to as Report of Survey (ROS)) must be initiated. Every effort should be made to initiate the process within 15 days of known loss and completed within 60 days of the establishment of the detail.

6.4.1.1. The maintenance supervisor will complete Department of Defense (DD) Form 200, *Financial Liability Investigation of Property Loss*, and an Air Force Materiel Command (AFMC) Form 37, *Inventory Research Worksheet*, and forward to the AF PST/Production Controller or supervisor.

6.4.1.2. If the acquisition cost is under \$5,000, an informal Financial Liability Investigation will be done. The AF PST/Production Controller and/or supervisor will provide a completed DD Form 200, and an AFMC Form 37, with appropriate signatures to DLA-A MSS, who will process a drop of the DIFM detail in D035K to clear the DIFM detail.

6.4.1.3. If the item acquisition cost is over \$5,000, the AF PST/Production Controller and/or supervisor will contact the Squadron Financial Liability Investigation monitor for initiation of formal Financial Liability Investigation process.

6.4.1.4. The Group Financial Liability Investigation monitor will:

6.4.1.4.1. Contact the 78th Comptroller Squadron Financial Management program at 78cpts.fm.ros@us.af.mil to request Financial Liability Investigation number and provide name of investigating officer to be trained.

6.4.1.4.2. Investigating officer will perform investigation, fill out all necessary paperwork, and return package to 78th Comptroller Squadron Financial Management along with Group Financial Liability Investigation monitor.

6.4.1.4.3. Provide Financial Liability Investigation number to the EPSC/WSSC chief along with all findings/paperwork from the investigation.

6.4.1.5. The EPSC/WSSC chief will provide completed DD Form 200 and an AFMC Form 37 with appropriate signatures to DLA-A MSS, who will process a drop of the DIFM detail in D035K to clear the DIFM detail.

6.4.1.6. DLA-A MSS will ensure DIFM clears within 2 days and notify EPSC/WSSC chief when completed.

6.4.2. If DLA-D has taken custody of material and it cannot be located to be inducted, they will process a lost receipt IAW [paragraph 6.3.2.4.2.3](#).

6.5. Web Supply Discrepancy Report (SDR) for discrepant materiel.

6.5.1. Maintenance mechanic/technician will:

6.5.1.1. Inform the AF PST/Production Controller of a discrepancy, provide a description, and provide discrepant materiel upon receipt (if applicable). The SDR will be initiated as quickly as possible; DLA requests SDR be accomplished within 60 days per DLM 4000.25, Volume 2, Chapter 17, Change 11.

6.5.1.2. If discrepant materiel was received, provide materiel, part number, and NSN of materiel received; original packaging, if possible; and the original DD Form 1348-1A, *Issue Release/Receipt Document*, to the AF PST/Production Controller. If DD Form 1348-1A is not available, the AF PST/Production Controller will contact DLA-A expediter to obtain a copy.

6.5.2. The AF PST/Production Controller will:

6.5.2.1. Complete DLA Form, *Discrepant Material Handoff Notification*, (also referred to as DMHN form) providing a detailed explanation of the discrepancy (wrong materiel, damaged materiel, short materiel, etc.).

6.5.2.1.1. Be very explicit in the description of the discrepancy and the expected outcome.

6.5.2.1.2. Include a request for credit if discrepant materiel was received (if applicable).

6.5.2.2. E-mail the DMHN form to DLA-A Material Support Technician (MST) at DLAWebSDRs@dla.mil.

6.5.2.3. If discrepant materiel was received, attach the original DD Form 1348-1A, copy of the DMHN form, and a printed copy of the e-mail to DLA-A MST to the materiel.

6.5.2.4. Retain copies of all documents until WebSDR is resolved.

6.5.2.5. If discrepant materiel received, notify DLA-A expediter to pick up materiel once disposition instructions are received.

6.5.3. The MST will:

6.5.3.1. Input document number and explanation of discrepancy into the WebSDR system. The AF PST/Production Controller will receive an e-mail notification from the WebSDR system that the process has started.

6.5.3.2. Once disposition received, notify the AF PST/Production Controller when materiel has been returned to DLA-D (if applicable). **Note:** If the AF PST/Production Controller does not receive notification, they will contact the MST to resolve the problem.

6.5.4. The AF PST/Production Controller will:

6.5.4.1. Check DSS for reversal of the D7R issue document (if applicable) by DLA-Distribution. The reversal in DSS will reestablish the backorder with a suffix in D035K.

6.5.4.2. Verify the backorder has been reestablished and provide maintenance mechanic/ technician estimated delivery date for the new backorder. If the material is in stock, it will reissue on the same document number.

6.6. Product Quality Deficiency Report (PQDR).

6.6.1. When an exchange item is received by the production shop and it is defective (i.e., form, fit, or function), the shop will initiate a PQDR to ensure the exhibit investigations shall be completed as expeditiously as possible.

6.6.2. The mechanic/technician will fill out required information on PQDR checklist and provide serviceable tag from received material to AF PST/Production Controller. **Note:** In EMXG, the checklist is initiated in LDMS.

6.6.3. AF PST/Production Controller will fill out required information on the PQDR checklist and notify Quality Assurance (QA) POC of a PQDR. **Note:** In EMXG, the mechanic/technician or supervisor will notify QA POC.

6.6.4. QA POC will input PQDR as the originator into the Joint Deficiency Reporting System (JDRS).

6.6.4.1. Once disposition is received, QA POC will provide documentation along with two copies of the DD Form 1575, *Suspended Tag – Materiel*, (brown condition code tag) to AF PST/Production Controller.

6.6.4.2. QA POC will notify DLA-A BAOI at [DSCRWRDCDA@dla,mil](mailto:DSCRWRDCDA@dla.mil) with disposition instructions in order for the next step, Ship-in-Place, to occur.

6.6.5. The AF PST/Production Controller will process Q condition turn-in on the original document number through the ABOM Exchangeable Module. The turn-in will also be processed in NIMMS on the MN045P screen with a “Y” in the “Credit Expctd” field to receive a financial credit.

6.6.6. The AF PST/Production Controller will place a new exchangeable order in ABOM by selecting the “NEW DOCUMENT NUMBER” button.

6.7. Overaged DIFMs. Justification/details of overaged DIFMs will be briefed monthly by Squadron leadership to Group level leadership.

