

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



**WARNER ROBINS AIR LOGISTICS  
COMPLEX INSTRUCTION 23-102**

**28 OCTOBER 2024**

***Materiel Management***

***INDUSTRIAL PRODUCT-SUPPORT  
VENDOR (IPV) PROGRAM***

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This instruction implements Air Force Sustainment Center (AFSC) Instruction 23-101, *Industrial Product-Support Vendor (IPV) Program*. It establishes procedures for managing national stock numbers (NSN) for production support flights that are operated and supported under the IPV program (402d Aircraft Maintenance Group (402 AMXG), 402d Commodities Maintenance Group (402 CMXG), 402d Electronics Maintenance Group (402 EMXG)). These procedures do not include management or support of IPV NSNs for those areas or functions not operating or supported under the IPV program and any routine requirements that require direct material expensing. The procedures included in this instruction apply to the planner, production support flight chief, Defense Logistics Agency (DLA) contracting officer representative (COR) and technical assistant, and the Warner Robins Air Logistics Complex Workload and Analysis Supportability Element (WR-ALC/OBWC). Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. 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 must be submitted to the OPR; waiver authority has not been delegated. This publication is exempt from tiering pursuant to the Department of the Air Force Instruction, (DAFI) 90-160, *Publications and Forms Management*, and DAFMAN90-161, *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. See **Attachment 1** for a glossary of references and supporting information.

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

This revision adjusts the cost criteria, **paragraph 2.1.1**; adds business rules for NSNs, **paragraph 2.1.5 through 2.1.8**; changes WR-ALC/OBWC list of material (LOM) review interval to annually, **paragraph 3.2.1.6**; changes maintenance group's LOM review interval to annually, **paragraph 3.2.2.6**; adds role and responsibility to maintenance groups, **paragraph 3.2.2.10**.; Adds roles and responsibilities to point-of-use (POU) office, **paragraph 3.2.3.10**; adds POU to stakeholders for BSL addition coordination, **paragraph 4.1.1**; adds procedure for AFSC Form 231, *Industrial Product-Support Vendor (IPV) Change Request*, routing, **paragraph 4.1.3**; adds virtual kitting process, **paragraph 9.2**; updates inventory change request (ICR) routing procedures for IPV changes, **paragraph 4.4.2**.

**1. General.** The primary purpose of this instruction is to develop, standardize, integrate, and implement supply chain policies and procedures for 402 AMXG, 402 CMXG, and 402 EMXG maintenance groups.

## **2. IPV Business Rules.**

2.1. **IPV.** IPV consist of high volume, low-cost bench stock material with frequent demand, owned and used by WR-ALC, located on the shop floor close to the mechanic.

2.1.1. Low cost is considered those items less than \$300 each in price. Avionics Federal Supply Group 58, 59, 61 and Federal Supply Classification 6625 must not exceed the \$800 threshold.

2.1.2. Frequent demand is defined as items with a minimum of four bin replenishments per year unless exception granted by WR-ALC/OBWC IPV point of contact (POC). Items in bench stock with no replenishment action in 18 or more months will be recommended for deletion.

2.1.3. NSN demands and cost are based on unit of issue “each”, exception can be approved by WR-ALC/OBWC POC where “each” is not feasible, i.e. rolls of tape.

2.1.4. All NSNs managed by DLA with a source of supply code of source of strategic management system can be maintained in IPV bench stock.

2.1.5. NSNs must be active and cannot be acquisition advice code (AAC) of Y, X, J, V.

2.1.6. NSNs on the schedule of items (SOI) later identified as AAC V will continue to be utilized until exhaustion and/or replacement NSN has been identified.

2.1.7. NSNs identified as precious metal will be managed IAW WR-ALCI 23-103, *Precious Metals Recovery Program (PMRP)*.

2.1.8. NSNs identified as Shelf-life or Critical Safety Items shall remain in original packaging.

## **3. Roles and Responsibilities.**

3.1. **General.** The organizational goals or objectives of the instruction are:

3.1.1. To ensure an integrated supply chain strategy is applied to requirements processes involving DLA support.

3.1.2. To 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 DLA, clarifying roles and responsibilities, and codifying gaps in AFSC processes/procedural guidance.

