BY ORDER OF THE COMMANDER PACIFIC AIR FORCES	***AIR FORCE INSTRUCTION 20-112***

PACIFIC AIR FORCES Supplement

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Logistics

LOGISTICS READINESS QUALITY ASSURANCE PROGRAM (LR QA)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 20-112, *Logistics Readiness Quality Assurance Program* is supplemented as follows: This publication references Air Force Policy Directive (AFPD) 63-1, 20-1, *Integrated Life Cycle Management*. This instruction establishes the Logistics Readiness Quality Assurance policy, procedures and guidelines for a standardized, repeatable assessment and evaluation process throughout the United States Air Force (USAF) Logistics Readiness community. Units have up to 90 days after the effective date of this supplement to comply with requirements. This supplement does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC), but does apply to the Air Force Reserve members assigned to PACAF units or activities. For assistance with interpreting this instruction, contact your Major Command (MAJCOM) functional policy activity. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. This instruction may be supplemented no lower than the Major Command (MAJCOM). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force

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2.3.2.1. **(Added)** PACAF/A4R personnel will review MAJCOM published Routine Inspection Lists (RILs) annually for currency and update as required. MAJCOM or locally developed RILs will not duplicate HAF published RILs.

2.4.1.1.1. The QA Manager will be a SNCO or civilian equivalent and appointed in writing by the Unit Commander. Provide appointment letter to HQ PACAF/A4RMP.

2.4.1.1.5.1. **(Added)** Repeat findings are defined as a condition recorded resulting from failure to comply with the same guidance noted on a previous inspection of the same unit within a 24 month period.

2.4.2.2. **(Added)** Review and validate all LEAP inputs monthly for accuracy and content to ensure data integrity **(T-3).**

2.4.4.1. **(Added)** Access to LEAP requires users to submit a DD Form 2875, *Systems Authorization Access Request* to the LRS Site Manager. Users must log on every 30 days to keep accounts enabled. After 45 days of inactivity user's accounts will be deleted.

2.4.4.2. **(Added)** LEAP Site Manager's will deactivate user accounts when personnel are no longer appointed to perform QA functions.

2.4.5. **(Added)** The QA Manager will ensure QAEs are appointed for each functional area and provide the letter of appointment to HQ PACAF/A4RMP.

2.5.8.1. **(Added)** Observations, inspections and evaluations entered into LEAP will contain all mandatory entries marked with an (*) in addition to the following:

2.5.8.1.1. **(Added)** Eval Type.

2.5.8.1.2. **(Added)** Employee Supervisor.

2.5.8.1.3. **(Added)** Rating.

2.5.8.1.4. **(Added)** Discrepancy Category (Major or Minor only).

2.5.8.1.5. **(Added)** Employee Name/Status (as applicable).

2.5.8.1.6. **(Added)** AFSC/Skill Level (as applicable).

2.5.9.1. **(Added)** All failed assessments will be assigned a cause code as outlined IAW AFI 90-201, *Air Force Inspection System,* Attachment 9.

2.5.9.2. **(Added)** Failed assessments matching a Management Internal Control Toolset (MICT) communicator item will be recorded and tracked via MICT database.

2.5.9.3. **(Added)** AF Form 4421, *Logistics Readiness Squadron Quality Assurance Assessment Form, will* be used to record failed assessments and notify the appropriate level of supervision until such time a process has been fully implemented in LEAP. Failed assessments will be considered closed when AF Form 4421 has been signed by all signature authorities.

2.5.11. Provide a developed Monthly QA Evaluation and Inspection Plan. The plan must show the areas, types, and number of assessments, inspections and evaluations that must be conducted over the course of a quarter. Evaluation and Inspection Plan will be documented in LEAP. The plan will comprise the following to provide QA clear direction for assessing and measuring compliance **(T-1)**.

3.2. Personnel Requirements. Personnel assigned QA duties within the LR must be impartial, objective, and consistent in all evaluations. Leadership will select qualified personnel that are considered subject matter experts. Military QAEs must possess at least a 7-skill level. If no qualified candidates meet the skill level requirement, personnel may be appointed via waiver by the commander. The waiver must be in writing and outline the reason of selection (i.e., AFSC 7-skill level manning shortage, etc.)

3.3.1.3.1. **(Added)** EPEs will be documented in LEAP.

3.8.2.1. **(Added)** Follow- Up Evaluations. QA will follow-up on all major findings after the Root Cause Analysis (RCA) has been submitted to the QA office to verify corrective action has been implemented by the flight. **Note**: This does not constitute an additional assessment towards the minimum monthly assessments standard.

3.8.2.1.1. **(Added)** If the QA Manager determines that the follow-up is not a sustainable solution, the assessment will remain open.

JEFFREY R. KING, Brigadier General, USAF
Director of Logistics, Engineering & Force Protection

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 20-112, *Logistics Readiness Quality Assurance Program*, 06 October 2017

Prescribed Forms

No Forms Prescribed

Adopted Forms

No Forms Adopted

Adopted Forms

DD Form 2875, *Systems Authorization Access Request*