JON A. EBERLAN, Brigadier General, USAF
Commander

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

DAFI 23-101, *Materiel Management Policy*, 22 October 2020

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

AFH 23-123, Volume 1, *Materiel Management Handbook Volume One, Materiel Management Reference Information*, 8 August 2013, Certified Current 20 December 2021

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

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

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

DLM 4000.25, Volume 2, *Defense Logistics Management Standards*, 27 Dec 2022

Prescribed Form

WR-ALC Form 59, *Approval to Hold Due-In From Maintenance (DIFM) Turn-In Past 30 Days*

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

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

AFMC Form 37, *Inventory Research Worksheet*

AFTO Form 350, *Reparable Item Processing Tag*

DD Form 200, *Financial Liability Investigation of Property Loss*

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

DLA Form 5007, *Discrepant Material Handoff Notification*

DD Form 1575, *Suspended Tag - Materiel*

Abbreviations and Acronyms

ABOM—Automated Bill of Material

AF—Air Force

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

DAFMAN—Department of the Air Force Manual

DD—Department of Defense (form only)

DIFM—Due-in from Maintenance

DMHN—Discrepant Material Handoff Notification
DLA—Defense Logistics Agency
DLA—A— DLA Aviation
DLA—D—DLA Distribution
D/O—Due-Out
DoD—Department of Defense
DOTM—Due-out to Maintenance
DSS—Distribution Standard System
D035K—Wholesale and Retail Receiving/Shipping System
D6R—Turn-in
D7R—Requisition
EPSC—Exchangeable Products Support Center
ERRC—Expendability, Recoverability, Reparability Category
E-mail—Electronic Mail
FAD—Force/Activity Designator
FSC—Federal Stock Class
ICP—Inventory Control Point
IAW—In Accordance With
I&S—Interchangeability & Substitutability
JDRS—Joint Deficiency Reporting System
JON—Job Order Number
KCC—Kind, Count, Condition
LDMS—Lean Depot Management System
MSS—Material Support Specialist
MST—Material Support Technician
MUP—Mark-Up Price
MX—Maintenance
NIMMS—Naval Air Systems Command Industrial Material Management System
NIIN—National Item Identification Number
NSN—National Stock Number
OI—Operating Instruction
OMEI—Other Major End Items

OPR—Office of Primary Responsibility

PN—Part Number

POC—Point of Contact

PQDR—Product Quality Deficiency Report

PST—Production Support Technician

QA—Quality Assurance

RCC—Resource Cost Code

SDR—Supply Discrepancy Report

UND—Urgency of Need Designator

WR-ALC—Warner Robins Air Logistics Complex

WSSC—Weapon System Support Center

Terms

Automated Bill of Material (ABOM)—ABOM utilizes a relational database management system with real-time teleprocessing capabilities and on-line interface with NIMMS. All material requests are made through ABOM. ABOM edits the request against the G005M Bill of Material (BOM) for permanent work and G004L Bill of Material for non-programmed work (M-Jobs and T-Jobs). The material must be tied to the operation number on which it is consumed. The request is then passed from ABOM to NIMMS for additional validation and processing.

Credit DIFM (DT)—A D035K computer detail record of an exchange item turned in by a customer/production line that has not requested a replacement or, if the replacement has been requested, the same document number was not used.

D035K—The D035K (Wholesale and Retail Receiving/Shipping System) is a client server application that provides material management and customer support through standardization of distribution decisions and depot processes and provides rapid and positive response to logistical demands.

Discrepant Materiel—Any materiel that is non-conforming to Department of Defense specifications is considered to be discrepant material. A subset of discrepant material is suspect counterfeit materiel.

DIFM Due-out (D/O)—A D035K computer detail record of an exchange item issued to a maintenance customer on a replacement basis and D035K has backordered the requisition due to the unavailability of the part, for which the requesting organization has not turned in a like item. The customer should turn in a linked/like item as the issue request to clear the DIFM D/O.

Due-in from Maintenance (DIFM)—A D035K computer detail record of an exchange item issued to a maintenance customer on a replacement basis, for which the requesting organization has not turned in a like item. The customer should turn in a like item as the issue request to clear the DIFM detail. The customer must turn in a like item using the same document number as the issue request to clear the DIFM detail.

Due-out to Maintenance (DOTM)—A D035K computer record of the turn-in of an investment item by a customer/production line and D035K has backordered the requisition due to the unavailability of the part. The customer/production line has turned in a like item using the same document number as the issue request transaction but has not received a like replacement part.

DOTM Due-in—A requesting organization or maintenance customer has not turned in a like item using the same document number as the issue transaction; commonly referred to as a DIFM.

Exchange Price—The price charged to customers exchanging a reparable item for a serviceable one. This price is the Latest Repair Cost plus the Center Direct/Indirect Allocable Cost Recovery at the Latest Repair Cost and the General and Administrative Cost Recovery at the Latest Repair Cost plus Material Cost Recovery.

Expendability, Recoverability, Repairability Category (ERRC) Code—A single- or three-digit code used to classify the level of repair of Air Force items.

Financial Liability Investigation—The statutory obligation to account for loss, damage, destruction, or theft of government property; determine the responsibility and amount of financial liability of those found to be culpable for financial losses; provide relief from accountability and establish debts resulting from the assessment of financial liability. Formerly referred to as Report of Survey.

Force/Activity Designator (FAD)—Part of the priority established for requesting material. The FAD is determined based on the relative importance of the work done by a particular activity. It is single-digit numeric used in conjunction with the Urgency of Need Designator (UND). The FAD is assigned by the Joint Chiefs of Staff.

Interchangeability and Substitutability (I&S) Code—A code used to identify the relationship of one item with another. This means it can be used in place of or as a substitute for a like item

Job Order Number (JON)—A nine-position number used to control workload for the project order period during which funding is provided and is used to collect depot maintenance costs, progress billings, and sales. The number consists of a five-position control number, a one-position job designator, and a three-position JON suffix.

JON Suffix—A three-position alphanumeric suffix that is added to the six-position production number to form the job order number. The first position denotes the fiscal year or the first character of the weapon system identification, if it is serialized. The second position denotes the fiscal quarter or month, or second position of the weapon system identification. The third position denotes the ownership/purpose code or the last position of the weapon system.

Mark-Up Price (MUP)—The difference between the Standard Price and the Exchange Price that is added to the exchange price customer account if an unserviceable asset is not returned to the supply inventory. This price is a penalty paid by a customer if a DIFM is not returned within 60 days. The MUP will be reimbursed upon receipt of a reparable asset to clear the DIFM detail record after 60 days.