### **3.2. Stakeholders.**

3.2.1. WR-ALC/OBWC:

3.2.1.1. Acts as OPR for the IPV program.

3.2.1.2. Identifies individual to act as the POC for WR-ALC.

- 3.2.1.3. Provides update, coordination, changes in policy and requirements of the IPV program to the designated POC to disseminate information within their respective maintenance groups.
  - 3.2.1.4. Reviews and approves/disapproves IPV changes using the IPV ICR process.
  - 3.2.1.5. Acts as the POC to provide WR-ALC input for IPV program update and IPV-related data requests from AFSC Logistics Office (AFSC/LG), DLA, and Lockheed Martin, as needed.
  - 3.2.1.6. Reviews LOM annually, suspense to WR-ALC groups, and provides revisions to DLA in accordance to contract.
  - 3.2.1.7. Develops IPV data requirements needed to support maintenance groups, point-of-use (POU) machines, IPV kitting, and distribution of material.
  - 3.2.1.8. Coordinates all customer report requests from maintenance groups to POU office.
  - 3.2.1.9. Enforces Business Rules for the IPV program.
  - 3.2.1.10. Actively participates on IPV-related telecoms/briefings and provides recommendations, comments, suggestions, and coordinates information to WR-ALC leadership, WR-ALC/Financial Management (FM), WR-ALC/Business Office (OB) leadership, maintenance group POCs, AFSC/LG, and DLA, as needed.
  - 3.2.1.11. Tracks and monitors the POU automation system Roll-Out Master Schedule, NSN data usage, and removal of material.
  - 3.2.1.12. Provides guidance for IPV program with coordination of maintenance groups for BSL and kitting material.
  - 3.2.1.13. Collaborates with the Maintenance Production Support Branch (402 MXSG/MXDPP) and the production groups to schedule the initial overview meeting for conversion from open bin to automation, and initial POU automation system familiarization.
  - 3.2.1.14. Collaborates, develops, and deploys with AFSC/LG, 402 MXSG, and maintenance group subject matter experts in the development of familiarization, handouts, and videos for IPV program.
- 3.2.2. WR-ALC Maintenance Groups (402 AMXG, 402 CMXG, 402 EMXG):
- 3.2.2.1. Provide group POC to attend and participate on IPV telecoms, briefings, and tabletop meetings to discuss WR-ALC IPV-related issues, recommendations, policies, and familiarization.
  - 3.2.2.2. Coordinate with 402 MXSG/MXDPP and WR-ALC/OBWC for all employees to receive the initial POU automation system overview course for the machines being deployed in their respective shops.
  - 3.2.2.3. Communicate IPV issues, changes, recommendations, policies, familiarization, and is responsible for disseminating the group's communication plan to the lowest level employee.

