BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 23-101

22 OCTOBER 2020

AIR FORCE MATERIEL COMMAND
Supplement

10 DECEMBER 2021

Materiel Management

MATERIEL MANAGEMENT POLICY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

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OPR: AF/A4LR

Certified by: SAF/AQD
(Ms. Angela L. Tymofichuk)

Supersedes: AFI23-101, 12 December 2016

Pages: 304

(AFMC)

OPR: AFMC/A4RX

Certified by: AFMC/A4R
(Colonel Ray Jones)

Pages: 304

This instruction implements Air Force Policy Directive (AFPD) 23-1, Materiel Management and facilitates the implementation of Department of Defense (DoD) guidance from Department of Defense Manual (DoDM) 4140.01, DoD Supply Chain Materiel Management Policy; DoDM 4140.26-M, Volume 1, DoD Integrated Materiel Management (IMM) for Consumable Items: Operating Procedures for Item Management Coding (IMC); DoDM 4140.27, Volume 1, DoD Shelf-Life Management Program: Program Administration; and DoDM 4140.27, Volume 2, DoD Shelf-Life Management Program: Materiel Quality Control Storage Standards. This guidance applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard. 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 Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at Major Command (MAJCOM) level, but all supplements that directly implement this publication must be routed to the OPR for

coordination prior to certification and approval. 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 Air Force Instruction (AFI) 33-360, Publications and Forms Management for a description of the authorities associated with the Tier numbers and approval authority for non-tiered compliance. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, Records Management and Information Governance Program, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Notify Air Force Logistics, Engineering and Force Protection, Logistics Readiness Division, (AF/A4LR) of guidance conflicts between this instruction and any other DoD/Air Force guidance or Technical Orders (TO). Pending case resolution, DoD directives/TOs will take precedence. Information that is collected from other DoD components or Federal agencies must be approved by DoD and licensed with a report control symbol. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

(AFMC) This publication implements and extends the guidance of Department of the Air Force Instruction (DAFI) 23-101, *Materiel Management Policy*, by placing command policy into this supplement. It applies to all personnel (military, civilian, and contractor) working for the Air Force Materiel Command (AFMC). **Note:** All contractor requirements contained within this Instruction must be contained within the contract/grant/agreement to be enforceable. This publication applies to all units who operate using the Integrated Logistics Support – Supply (ILS-S) system. This publication also applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC) and their subordinate units. Additionally, as the servicing MAJCOM, this publication applies to the USSF. AFMC/A4R has reviewed and accepted the roles and responsibilities assigned to them by the parent instruction. Compliance with the attachments in this supplement is mandatory. This publication may not be supplemented or further implemented/extended. Submit requests for waivers using AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. All requests for waiver must be approved by the publication OPR prior to implementation, and must be accompanied by a completed AF Form 847 if the requested waiver is to be permanent. Copies of all approved waivers will be provided to AFMC/A4RX, to include waivers approved against the basic publication. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847, *Recommendation for Change of Publication;* route AF Forms 847 from the field through the appropriate functional chain of command using the following **MANDATORY** AFMC/A4R e-AF Form 847 submission process. **(T-2)** Centers will assign a primary and alternate POC to populate the AFMC/A4R Publications Management SharePoint, to include attaching a digitally signed AF Form 847 with Sections 1 and 2 completed by the submitting organization leadership and Center LG respectively. Status will be obtained from the AFMC/A4R Publications Management SharePoint. Non-AFMC organizations will submit recommended changes and questions concerning this publication via email to the OPR (AFMC/A4RX) using AF Form 847, *Recommendation for Change of Publication*. Ensure all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program,* and disposed of IAW the Air Force Records Disposition Schedule located in the Air Force Records Information Management

System. Finally, in those instances where this supplement delegates a program/responsibility to a lower level organization, that delegation includes the Pertinent Oversight Authority (POA) responsibilities as outlined in AFI 90-201, *The Air Force Inspection System*, and corresponding AFMC Supplement.