National Stock Number (NSN)—This number is made up of 13 digits. This includes the four-digit Federal Stock Class (FSC), and the nine-digit National Item Identification Number (NIIN) of which the first two digits are the National Codification Bureau (NCB) code.

Naval Air Systems Command Industrial Material Manager System (NIMMS)—NIMMS manages and controls various materials. Material managers use this system to cost, position, and control material to the job and then use the material when needed. NIMMS provides precise accountability for all material and develops information for use in the forecasting of future material requirements, workloads, material norm development, analysis of material/financial problems, and management effectiveness reporting. To accomplish the management and control objectives, NIMMS performs all required material functions from the point at which the need for material is identified. This is done through issuance of material from a storeroom or initiation of a requisition, establishment of a due, and receipt of the material into central receiving and to the storeroom or the shop. NIMMS uses supply principles, policies, and procedures to the maximum extent possible. NIMMS is modified for the industrial environment in which it operates. The procedures used in NIMMS maintain data element compatibility with Department of Defense (DoD) supply systems using files provided by Inventory Control Points (ICPs) or the Defense Logistics Agency (DLA).

NSMA—The “Retail Transaction History Inquiry” screen and its associated response screen allows users to obtain transaction history data for the previous 30-day period up to the date of request, but not to exceed 62 days. Dependent upon the search criteria, the volume of transaction history data may not display on a single screen. The function keys allow users to navigate between screens to view the data.

Part Number (PN)—A number assigned by the items' manufacturer.

Product Quality Deficiency Report (PQDR)—A report of quality defects originating from a field activity for which the item received must be tested for repair or modification.

Report of Survey (ROS)—An official report of the facts and circumstances supporting the assessment of financial liability for the loss, damage, or destruction of AF controlled property. It serves as the basis for the government’s claim for restitution for the loss or damage against a person, state, territory, or activity.

RINA—The “Retail Transaction History Inquiry” screen and its associated response screen allows users to obtain transaction history data for the previous 30-day period up to the date of request, but not to exceed 62 days. Dependent upon the search criteria, the volume of transaction history data may not display on a single screen. The function keys allow users to navigate between screens to view the data.

Serviceable (A condition)—Item is in a useable condition and ready for consumption: no repair, rework, or overhaul needed.

Standard Price—The price customers are charged which, for DoD ICP managed items (excluding subsistence), remains constant throughout a fiscal year except for the correction of significant errors.

Turn-in—A transaction whereby property is moved from the maintenance production line to supply or from the production support flight DLA storage areas to warehouses.

Unserviceable (Condemned-H condition)—Item is in a condition unfit for use, but cannot be restored to serviceable condition after repair, rework, or overhaul. Does not meet repair criteria or is radioactively contaminated.

Unserviceable (Reparable-F condition)—Item is in a condition unfit for use, but can be restored to a serviceable condition after repair, rework, or overhaul. Includes items requiring calibration, test, modification, assembly, or the addition of components.

Urgency of Need Designator (UND)—Consists of an uppercase letter “A,” “B,” or “C.” It is selected to signify the relative urgency of a force’s or activity’s degree of need for a required item of material. Assignment of UND is the responsibility of the force or activity making the requisition.

Weapon System Support Center/Exchangeable Products Support Center (WSSC/EPSC)—The WSSC/EPSC is the standard materiel support function for AREP shops in AFMC. The WSSC/EPSC is an aggregate of functional components involved in providing materiel to the Fixer, acting as a trouble shooter for solving parts problems, or if possible, preventing them. It also serves as a mini-supply storage area located in or near the Fixer's work area. All actions are performed to provide comprehensive and effective support in the form of materiel planning, production scheduling, workload management, retail item management, item research, order placement, materiel storage, inventory, and distribution, local procurement, process analysis, and other key materiel related processes.

Attachment 2

DIFM ORDERING IN ABOM

A2.1. Click arrow next to “EXCHANGEABLES” button.

Figure A2.1. Requisition Materiel.



A2.2. Click arrow next to “Requisition materiel” button and select “UNIQUE ID.”

Figure A2.2. Requisition Unique ID.



A2.3. Type in Unique Id, Qty required, and National Item Identification Number (NIIN). Click “REQUISITION” button located on the right.

Figure A2.3. Unique ID Entry.

A2.4. After all information input, click “REQUISITION” button located on the right. The numbers in yellow correspond to [paragraphs A2.6.1](#) and on.

Figure A2.4. Requisition Validation Screen.

A2.5. All fields with “*” are required fields that must contain verified input.

A2.6. First, verify NIIN and Quantity are correct.

A2.6.1. Tab to the Urgency of Need Designator (UND) Force/Activity Designator (FAD) block and input appropriate combination based on the required need of the item. Reference Air Force Sustainment Center Manual (AFSCMAN) 21-102, Depot Maintenance Management, Chapter 18.

A2.6.2. Tab to the DEL PRI block:

A2.6.2.1. For routine delivery, change to “4”, “5”, or “6”.

A2.6.2.2. For expedited delivery (approximately 4-hour delivery), change to “3” or if Functional Test, Operations Check, or Work Stoppage change to “2”.