- 3.2.2.4. Coordinate with WR-ALC/OBWC for IPV data collection requests, (e.g., BSL), kitting, NSN review, add/deletion/change request of IPV material on LOM and/or SOI, clean up non-usage kitting material, and complete IPV spreadsheet and AFSC Form 231.
  - 3.2.2.5. Follow the IPV AFSC ICR process.
  - 3.2.2.6. Review LOMs annually in coordination with WR-ALC/OBWC.
  - 3.2.2.7. Group planners will monitor material usage through IPV Bin Analysis Report and POU automation system reports to modify max level (as needed) to ensure IPV material meets the SOI business rules.
  - 3.2.2.8. Coordinate with WR-ALC/OBWC when notified of any special or scheduled audits or material inspections and participate during scheduled out-briefing of the audit.
  - 3.2.2.9. Groups only return new “A” condition and serviceable IPV material IAW the IPV performance work statement (PWS) and/or Air Force Sustainment Center Manual (AFSCMAN) 21-102, *Depot Maintenance Management*.
  - 3.2.2.10. Maintenance supervisors will ensure POU users do not remove POU bins/cups from POU machines or open bins.
  - 3.2.2.11. Groups are responsible for purchasing and providing kit containers.
  - 3.2.2.12. Groups will notify DLA COR and WR-ALC/OBWC prior to physical movement of any BSL or kit staging locations.
  - 3.2.2.13. Maintenance will ensure material returned to the AutoCrib return bins are bagged, labeled with AutoCrib label, and not comingled. Material that is found without these requirements will be turned over to the shop for disposition.
- 3.2.3. WR-ALC POU Offices (402 MXSG/MXDPP):
- 3.2.3.1. Identify a POC to work directly with WR-ALC/OBWC on POU machine and equipment rollout, installation, and implementation.
  - 3.2.3.2. Attend temporary duty locations, IPV telecoms, and provide familiarizations support.
  - 3.2.3.3. Provide briefings or data, as needed/requested, update WR-ALC leadership and WR-ALC maintenance groups on assigned tasks regarding POU machines and equipment implementation.
  - 3.2.3.4. Collaborate with WR-ALC/OBWC on the automation system rollout schedule and familiarization support.
  - 3.2.3.5. Master deployment schedule will be deployed.
  - 3.2.3.6. Work with WR-ALC/OBWC to meet requirements and coordinate plans to transition from open bins to POU and BSL implementation schedule.
  - 3.2.3.7. Determine type/quantity of POU machines needed for each BSL.

- 3.2.3.8. Provide guidance for the IPV automation implementation in coordination with maintenance groups for BSL vending machine placement. Coordinate the BSL rollout from WR-ALC/OBWC and/or group POCs to determine the best estimate machine placement for current workload.
  - 3.2.3.9. Configure machines to support BSLs/kits.
  - 3.2.3.10. Initiate configuration for new installations.
  - 3.2.3.11. Re-configure installed machines as required and coordinate through WR-ALC/OBWC.
  - 3.2.3.12. Identify to WR-ALC/OBWC implementation constraints and resolution options.
  - 3.2.3.13. Work with WR-ALC/OBWC to ensure IPV requirements are addressed in the planning, budgeting, purchasing of POU machine/equipment, POU machine/equipment placement and stand up.
  - 3.2.3.14. Provide funding requirements for POU machines/equipment during the annual budget cycle.
  - 3.2.3.15. Work with WR-ALC/OBWC and 78th Air Base Wing Communications Directorate (78 ABW/SC) to ensure communication regarding the needs of the POU machine/equipment software requirements, access, and networking issues are addressed.
  - 3.2.3.16. Work with 78 ABW/SC to ensure the site has been prepared with the appropriate system connectivity.
  - 3.2.3.17. Ensure the POU machines/equipment will have the appropriate electrical connections.
  - 3.2.3.18. Install POU machines/equipment.
  - 3.2.3.19. Sustainment and maintain the POU machines/equipment.
  - 3.2.3.20. Coordinate with 78 ABW/SC for POU software updates.
  - 3.2.3.21. Add/delete users, as required, into the POU system.
  - 3.2.3.22. Provide cups to vendor for POU bins.
  - 3.2.3.23. Report any vendor related discrepancies to the DLA COR.
  - 3.2.3.24. Process any inventory adjustments to the machine's configuration based on the approved AFSC Form 231 and ICR spreadsheet.
- 3.2.4. AFSC Financial Management (AFSC/FZ):
- 3.2.4.1. AFSC Budget Execution Office (AFSC/FZB) will communicate information, if needed, between the DLA liaison and WR-ALC regarding annual funding amount for the military interdepartmental purchase request (MIPR) at various location.
  - 3.2.4.2. AFSC/FZB will ensure IPV funding is included in the annual President's Budget submission for AFSC.