SUMMARY OF CHANGES

This revision includes significant changes and must be reviewed in its entirety. Changes include consolidating roles and responsibilities into **Chapter 1**; implementation of new stockage percentages for Small Arms/Light Weapons (SA/LW) in **Figure 5.1**; update of Due-In From Maintenance (DIFM) return days of serviceable and unserviceable assets to Flight Service Center; movement of Satellite Operations to **Chapter 9**; data requirements for Chief Financial Officer (CFO) and incorporated Financial Audit Readiness compliance procedures for Equipment Custodians; Local Purchase (LP) Waivers or Local Repair (LR) Waivers for AF Equipment Items; updates to Individual Protective Equipment (IPE) protective mask and replacement parts procedures; base closure procedures; Decentralized Materiel Support (DMS) guidance; change of Centralized Equipment Office to establishment of Centralized Equipment Management Flight (CEMF); new disposal and retention policy for serviceable assets as approved by the Air Force Supply Chain Policy Working Group; removal of Career Broadening Program and AFMAN 23-220, Report of Survey; change of Tracer Reconciliation (NGV597) program and late inbound shipment management procedures to Overdue Shipment.

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Chapter 1

GUIDING PRINCIPLES

Section 1A—General Instruction Information

1.1. Overview, Purpose, and Scope.

1.1.1. Overview. This chapter outlines the instruction's purpose; AF guidance for Materiel Management Organization and Structure at base level; Satellite Operations; Supply Chain Materiel Management Goals and Metrics; Air Force Materiel Management Boards; and Working Groups.

1.1.2. Purpose. The purpose of this instruction is to implement direction from the Secretary of the Air Force (SECAF) as outlined in AFPD 23-1, Materiel Management. This policy provides direction for determining and stocking materiel requirements, cataloging, ordering, sourcing, delivering, and return/disposal of materiel for Class IX repair parts and select Class VII major end items and Class II items as identified and approved by Headquarters Air Force (HAF). Additionally, guidance for other classes of supply, such as Class V munitions is covered in specific subject areas. These references will be specifically enumerated where applicable.

1.1.2.1. This instruction supports the Integrated Life Cycle Management Enterprise chain by providing applicable materiel management guidance to ensure the warfighter receives the right support at the right place and the right time. Additionally, this guidance supports the Air Force Expeditionary Logistics for the 21st Century umbrella strategy that integrates and governs logistics transformation initiatives.

1.1.2.2. Delegation of Authority. Deputy Chief of Staff for Logistics, Engineering and Force Protection (AF/A4), delegates responsibility for developing procedural guidance, for the tasks and programs listed below, to Air Force Materiel Command (AFMC):

1.1.2.2.1. Provisioning.

1.1.2.2.1.1. **(Added-AFMC)** Refer to AFMCMAN 20-106, *Provisioning*, for guidance on provisioning.

1.1.2.2.2. Wholesale receipt processing.

1.1.2.2.2.1. **(Added-AFMC)** Refer to **paragraph 3.3** for guidance on Wholesale Receipt Processing.

1.1.2.2.3. Item Management (IM).

1.1.2.2.3.1. **(Added-AFMC)** Refer to **paragraph 3.4** for general Item Management/Supply Planner guidance.

1.1.2.2.4. Diminishing Manufacturing Sources and Material Shortages (DMSMS).

1.1.2.2.4.1. **(Added-AFMC)** Refer to AFMCI 20-105, *Diminishing Manufacturing Sources and Materiel Shortages (DMSMS)* for guidance on DMSMS.

1.1.2.2.5. Enterprise Management of select Class II assets.

1.1.2.2.5.1. **(Added-AFMC)** Refer to **paragraph 5.3** for instructions on storage,

management and redistribution of select Class II assets. Refer to **paragraph 8.9** for guidance on Combat Ready Airman (CRA).

1.1.2.2.6. Stock Positioning.

1.1.2.2.6.1. **(Added-AFMC)** Refer to **paragraph 1.4.1.57** and **paragraph 5.11** for instructions on Stock Positioning.

1.1.2.2.7. Materiel Disposition.

1.1.2.2.7.1. **(Added-AFMC)** Refer to **paragraph 1.4.1.58** and **paragraph 6.3** for guidance on Materiel Disposition.