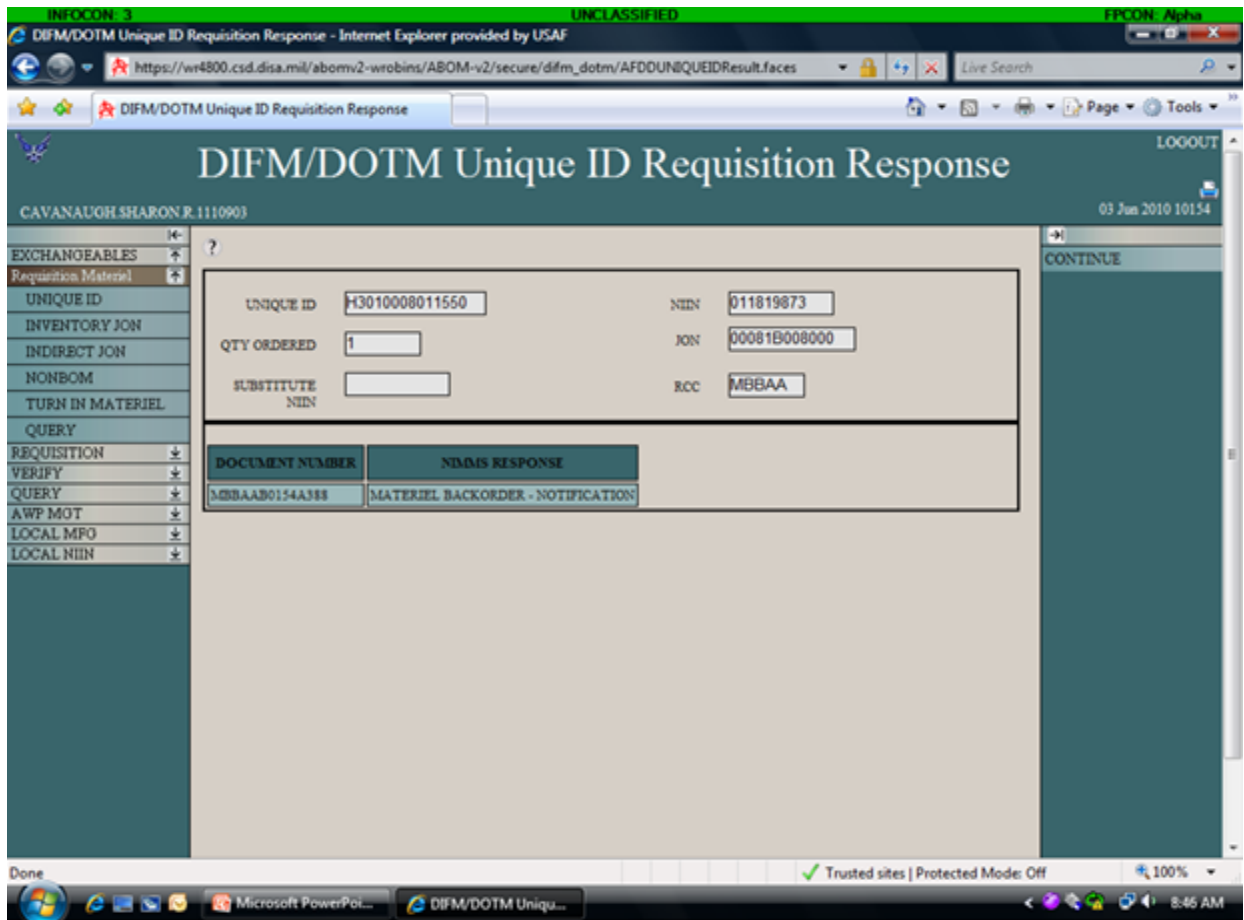
A2.6.2.3. Tab to the cost code and enter “B” (DIFM).

A2.6.2.4. Tab to the BLDG STAT block and enter your code.

A2.6.2.5. Tab to the Remarks block and enter the maintenance technician’s name and skill code. In the additional space, input your name or any different location information that may be needed.

A2.7. The screen will return a response showing the document number and status of order (see example in [Figure A2.5](#)). Be advised the status shown may not be accurate due to the fact that information has not yet passed to D035K. After a few minutes, monitor the status in ABOM or verify the status in D035K.

Figure A2.5. DIFM/DOTM Response Screen.



Attachment 3

DIFM DETAILS ON RINE SCREEN IN D035K

Figure A3.1. DIFM example.

SCS	22090	RINE	DIFM/DOTM DETAILS		03/31/22	ZKN10312
Document Identifier	D7R		Routing Identifier	FLB		
Stock Number	1680014833223VM		Unit of Issue	EA		
Document Number	MBBPOB1076A411		Demand Code			
Control Number	00088		Job Designator	B		
Project Code			Urgency of Need			
Force Activity Desig			JON Suffix	027		
Advice Code	RT		Base Del Priority	2		
Issue Control	0		Ownership/Purpose	A		
Condition Code	F		Management Code			
Cost Code	E		Action Suffix			
DIFM Status Code			DIFM Status Date	00000		
DIFM Bill Quantity	00000		DIFM Bill Date	0000000		
DIFM Due-In Quantity	00001		DIFM Issue Date	21286		
DIFM Due-Out Quantity	00000		Backorder Create Date	00000		
Credit DIFM Quantity	00000		Total Req Quantity	00001		
DOTM Quantity	00000		Previous Document Nr			
Turn-In Quantity	00000		Turn-In Date	1286		
Created Date	21286		Last Action Date	21286		
PF7 = SCROLL UP PF8 = SCROLL DOWN PF5 = PREVIOUS MENU PF1 = HELP						12:20
TOP OF DATA, NO PREVIOUS SCREEN AVAILABLE						

Figure A3.2. DIFM Due-out example.

SCS	22090	RINE	DIFM/DOTM DETAILS		03/31/22	ZKN10312
Document Identifier	D7R		Routing Identifier	MPP		
Stock Number	1260014900706TL		Unit of Issue	EA		
Document Number	MBAPVV2088A229		Demand Code			
Control Number	33355		Job Designator	B		
Project Code			Urgency of Need	A		
Force Activity Desig	3		JON Suffix	201		
Advice Code			Base Del Priority	3		
Issue Control	2		Ownership/Purpose	A		
Condition Code	A		Management Code	Z		
Cost Code	E		Action Suffix	T		
DIFM Status Code			DIFM Status Date	00000		
DIFM Bill Quantity	00000		DIFM Bill Date	0000000		
DIFM Due-In Quantity	00000		DIFM Issue Date	00000		
DIFM Due-Out Quantity	00001		Backorder Create Date	22088		
Credit DIFM Quantity	00000		Total Req Quantity	00001		
DOTM Quantity	00000		Previous Document Nr			
Turn-In Quantity	00000		Turn-In Date	0000		
Created Date	22088		Last Action Date	22088		
PF7 = SCROLL UP PF8 = SCROLL DOWN PF5 = PREVIOUS MENU PF1 = HELP						12:29
END OF DATA, NO NEXT SCREEN AVAILABLE						

Figure A3.3. Credit DIFM example.