- 3.2.4.3. AFSC/FZ will assist in communication between DLA liaison, AFSC Cost Accounting Division (AFSC/FZRD), AFSC Financial Management Directorate Robins Operating Location (AFSC/FZR-OL), and WR-ALC/FM if issues occur during billing reconciliation.
- 3.2.4.4. AFSC/FZRD and AFSC Working Capital Fund Division (AFSC/FZR) will process and provide both monthly billings (showing group consumption) and billing reconciliation for WR-ALC/FM.
- 3.2.5. WR-ALC/FM:
- 3.2.5.1. Provides POC to attend and participate on IPV briefings and meetings to discuss and provide financial input on WR-ALC IPV planning and execution of IPV contract.
- 3.2.5.2. Provides guidance and input on contracts, policies, reimbursement, and regulations that financially impact WR-ALC IPV program.
- 3.2.5.3. Coordinates with AFSC/FZB on financial matters related to IPV contract that impact the enterprise.
- 3.2.5.4. Will ensure IPV funding is included in the budget estimate system to AFSC/FM and will provide IPV execution year budget to group POCs.
- 3.2.5.5. Ensures MIPR funding documents are in place to process billings for IPV.
- 3.2.5.6. Responds to requests from AFSC/FZB for additional funding required to pay outstanding bills.
- 3.2.5.7. In accordance with the billing support agreement between the AF and DLA, WR-ALC/FM will prepare one MIPR for each fiscal year to cover entire estimated service period.

#### 4. Procedures.

- 4.1. **BSL Additions.** When an NSN is identified to be added to bench stock under the IPV contract, the following procedures will be used.
- 4.1.1. The maintenance planner responsible for the requesting maintenance shop will submit an AFSC Form 231 requiring coordination/signature from Production, Planning, WR-ALC/OBWC, DLA COR, POU, and contractor. Planners will be required to validate that the item to be added is an expendable/indirect asset and is not maintained as direct material on the bill of material. The planner will also verify that there is no inventory in NIF (Y-MIC) courtesy storage by checking the MN090P screen in Naval information Material Management System (NIMMS) for the items being added. If assets are located in NIF (Y-MIC) courtesy storage, the planner will return the AFSC Form 231 to the requestor with the valid location. Direct material items will not be added to bench stock. When more than one item is being added at the same time, an electronic spreadsheet will be submitted along with AFSC Form 231.
- 4.1.2. Instructions for completing the AFSC Form 231 are attached to the form.
- 4.1.3. Once the AFSC Form 231 is completed and appropriately coordinated, the maintenance planner will forward to DLA COR for processing.

4.1.4. DLA COR reviews request to ensure it meets the IPV contract requirements and creates an AFSC ICR control number. AFSC ICR number is the tracking number for the AFSC Form 231 and must be in the following format: WR-ALC, Julian date and year, three-digit unique number starting with 1 daily. (EXAMPLE: WR8240001). If the request does not meet the IPV requirements, the AFSC Form 231 is sent back to the maintenance planner for rework with reasoning for disapproval. If the IPV requirements are met, the DLA COR approves/signs the AFSC Form 231 and sends to WR-ALC/OBWC for review. Once approved, DLA COR sends the AFSC Form 231 to the contractor. Once approved, the COR will send to the DLA Contracting Officer for processing.

4.1.5. The DLA COR office will oversee the NSN add, change, and delete process and ensure the inspection data code (IDC) in D035K is properly updated as required through the Depot Supply Data Analysis Office, DLA COR. The IDC code of IPV identifies that the item is stocked in at least one bench stock location on the base. The DLA COR office will submit the requirement to DLA so the item will be formally added to the IPV contract.

**4.2. Deletions and Authorized Quantity Changes.** DLA COR office provides a quarterly report of all recommended deletions and authorized quantity changes (increases and decreases) for WR-ALC groups to WR-ALC/OBWC. Included in this list will be any item in which the unit cost has increased since being added to the contract and exceeds the cost thresholds listed in [paragraph 2.1.1](#). WR-ALC/OBWC will forward the list to all WR-ALC group planners, through workflow, for review. Recommended deletions will be included for any bin that has not had a replenishment action in the past 18 months. Each line of the report will be annotated either concur or non-concur as follows:

4.2.1. If the planning office non-concurs with delete recommendations on specific NSNs and bins, those items should be marked or highlighted on the report with the word “retain” and justification should be included for retention.