1.1.3. Scope. AF policy requires all government-owned property to be under the control of a responsible Accountable Property Officer (APO) at all times. This instruction applies to the following:

1.1.3.1. AF organizations under the direct jurisdiction of the Chief of Staff of the Air Force (CSAF).

1.1.3.2. AF organizations under the jurisdiction of overseas commands instructed to maintain formal stock record accounts.

1.1.3.3. Designated agencies accessing the AF materiel management system, unless specifically exempted by the CSAF.

1.1.3.4. Supply Chain Management (SCM) operations providing direct support to the F-35 platform will use this instruction as fundamental baseline for materiel management knowledge and guidance. The F-35 SCM processes will be managed in accordance with (IAW) F-35 Joint Program Office approved guidance. (T-1).

1.1.3.4.1. **(Added-AFMC)** AFMC F-35 installations will develop local operating instructions as a medium to ensure AF supply chain discipline and materiel management practices are enforced by their activities. These OIs will be coordinated through the Joint Program Office (JPO) and AFMC/A4R prior to publishing.

1.1.3.5. Materiel management supply chain guidance specific to security assistance processes and procedures is not within the scope of this instruction. Refer to AFMAN 16-101, Security Cooperation (SC) and Security Assistance (SA)Management.

1.1.4. Construct. This instruction has the same construct as AFMAN 23-122, Materiel Management Procedures, Air Force Handbook (AFH) 23-123, Volume 1, Materiel Management Reference Information, and AFH 23-123, Volume 2, Part 1, Integrated Logistics System – Supply (ILS-S). While not all sections within AFI 23-101 have associated procedures enumerated in AFMAN 23-122 or processes in all AFH 23-123 volumes, those sections where procedures/processes are detailed have the same section titles. For example, **paragraph 5.5**, Equipment Management, is the same section in AFI 23-101, AFMAN 23-122, and AFH 23-123.

1.1.4.1. Users are encouraged to refer to **Attachment 1** for reference information as well as identification of legacy AF supply chain functions with updated terminology.

1.1.4.2. References to Materiel Management Systems. This instruction provides guidance which properly should not be predicated on systems' capabilities. Guidance shall drive

systems requirements. As such, the vast majority of references to systems information in this instruction are systems "neutral" and are referred to as "materiel management IT systems" or similar terminology. AFI 23-101's "companion" publications, AFMAN 23-122, and multiple AFH 23-123 volumes provide more specific systems references "ILS-S, AF Equipment IT System".

1.1.4.2. **(AFMC) Note:** AFH 23-123, Vol 3, *Air Force Equipment Management* is obsolete due to decommissioning of the Air Force Equipment Management System.

1.1.5. Supply Chain Organizations. Throughout this instruction, guidance establishes responsibilities for HAF and MAJCOMs. Note: Any reference to MAJCOM will include Air National Guard (ANG).

Section 1B—Roles and Responsibilities

1.2. Headquarters Air Force.

1.2.1. Assistant Secretary of the Air Force for Acquisition (SAF/AQ). Manages the budgeting and execution processes and issues the program authority for all Mechanized Materiel Handling Systems (MMHS) Storage Aids Systems (SAS) projects.

1.2.2. Revolving Funds Division (SAF/FMBOR). Determines and implements the financial policies of the Air Force Working Capital Fund (AFWCF) performs the following:

1.2.2.1. Serves as the Defense Working Capital Fund manager for the AF and as such, is tasked with the consolidation of AFWCF financial data, requirements and budgets to form the AF submission to the Defense Working Capital Fund budget for the AF.

1.2.2.2. Financially manages the AFWCF to include recommending to the Budget Operations Directorate (SAF/FMBO) and Weapon System Sustainment Division (AF/A4PY) cash requirements and price escalation based upon analyses of buy/repair requirements and fund allocation strategies.

1.2.2.3. Directly liaises between the AF and the Office of the Under Secretary of Defense (Comptroller) (OUSD(C)) staff.

1.2.2.4. Delegates financial authority to Division Fund Managers (Consolidated Sustainment Activity Group-Supply [CSAG-S] and Supply Management Activity Group-Retail with the latter including the General Support Division (GSD), AF Academy Cadet Store and Medical Dental Division).