SCS	22090	RINE	DIFM/DOTM DETAILS		03/31/22	ZKN10312
Document Identifier	D6R		Routing Identifier	FLB		
Stock Number	1680014833223VM		Unit of Issue	EA		
Document Number	MBBPOB1098A449		Demand Code			
Control Number	00088		Job Designator	B		
Project Code			Urgency of Need	A		
Force Activity Desig	3		JON Suffix	039		
Advice Code	RT		Base Del Priority	4		
Issue Control	1		Ownership/Purpose	A		
Condition Code	F		Management Code	Z		
Cost Code	E		Action Suffix	T		
DIFM Status Code			DIFM Status Date	00000		
DIFM Bill Quantity	00000		DIFM Bill Date	0000000		
DIFM Due-In Quantity	00000		DIFM Issue Date	00000		
DIFM Due-Out Quantity	00000		Backorder Create Date	21098		
Credit DIFM Quantity	00001		Total Req Quantity	00000		
DOTM Quantity	00000		Previous Document Nr			
Turn-In Quantity	00001		Turn-In Date	1116		
Created Date	21098		Last Action Date	21124		
PF7 = SCROLL UP		PF8 = SCROLL DOWN	PF5 = PREVIOUS MENU		PF1 = HELP	
						12:20

Figure A3.4. DOTM DIFM example.

SCS	22090	RINE	DIFM/DOTM DETAILS		03/31/22	ZKN10312
Document Identifier	D7R		Routing Identifier	MPP		
Stock Number	1560007253356UC		Unit of Issue	EA		
Document Number	MBAPHH2040A351		Demand Code			
Control Number	33355		Job Designator	B		
Project Code			Urgency of Need			
Force Activity Desig			JON Suffix	201		
Advice Code	RT		Base Del Priority	0		
Issue Control			Ownership/Purpose	A		
Condition Code	F		Management Code			
Cost Code	B		Action Suffix			
DIFM Status Code			DIFM Status Date	00000		
DIFM Bill Quantity	00000		DIFM Bill Date	0000000		
DIFM Due-In Quantity	00000		DIFM Issue Date	00000		
DIFM Due-Out Quantity	00000		Backorder Create Date	22084		
Credit DIFM Quantity	00000		Total Req Quantity	00001		
DOTM Quantity	00001		Previous Document Nr			
Turn-In Quantity	00001		Turn-In Date	2054		
Created Date	22054		Last Action Date	22084		
PF7 = SCROLL UP		PF8 = SCROLL DOWN	PF5 = PREVIOUS MENU		PF1 = HELP	
END OF DATA, NO NEXT SCREEN AVAILABLE						12:34

Attachment 4 DIFM PROCESS FLOW

Figure A4.1. Gate 1 Maintenance.

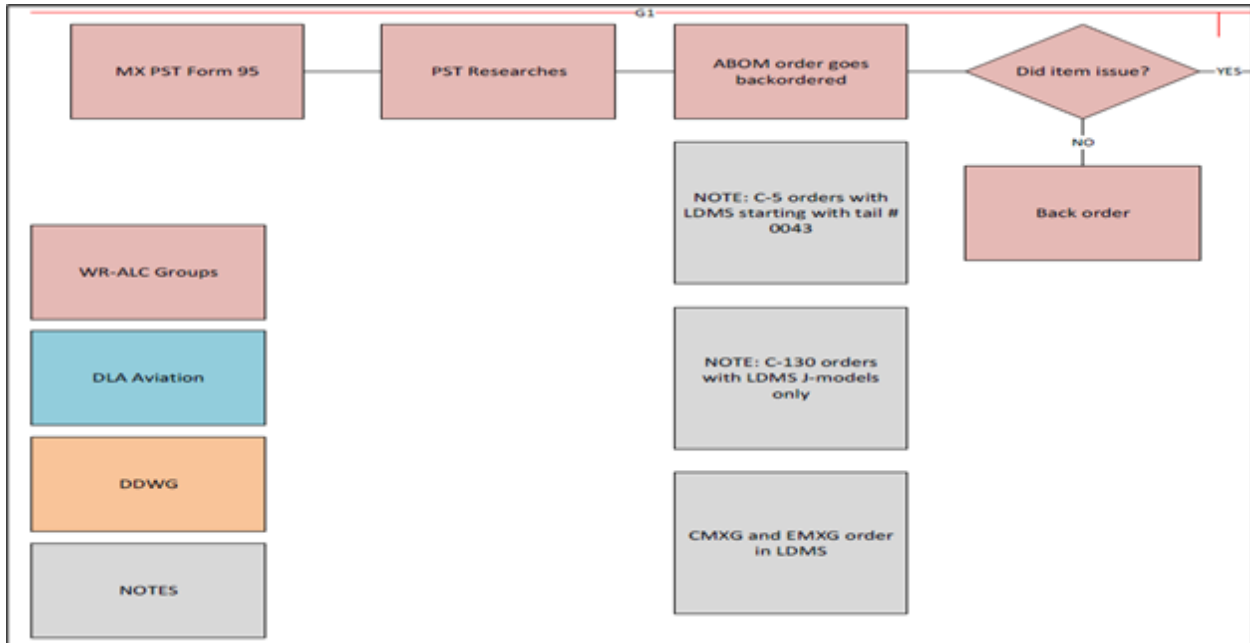


Figure A4.2. Gate 2 Maintenance.