4.2.2. If the planning office non-concurs with an authorized quantity change, those items should be marked with either “no change” or with a new “change to” authorized quantity.

4.2.3. All completed reports that include non-concurs should be approved by the Group Commander/Director/Deputy and returned to the COR office within 15 days of receipt. WR-ALC/OBWC will forward all completed reports to the DLA COR for processing. The COR office submits all required changes and requests deletions to the IPV contract, as required. **NOTE:** Out-of-cycle deletions or changes can be submitted by the planner to the DLA COR at any time based on mission requirements.

#### **4.3. Kit Process.**

4.3.1. The maintenance planner submits the AFSC Form 231 as described in [para 4.1](#) and submits to the DLA COR.

4.3.2. DLA Contract Liaison Specialist will ensure all kit parts are on the SOI. If not on SOI, DLA Contracting Office will review for addition to material master. If a validation/verification is needed, Lockheed Martin kitting lead will build a kit prototype and present to kit initiator for review. If kit initiator doesn't accept, it is sent back to Lockheed Martin kitting lead to rebuild. If kit prototype is accepted, Lockheed Martin documents approved kit LOM, signs the AFSC ICR form, and distributes approved kit LOM and AFSC Form 231 to DLA COR.

4.3.3. DLA COR documents approved LOM and AFSC Form 231 and sends to WR-ALC/OBWC and DLA Contracting office. DLA contracting office reviews monthly and modifies contract. WR-ALC/OBWC maintains a copy of the LOM and AFSC Form 231 on the WR-ALC/OBWC SharePoint site and informs the initiator/POU office of the approved change.

#### 4.4. Vending IPV Change.

4.4.1. The Maintenance planner will submit the AFSC Form 231 as described in [para 4.1](#) and submit to the DLA COR. DLA COR will process the adds/changes/deletions through DLA as normal, compile the listing for vending machines, and email it weekly to the 402 MXSG POU Office.

4.4.2. Once the AFSC Form 231 has gained final approval from WR-ALC/OBWC, the AFSC Form 231 will be processed by DLA Richmond through the contractor's website. Then, the completed return file spreadsheet will be sent to OB, POU, and DLA COR offices by the contractor. The POU office will notify the contractor of any items that need to be sized when new items are being added to the automated location.

4.4.3. The max quantity in the vending machine is normally a 30-day supply (this may vary depending on size of location) unless there is a specific quantity, such as quantity per assembly (QPA) that should be maintained to support production (special instruction should be added in the "Notes" section, block 23 of the AFSC Form 231). The minimum amount will be approximately a 15-day supply initially set by the planner based on production requirements. Lockheed Martin will be responsible for communicating any minimum level changes to the POU office.

4.4.4. Adding items not previously sized. The COR ensures that Lockheed Martin provides the max quantity of all items identified by the POU office when received. POU office can note items needing delivery in tracking log and report to DLA COR if items are not received.

4.4.5. The POU office will size the material and establish bins in the vending machine. Lockheed Martin stocks the material in the machine once the initial material is delivered. The POU office will provide the bin assignment information to Lockheed Martin after they have assigned the items to the vending machine. Items will be allowed production lead time and will not be tracked under first pass acceptance (FPA) metrics until initial stock action is completed.

4.4.6. Adding items previously sized. Lockheed Martin will not need to order material until the automatic purchase order (PO) is generated if the item already exists in the database. The PO will generate once the POU office has added the item to the vending machine database, created the bin assignment, and established the min/max level. Items will not be tracked under FPA metrics until initial stock action is completed.

4.4.7. Deleting an item. POU office will turn off the reorder option for the NSN at the bin level and notify the COR and Lockheed Martin so the material can be removed when a bin delete request is received. Lockheed Martin will remove, bag, and tag the material using a physical adjustment to the machine, and notify the POU office when completed. The POU office will delete the bin assignment from the automated database once the deleted material has been removed by Lockheed Martin. Completion of each step should be communicated through email. The DLA COR will ensure Lockheed Martin will return the material to the vendor-managed AF-owned inventory per the PWS for the prescribed time period.