1.2.2.5. In conjunction with SAF/AQ and Financial Management & Comptroller Budget Investment Directorate (SAF/FMBI), provides Program Authority (PA)/Budget Authority (BA) for initial spares requirements as appropriate to AFMC conveying the appropriated funding matched to the initial Spares Cost Authority allocation based on the scheduled outlays.

1.2.2.6. Provides detailed guidance and budget submission schedule to AFWCF business areas for preparation of the AFWCF budget submission.

1.2.2.7. Reviews and approves or adjusts the AFWCF business area budget submissions. Adjustments are coordinated with AFWCF business areas.

1.2.2.8. Delegates financial authority for CSAG-S and GSD (in addition to Consolidated Sustainment Activity Group-Maintenance (CSAG-M)) to AFMC/FM.

1.2.3. Services Operations Division (AF/A1SO).

1.2.3.1. Serves as AF/A1 point of contact (POA) on Uniform Enterprise Working Group (UEWG), co-leading with AF/A4LR.

1.2.3.2. Establishes quantitative clothing allowances and, as OPR, publish them in AFI 36-3012, Military Entitlements.

1.2.3.3. Acts as the focal point for submitting proposed initial issue and supplemental allowances to the Secretary of the Air Force and OSD, as appropriate.

1.2.3.4. Ensures identification of Research, Development, Test & Evaluation (RDT&E) and start-up inventory funding sources of any Air Force Uniform Board approved item prior to AFMC taking any action on items (e.g., development or procurement action).

1.2.3.5. Upon the approval of an optional uniform clothing item, coordinates with AF/A4LR and AFMC to establishing a fielding plan with Armed Forces Military Clothing Sales Store (AFMCSS).

1.2.4. Deputy Chief of Staff of the AF for Operations (AF/A3). Responsible to ensure the War Mobilization Plan (WMP) is updated annually, coinciding with the annual publication of the Designed Operational Capability statements and is distributed to the users within 2 weeks of publication and prior to the annual review. AF/A3 resolves open issues between storing and using commands when necessary.

1.2.5. Logistics Readiness Division (A4LR).

1.2.5.1. Ensures the AF Supply Chain Policy Working Group addresses AF stockage requirements and inventory control policy issues IAW DoD policy and AF mission needs.

1.2.5.2. Appoints an official representative to serve as the AF's single point of contact with the DoD on matters related to the Supply System Inventory Report (SSIR) reporting requirement.

1.2.5.3. Coordinates degraded operations policy updates.

1.2.5.4. Approves requests to use High Priority Mission Support Kit (HPMSK) and their computation.

1.2.5.5. Notifies MAJCOM upon approval to use contingency flags for Chairman of the Joint Chiefs of Staff (CJCS) or AF project codes and upon discontinuation of use.

1.2.5.6. Maintains/publishes a listing of units authorized HPMSK. This listing will be updated at least annually in preparation for the annual Readiness Spares Packages (RSP)/HPMSK review.

1.2.5.7. Provides AF/A3OD at least annually, a copy of approved HPMSK authorization listing.

1.2.5.8. Reviews and approves or specifies required changes to RSP review minutes within 5 workdays of receipt.

1.2.5.9. Responsible for making materiel management inputs to Volume 1 and 3 of the WMP annually.

1.2.5.10. Submits UTCs to AF/A4LR functional manager, AF/A3O, and MAJCOM Manpower & Equipment Force Packaging OPR.

1.2.5.11. The A4LR Plans and Integration Branch oversees the UTC development process.

1.2.5.12. Provides department level oversight for management of AF participation in Weapon System Support Program (WSSP).

1.2.5.13. Initiates annual prioritization review of Weapon System Group Codes (WSGC) for systems registered in WSSP by requesting a current listing of systems with assigned WSGC from AFMC WSSP functional OPR.

1.2.5.14. Forwards prioritized WSSP WSGC list to Defense Logistics Agency (DLA).

1.2.5.15. Monitors and establishes AF policy for the AF Spare Parts Breakout Program (AFSPBP).

1.2.5.16. Forwards the Spare Parts Breakout Screening Reports to Office of the Deputy Assistant Secretary of Defense (Logistics).