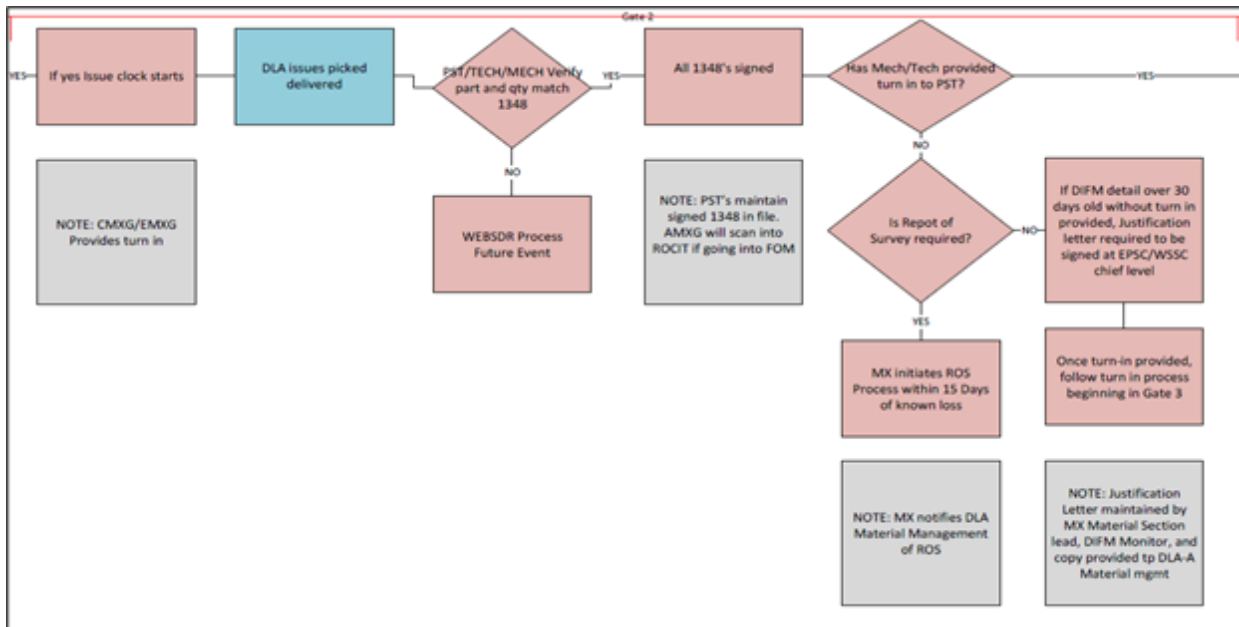


Figure A4.3. Gate 3 Maintenance. Total MX timeframe expeditiously as possible with maximum less than 30 days.

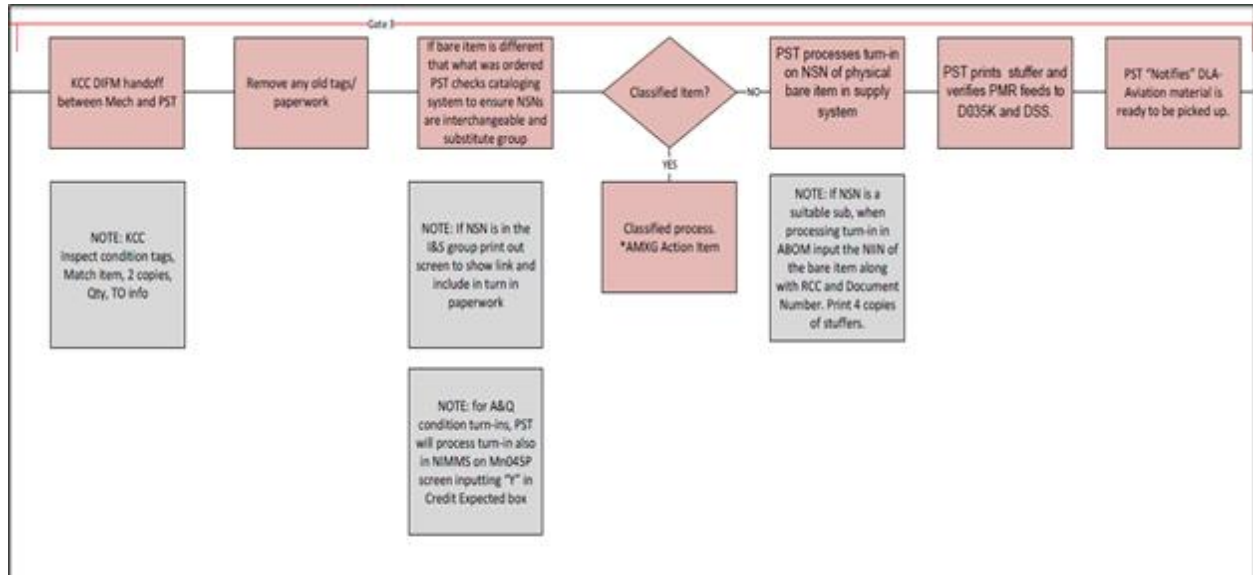
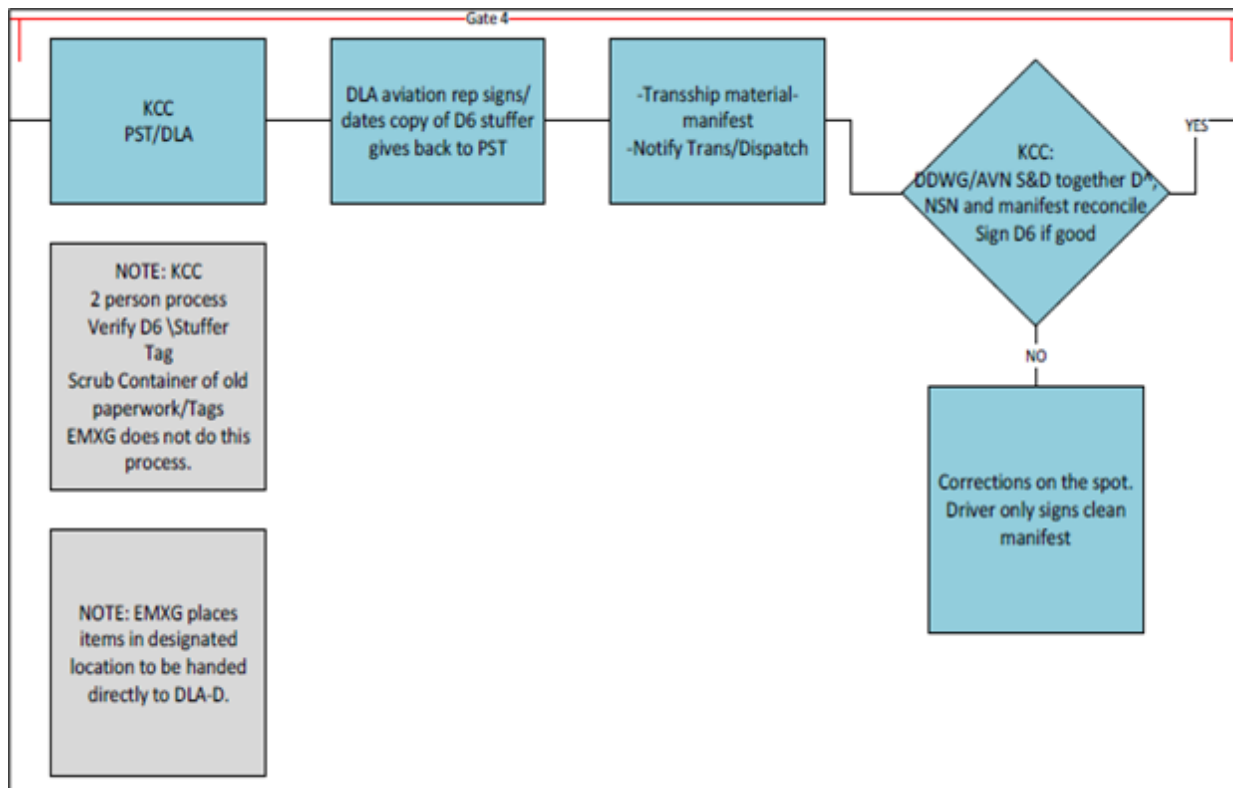


Figure A4.4. Gate 4 DLA-Aviation. Timeframe 2 days.