4.4.8. Decreasing max levels. POU office will turn off the reorder option for the NSN at the bin level when the max decrease will put the NSN at or below the reorder point or machine minimum. POU office will adjust bin cups, min/max to newly decreased min/max. POU office will communicate changes to Lockheed Martin. IPV contracting representative will remove any material over the new max using a physical adjustment and immediately notify the POU office. POU office will turn bin reorder option back on. Communication between Lockheed Martin, DLA COR, and POU office is critical to ensure completion. The DLA COR will ensure Lockheed Martin will return the material to the contract managed AF owned inventory per the PWS for the prescribed time period.

4.4.9. Increasing Max levels. For increases, the POU office will increase the max quantity and bin capacities in the machine to equal the new maximum. This may require adding a new bin location inside the vending machine. Items will not be tracked under FPA metrics until increase stock action is completed.

## 5. BSL Automation Communication Plan.

5.1. **WR-ALC/OBWC.** WR-ALC/OBWC will contact maintenance group POC and notify them to begin preparing their locations based on year of execution and BSL authorized roll-out plan.

5.2. **POU Office.** POU office will notify WR-ALC/OBWC when they are approximately 45 days from next requirement in line.

5.3. **Maintenance Group.** Maintenance group POC will coordinate with maintenance shop supervisor to verify/define the requirement, discuss concerns, and ensure that the automation plan is carefully considered. WR-ALC/OBWC will contact designate maintenance group POC to set up initial meeting between POU office, WR-ALC/OBWC, maintenance planner, and maintenance supervisor. Maintenance group will have a maximum of 30 days to submit requirement to WR-ALC/OBWC and POU office. WR-ALC/OBWC will forward the requirements plan to DLA COR and courtesy copy the Lockheed Martin site manager for situational awareness. Lockheed Martin will begin planning for: manpower needed for initial stock, scanning requirements for open bins during transition, and determine if open bins require longer than standard two week on site attrite time after go-live date.

5.4. **Requirements Plan.** Requirements plan will include the following from the authorized inventory listing:

5.4.1. Listing of NSNs to be automated with the max level that should be maintained to support production. Max is usually a 30-day supply unless there is a specific quantity such as a QPA that must be met. Reorder point will be established by Lockheed Martin and feedback on max levels will be considered by WR-ALC/OBWC. Long lead time items as well as packaged items should be taken into consideration.

5.4.2. When multiple BSLs will be combined once automated, maintenance group POC will use the BSL with the largest number of items assigned as the new BSL. Maintenance group POC will remove all duplicates from the new listing, verify max levels, and complete one AFSC Form 231 for all adds and changes to the new BSL, and on AFSC Form 231 for the deletions from the smaller BSLs being merged into the larger BSL. The AFSC Forms 231 will be submitted to DLA for processing two weeks prior to automation go-live date. If multiple BSLs are combined, the Resource Control Center (RCC) must be the same.

5.4.3. All AFSC Forms 231 will be put on hold once requirements plan is submitted to the WR-ALC/OBWC and POU Office.

#### **5.5. Maintenance Groups will:**

5.5.1. Identify any NSNs that must stay in original packaging and review AAC prior to automation.

5.5.2. If scales will be installed, work with POU Office to determine which NSNs will be scaled.

5.5.3. Identify any NSNs that may be grouped/linked together and searched for by job or used as a “virtual kit”. This becomes much more difficult post automation.

5.5.4. Collaborate with POU office to determine configuration or natural breaking point if automation will require more than one industrial vending machine. Sizing of the requirement may affect initial plan.

5.5.5. Identify the proposed physical location for the industrial vending machine.

5.5.6. Identify to the POU office any known future workload/requirement in order to leave adequate room in industrial vending machines for future growth.

#### **5.6. POU Office will:**

5.6.1. Arrange a site visit to begin the process of automation.

5.6.2. Determine space and machine requirements once sizing, pictures, and template analysis are complete.

5.6.3. Reach out to maintenance group POC for any changes prior to finalizing template. This may not affect smaller locations that can be worked quickly by the POU office.