1.2.5.17. Coordinates with MAJCOM-proposed spare parts breakout initiatives for acquiring data rights, reverse engineering, qualification testing, tooling, and support equipment required for spares breakout to the appropriate Air Staff panel.

1.2.5.18. Develops Tanks, Racks, Adapters, and Pylons (TRAP) procurement buy programs according to Global Reach/Global Power Team decisions. Decisions are coordinated with AF/A5RW.

1.2.5.19. Provides overall LP supply policy guidance.

1.2.5.20. Responsible for shelf-life management policies within the AF and serves as a member of the DoD Shelf-Life Board.

1.2.5.21. Establishes policy governing operation and maintenance of the AF Equipment IT System.

1.2.5.22. Approves and publishes data services processing instructions required for the AF Equipment IT System.

1.2.5.23. Furnishes MAJCOMs, Direct reporting Units (DRUs), Field Operating Agencies (FOAs) advanced information regarding operational and logistics concepts, aircraft, missile, and systems programming data, and other planning data considered essential in the development of equipment allowance standards and authorization data in support of new weapons systems.

1.2.5.24. Provides, through the AF Program Document “Units, Bases and Priorities” program document, the applicable main operating base supporting each forward or dispersed operating base.

1.2.5.25. Issues special orders through Plans and Programs used to notify the applicable MAJCOM/Logistics Readiness Squadron (LRS) of all unit activations, inactivations,

transfers, redesignations, mission changes and moves within the command. Force structure information is received periodically from the Program Document system (PD:K002).

1.2.5.26. Responsible for coordinating the policy and guidance for the Precious Metals Recovery Program (PMRP).

1.2.5.27. Provides policy alignment strategy and oversight of MMHS and SAS.

1.2.5.28. Ensures materiel management systems requirements are identified and addressed within the AF. Note: Users are authorized to run queries from approved materiel management IT systems in lieu of specified reports when the query satisfies the report's intended purpose and is not otherwise explicitly prohibited.

1.2.5.29. Provides and coordinates AF Readiness Drivers Program (AFRDP) policy and procedural guidance with MAJCOMs, DLA/J-3 and other DoD logistics support activities, as required.

1.2.5.30. Ensures the automated data system for the program within the scope of approved AF/A4 programs supporting a common operating picture.

1.2.5.31. Establishes and directs AF policy for cataloging and records maintenances.

1.2.5.32. Approves AF-generated project code and nickname requests.

1.2.5.33. Act as the AF OPR for Uniform Materiel Movement and Issue Priority System (UMMIPS) and establishing AF-unique, supplemental priority releasing sequencing policies.

1.2.5.34. Approves programmatic assignment of Required Delivery Date (RDD) “777” for AF-generated project codes.

1.2.5.35. Serves as the AF POC on the UEWG.

1.2.5.36. Participates in OSD, DLA or Joint Service meetings involving clothing and textile sustainment policy matters. Approves policy updates to AF Instructions.

1.2.5.37. Advises the Air Force Virtual Uniform Board of:

1.2.5.37.1. The effect of proposed item changes on uniform inventories using AFMC inputs on current DLA Troop Support inventories. A4LR will ensure the impact of proposed uniform changes, including funding sources required for residual inventories, is factored into uniform fielding and sustainment planning.

1.2.5.37.2. DLA Troop Support development and procurement capabilities and inventories.

1.2.5.38. Serves as the Technical Content Manager for this instruction having overall management of the Standard Reporting Designator (SRD) program. General policy oversight questions should be directed to this office.

1.2.5.39. Provides guidance and serves to adjudicate SRD cross-MAJCOMs matters.

1.2.5.40. Serves as functional authority for ILS-S and will ensure materiel management systems comply with Defense Logistics Management Standards, OSD and audit requirements. Accountable for ILS-S data and approves all system changes to ensure supply chain operability, security, and policy compliance.

1.2.6. Weapons Division (AF/A5RW).

1.2.6.1. Directs budget execution for TRAP commodities based upon established War Reserve Material (WRM) TRAP requirements published in the Nonnuclear Consumables Annual Analysis (NCAA). Budgetary constraints and 3400 TRAP procurement funding execution time lines will be closely monitored to ensure success in getting critical assets on contract in a timely manner.