Attachment 5

PROCESSING TURN-IN ON NSN OF PHYSICAL ASSET

A5.1. When an NSN is ordered and is a member of an I&S group, the order can issue any NSN within the group along with the carcass removed can be any NSN within that I&S group.

A5.1.1. It is imperative the turn-in of the carcass be processed on the physical NSN that is removed.

A5.1.2. The mechanic/technician will do a Kind, Count, Condition (KCC) check in conjunction with the AF PST/Production Controller to determine the correct PN of the item. The appropriate condition code tags and AFTO Form 350, Reparable Item Processing Tag will be completed reflecting the correct PN and signed/stamped by mechanic/technician.

A5.2. The AF PST/Production Controller will interrogate D035K screen “NSMA” or a cataloging system to validate the PN/NSN is part of the I&S Group, as seen in [Figure A5.1](#).

Figure A5.1. D035K NSMA screen.

I&S Stock Number	Service Code	Service Name	Actual National Stock Number	Order of Use	Jump to Code
2915011608283RK	F	AIR FORCE	2915013948476RK	AAA	
	F	AIR FORCE	2915000839373RK	AAB	
	F	AIR FORCE	2915011851847RK	AAC	
	F	AIR FORCE	2915011608283RK	AAD	

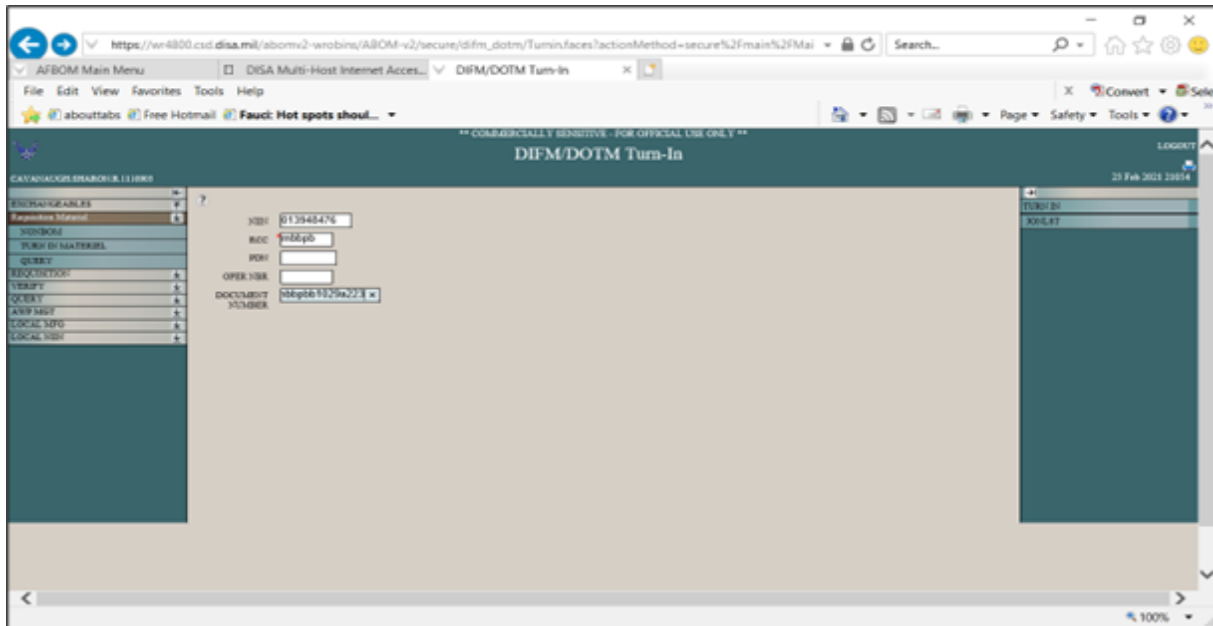
PF7 = SCROLL UP
PRESS ENTER/RETURN WHEN READY

PF8 = SCROLL DOWN
PF5 = PREVIOUS MENU
PF1 = HELP

12:50
07/002

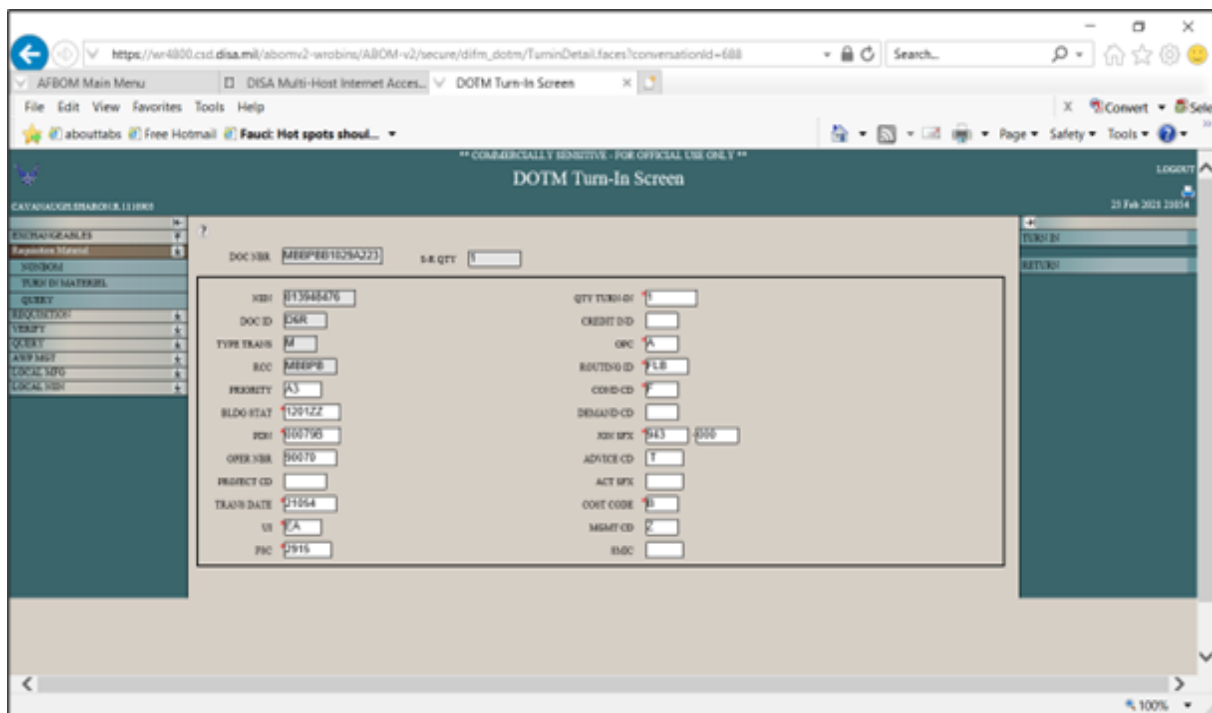
A5.3. If the turn-in is processed in ABOM on DIFM/DOTM turn-in screen (see [Figure 5.2](#)), the AF PST/Production Controller will input the NIIN of the physical asset, the Resource Cost Code (RCC), and document number. **Note:** For LDMS users, change the NSN when processing the turn-in from the pending turn-in tab in the Supply Module.