5.6.4. Provide the maintenance group POC with an engineering drawing of proposed equipment needed for the requirement to help maintenance group determine the best installation location. Maintenance group will provide proposed location to POU office either by email concurrence, or by engineering drawing showing the proposed layout of equipment based on the equipment requirements. Engineering drawing will be signed by maintenance group squadron chief. Allow approximately two weeks for coordination.

- 5.6.5. Initiate or provide requirement for virtual local area network if required.
- 5.6.6. Notify maintenance group POC and DLA COR. DLA COR will notify Lockheed Martin site manager two weeks in advance of industrial vending equipment install date. This is to schedule initial stocking by Lockheed Martin, and to arrange familiarization/instructions on how to use the machines with maintenance groups users.
- 5.6.7. Maintenance group will work with the POU office to determine the proper approach to familiarization and ensure that technicians attend the session.
- 5.6.8. Once machines are on-site, Lockheed Martin will perform the initial stocking of the new machines. When stocking is complete, Lockheed Martin will notify DLA COR and POU Office. Lockheed Martin will ensure that all pre-existing open purchase orders are canceled. The POU office will turn on the automatic PO feature with the database.

## **6. FPA.**

6.1. **FPA failure.** An FPA failure is defined as material not available to the mechanic at the time of demand. Causes include:

- 6.1.1. The bin or designated storage unit is empty, there is a limited amount of material left in a bin or designated storage unit to satisfy the mechanic's current need for material
- 6.1.2. The bins containing replenishment parts contain only parts not meeting quality assurance standards.
- 6.1.3. For kitting, a kit is not on-hand, does not contain all items on the LOM needed to complete the job at the time of kit demand by mechanic, or contains non-conforming items. In order for an incomplete kit to count as an FPA failure, the Exchangeable Production Support Chief/Weapon System Support Center), or designee, must conditionally accept a partial kit or reject the kit. If conditionally accepted or rejected, the kit will be recorded as an FPA failure, and the contractor will be required to provide all items needed to complete the kit to close the FPA failure.

## **7. Automated Order and Tracking System (AOTS).**

7.1. When a new NSN/location is added to the contract the DLA COR will add the item to AOTS. AOTS will be used to track, monitor, and report each BSL.

## **8. Mechanic Wait Time (MWT).**

8.1. The number of hours it takes the contractor to remedy an FPA failure is called MWT. MWT is calculated as the time it takes the contractor to fill a bin/kit. Time starts at the time the mechanic submits the FPA failure and continues until contractor fulfills the bin/kit. The contractor shall remedy every instance of FPA failure within 24 hours throughout the entire contract period.

## 9. Kitting Process.

9.1. Kits provide a tailored set of parts for a particular maintenance operation. They contain all commonly replaced consumable hardware. Kits provide an extension of IPV bench stock support, can be paired with direct material to provide a complete maintenance solution and ensure mechanics do not expend labor hours gathering parts. Kits are prepared in advance and are therefore ready upon request, and there is less waste as kit residuals are used to replenish future kits (process adopted from DLA). The Production Support Section Chiefs or their designated representative has the responsibility for kit configurations within their organization along with the acceptance/rejection of kits for FPA purposes. The AF will provide a LOM for each kit or provide access to current AF systems without modification in regard to kitting. The lists shall include the part number, NSN, nomenclature, and quantity for each item in a kit.

9.2. For AutoCrib virtual kits, the maintenance planner will work with the shop to determine the kit name and ensure that the kit does not exceed 15-line items. The maintenance planner will submit the AFSC Form 231 as described in [para. 4.1](#). Along with the RoboCrib Virtual Kit Request Spreadsheet.

## 10. AWP Process (EMXG and CMXG Only).

10.1. **Generation (GEN) III contract only supports workload that has an immediate need.** If the technician goes to the IPV bin and material is not available to support the immediate need then the technician will submit an FPA through Lean Depot Maintenance Systems (LDMS). No backorders will be established through LDMS (Automated Bill of Material/NIMMS) unless the IPV part is the only part needed for the end item. This backorder will be established manually to support the asset going to AWP.**NOTE:** If end item is waiting on another backorder for the end item, no backorder will be established for the IPV part.