1.2.6.2. Chairs the Munitions Working Group.

1.2.6.3. Visits applicable combat theaters, MAJCOMs, and combatant commands to conduct Theater Working Group (TWG) meetings.

1.2.6.4. Publishes TRAP requirements in the NCAA annually and distributes the document to the AFMC TRAP Program Office. The assumptions and methodology used to develop WRM TRAP requirements will be included in the NCAA.

1.2.6.4.1. **(Added-AFMC)** 635 SCOW/GMO will maintain oversight of AFMC WRM coded TRAP assets.

1.2.7. Directorate of Planning (AF/A8X). Determines criticality/priority (Level A to C) to the AF mission for each system in WSSP.

1.3. Major Command (MAJCOM) Functions.

1.3.1. MAJCOMs

1.3.1.1. Manage materiel according to established logistics policies and procedures in an effective manner.

1.3.1.2. Evaluate retail level stockage analysis. These evaluations include an analysis of items that could come down from wholesale, a review of Economic Order Quantity (EOQ) modeling techniques and an assessment of stratification practices for on-hand and on-order inventory.

1.3.1.3. Determine materiel requirements to support their mission needs and for specialized purposes.

1.3.1.4. MAJCOMs without AFMC centralized FM support will:

1.3.1.4.1. Manage their specific CSAG-S or GSD program.

1.3.1.4.2. Consolidate all subordinate activities program requirements and justifications into an operating program and submit to AFMC for approval. This submission is a request for funding authority.

1.3.1.4.3. Develop a funding authority distribution process for their subordinate activities and issue funding authority to each of these subordinate activities.

1.3.1.4.4. Ensure the total funding issued to each subordinate activity does not exceed the total approved funding or other goals for their activity.

1.3.1.4.5. Track CSAG-S and GSD budget execution (and unit cost performance for GSD and report in the monthly submissions to AFMC.

1.3.1.4.6. Provide analyses of variances to approved plans to AFMC along with noting corrective actions or any ongoing issues that will not get resolved or not resolved within the current fiscal year of financial activity.

1.3.1.5. Responsible for WRM management, weapon system modification and acquisition support, programming, modeling, simulation, war gaming efforts, and UTC/mobility planning. The using MAJCOM, in conjunction with AFMC, will be responsible for all WRM used to support wartime additive missions. MAJCOMs will continuously monitor requirements that support AF war plans and ensure the validity of all WRM requirements. Use of WRM will be per AFI 25-101, War Reserve Materiel (WRM). Exception: The Global Ammunition Control Point is the global WRM manager for Class V - Munitions per AFMAN 21-201, Munitions Management.

1.3.1.5.1. **(Added-AFMC)** The using MAJCOM, in conjunction with 635 SCOW, WRM Global Manager will be responsible for all WRM used to support wartime additive missions.

1.3.1.6. Determines with the WRM Global Management Office (GMO) items and quantities needed per the Defense Planning and Programming Guidance, the WRM Global Strategy, and annual TWGs. MAJCOMs will conduct periodic reviews to ensure that joint use items are still required. To conduct reviews, take appropriate actions per AFMAN 23-122 and AFI 25-101.

1.3.1.7. Coordinate with AFMC and materiel management activities to resolve Degraded Operations exercise scheduling conflicts.

1.3.1.7.1. **(Added-AFMC)** Coordinate with the 435 SCOS to resolve exercise scheduling conflicts.

1.3.1.8. Assist in degraded operations and manual accounting recovery at materiel management activities as required.

1.3.1.9. Review Spares Requirements Review Board templates for each Mission Design Series (MDS) in conjunction with the other user commands to ensure maximum oversight.

1.3.1.10. Review Bluebook and Designed Operational Capability statements.

1.3.1.11. Ensure MAJCOM RSP managers attend Program Manager (PM)-managed RSP reviews.

1.3.1.12. Complete Requirements/Execution Availability Logistics Module (REALM) Personal Computer file maintenance for the next fiscal year’s RSPs if REALM is able to facilitate lead command file maintenance (follow-up action item with AFMC).