Figure A5.2. ABOM DIFM/DOTM Turn-in screen input screen.



A5.3.1. On the second screen (see example in [Figure A5.3](#)), the AF PST/Production Controller will validate that the correct of the NSN of the physical asset is populated and fill in the rest of the required information correctly, hit return button, and print four copies of the stuffer.

Figure A5.3. ABOM DIFM/DOTM Turn-in screen validation screen.



Attachment 6

VERIFYING PREPOSITION DATA OVERLAID TO D035K

A6.1. It is imperative that the preposition data (also known as PMR) overlays from the D6 turn-in transaction to D035K to ensure there are not any delays, issues, or need for corrections when the turn-in asset has been moved to DLA-D and is awaiting receipt.

A6.2. Interrogate the RIAA screen in D035K to verify whether preposition data fed over from D6 transaction. See example in [Figure A6.1](#).

Figure A6.1. D035K RIAA screen.



A6.3. Query will show NSN and condition code.

Figure A6.2. D035K RIAA screen results.

The screenshot displays the RIAA screen results in D035K. At the top, it shows 'SCS 22313 RIAA PMRR INQUIRY RESPONSE 11/09/22 ZKN10413'. The main content area shows a table with the following data:

Stock Number	Qty	Document Number	Doc Suf	Sequence Number	Supp Addr	Proj Pri	O P	Cond Code
1680011819990UC	1	MBAPHH2105A313			0125C5	0	A	F

At the bottom, there are instructions: 'PF7 = SCROLL UP', 'PF8 = SCROLL DOWN', 'PRESS ENTER/RETURN WHEN READY', 'PF5 = PREVIOUS MENU', and 'PF1 = HELP 13:22'. Below the table, it says 'END OF DATA, NO NEXT SCREEN AVAILABLE'.

Attachment 7 RESEARCH

A7.1. Example of DO35K “RINA” History Screen.

Figure A7.1. Example DO35K RINA History Screen of Correctly Posted DIFM.

The screenshot displays a terminal window titled "DO35K RINA HISTORY" with the following content:

```

SCS      10280  RINA      RETAIL TR      ZKN10542
SUPPLY   MBBDGB0239A371
Date Own 0      1      1      2      2      4      5      5
RID P ...5...0...5...0...5.../5...0...5...0...5...0...
Transaction Adjustments
10270 FLB 9 D6RFLBM1650006207514 EA00001 1201GL00083B D VV5RT270AF 960488
1 F
10270 FLB A D6RFLBM1650006207514 EA00001 1201GL00083B D VV5RT270AF 960488
1 NF      31 NT
10270 FLB A D6RFLBM1650006207514 EA00001 1201GL00083B D VV5RT270AF 960488
1-DF
10266 FLB 9 D6RFLBM1650006207514 EA00001 1201GL00083B A2VV5 T T AF296048*
1*F
10239 FLB A AROMCC 1650006207514 EA00001 1201GL00083B 239MBBDGB0239A371XXXL239
1 DF
1 A
UP      PF8 = SCROLL DOWN      PF5 = PREVIOUS MENU      PF1 = HELP
END OF DATA, NO NEXT SCREEN AVAILABLE      13:37
MA+
  
```

Annotations in the image include:

- A yellow box pointing to the "Date" field with the text "Transaction date".
- A yellow box pointing to the "RT" field in the transaction line with the text "Next 3 lines is response from DSS. Notice the 'RT' with all preposition data (JON, control #, cost code).".
- A yellow box pointing to the "D6R" field in the transaction line with the text "This is the original D6R feed from ABOM. Notice that the JON, control number, and star at the end of line are all showing. This is called a Blank T.".

A7.2. All data must be showing on the “Blank T” and the “RT” to ensure that the DIFM detail clears in DO35K. Until all transactions post correctly, the DIFM detail will remain on the DIFM report.

A7.3. Additional steps to consider when interrogating the status of a DIFM:

A7.3.1. Was the D6R processed in ABOM? Was it processed on a sub NSN?

A7.3.2. Was it sent to the DLA-A (signature on stuffer)? Was it picked up by DLA-D (DLA-A should be able to provide confirmation of this hand-off)?

A7.3.3. Review history in D035K on RINA screen or Center of Parts Activity history:

A7.3.3.1. Run by correct document number. Was it processed as anything other than D6R? Is it missing preposition data (wrong cost code, JON missing, etc.)?

A7.3.3.2. Run by NSN to see if had a fat-finger error (i.e., incorrect Resource Cost Center, Julian date, or document number)?

A7.3.3.3. Does the NSN have subs? If yes, run history on NSN to determine if input incorrectly.

A7.3.3.4. Did the “Blank T” post with preposition data failure?

A7.3.4. Research DSS for potential errors. See Material Release Order Tracker Training guide for steps in performing this research. <https://usaf.dps.mil/sites/21618/obw/OBWC/WAR%20on%20Supportability/Forms/AllItems.aspx?RootFolder=%2Fsites%2F21618%2Fobw%2FOBWC%2FWAR%20on%20Supportability%2FMaterial%2FDSS&FolderCTID=0x0120006322E9EC11BFAC4C8B5BDE62EB417CA0&View=%7BA64A4EA3%2D39DC%2D41>

A7.3.5. If the item was sent over to DLA-A or DLA-D, but was not processed or was processed incorrectly, contact DLA-A to work resolution. It is important to accomplish this in a timely manner to ensure that DLA (DLA-A and DLA-D) will be able to resolve issue.