## 11. AutoCrib.

11.1. **General.** Throughout the base period of the GEN III contract, the AF will replace open BSLs with POU vending machines. It is anticipated all open BSLs will be replaced prior to the first option period. During the base period, as BSLs are converted to POU vending machines, the Government will coordinate with the contractor to identify the items and levels that should be included in the AutoCrib vending machine. The open bin to AutoCrib bin conversion factor for planning purposes is 1:2. This means that for each open bin, the contractor should plan on two bins within the AutoCrib vending machine. This is due to the size of the pie bins within AutoCrib. Additionally, one BSL could consist of multiple AutoCrib machines placed at different locations within a maintenance (shop) area. The contractor will work with the government to collaboratively establish min/max quantities for every item to be contained in the AutoCrib vending machine. The min/max quantities may or may not equal the max bin quantity utilized for the item in the open bin environment. The contractor will initially stock the machines to the identified levels. As mechanics remove material, the machine will track and report inventory levels. When the bin levels reach the “minimum”, a notification will be issued to the contractor. The notification is termed a PO by the AutoCrib vending machine software and will be transmitted via an electronic file transfer. The contractor will deliver and stock inventory in the vending machines.

## 12. Task Order Labor.

12.1. **Requests for bench stock assistance.** Requests for bench stock assistance that falls outside the scope of the IPV contract, such as major bench stock reorganizations, can be performed by the IPV contractor if approved by the group commander/director/deputy and WR-ALC/OBWC.

12.2. **Requests for task order labor.** Requests for task order labor should be used for temporary increased level of efforts in the IPV program. Temporary is defined as an increased level of effort not to last longer than 12 months in duration.

12.2.1. The production support flight chief will submit a task order labor request to the group commander/director/deputy containing a thorough description of the work required, the estimated duration, and the name of the government work leader that will oversee the task.

12.2.2. After the group commander has coordinated/approved, the production support flight chief will forward the request to WR-ALC/OBWC to ensure funding is available and is charged to the correct organizational RCC.

12.3. **Final Approval.** Upon final approval, WR-ALC/OBWC will forward the request to the DLA COR for processing.

JON A. EBERLAN  
Brigadier General  
Commander

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

AFI 33-322, *Records Management and Information Governance Program, Incorporating Change 1*, 28 July 2021

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

AFSCMAN 21-102, AFSCM2024-01, *Depot Maintenance Management*, 23 February 24

DAFI 90-160, *Publications and Forms Management, Incorporating Change 1*, 21 Jun 2023

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

WR-ALCI 23-103, *Precious Metals Recovery Program (PMRP)*, 23 June 2021

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

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

***Abbreviations and Acronyms***

**ABW/SC**—Air Base Wing Communications Directorate

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFSC**—Air Force Sustainment Center

**AOTS**—Automated Order and Tracking System

**BSL**—Bench Stock Location

**COR**—Contracting Officer Representative

**DLA**—Defense Logistics Agency

**FPA**—First Pass Acceptance

**FZ**—Financial Management

**FZB**—AFSC Financial Management Budget Office

**FZRD**—Cost Accounting

**FZR OL**—Financial Management Directorate Robins Operating Location

**IAW**—In Accordance With

**ICR**—Inventory Change Request

**IDC**—Inspection Data Code

**IPV**—Industrial Product-Support Vendor

**LDMS**—Lean Depot Maintenance Systems

**LG**—Logistics

**LOM**—List of Material

**MIPR**—Military Interdepartmental Purchase Request

**MWT**—Mechanic Wait Time

**NIF Y-MIC**—Air Force Excess Storage Locations

**NSN**—National Stock Number

**OBWC**—Workload and Analysis Supportability Element

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**POU**—Point of Use

**PWS**—Performance Work Schedule

**QPA**—Quantity Per Assembly

**RCC**—Resource Control Center

**SOI**—Schedule of Items

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