1.3.1.13. Use AF/A4LR authorization listing as approval for HPMSK authorization/deletion. Note: The HEDGE mission is directed by Public Law 113-66, National Defense Authorization Act for Fiscal Year 2014, Section 1057.

1.3.1.14. Obtain the most recent post-review database from the AFMC RSP Manager.

1.3.1.15. Assign unit robust priority code based on the AF Programming Document and the Designed Operational Capability response time from the Time-Phased Force Deployment Data and Operations Plan (OPLAN). Priorities are assigned sequentially for a base, to include all MDSs assigned to the host and tenant units, by the host base MAJCOM.

1.3.1.16. Approve/disapprove requests to field RSPs out of cycle.

1.3.1.17. Provide implementation instructions to AF bases under their control where RSPs are authorized. In coordination with other commands/agencies, to obtain, store, maintain, and report RSP authorizations for bases that cannot perform these functions.

1.3.1.18. Conduct an annual base level review to determine the range of items to be included in the Consumable Readiness Spares Packages (CRSP).

1.3.1.19. Use the Aircraft Sustainability Model (ASM) to compute CRSP to load their Total Wartime Requirement of consumable spares airborne RSP.

1.3.1.20. Use Weapons System Management Information System (WSMIS) files to conduct ASM assessments, and send extracted data to units

1.3.1.21. Participate in provisioning conferences.

1.3.1.22. Review and submit required reports, determine EOQ RSP requirements and provide them to the PM RSP manager in the proper system format.

1.3.1.23. Review the RSP Authorization Document in conjunction with OPLANs, and ensure the REALM header data for contingency and buy packages match the RSP Authorization Document.

1.3.1.24. New FY authorized kit reconciliation files (XTJ/XVF) are either downloaded or electronically transferred via WSMIS interface for completion of RSP reconciliation. Ensure units complete reconciliation within 30 days of processing RSP reconciliation files but no later than 30 September.

1.3.1.25. Receive the annually updated listing and will use this as authorization of approved HPMSKs. HPMSK authorization will be deleted upon notification from AF/A4LR. They will notify MAJCOMs upon approval to use contingency flags for CJCS until AF project codes are discontinued.

1.3.1.26. Review the RSP Project Codes and RSP Contingency Flags.

1.3.1.27. Review HPMSK during the annual RSP review. PM RSP managers will document any HPMSK adds/changes/deletes during the annual RSP review. Upon notification of tentative AF/A4LR approval, work with the PM to build and compute the proposed kit(s) so that cost estimates can be developed.

1.3.1.28. Upon completion of WMP 3, Part III review, notify AF/A3OD to identify any changes and certify as valid.

1.3.1.29. Ensure RSP Package Serial Number (PSNs) are valid.

1.3.1.30. Receive assistance from AFMC with Materiel Management contingency/wartime planning.

1.3.1.30. **(AFMC) Note:** 635 SCOW will assist with Materiel Management planning. **(T-2)**

1.3.1.31. Develop contingency plans for bases/forces under their command and ensure OPLANs are supportable and Limiting Factors/shortfalls are identified and resolved.

1.3.1.32. Coordinate and provide guidance with Air Staff, other Service Staffs, MAJCOM counterparts and base-level planners.

1.3.1.33. Develop appropriate inputs to the Logistics Annex and materiel management portions to OPLANs. Review other portions of OPLANs to evaluate materiel management requirements.

1.3.1.34. Determine personnel and materiel requirements for inclusion in the Time Phased Force Deployment Data.

1.3.1.35. Assess organic capability (personnel/materiel) and either task this capability to support the owning command's requirements or offer it to other commands through the WMP 3.

1.3.1.36. Designate a command focal point for spare parts breakout issues in the Air Force Spare Parts Breakout Program (AFSPBP).

1.3.1.37. Assist AFMC in accomplishing spares breakout in the AFSPBP.

1.3.1.38. When designated as the implementing or supporting command in the AFSPBP, accomplish appropriate taskings as identified in **Chapter 2** subparagraphs.

1.3.1.39. Designate a TRAP OPR to ensure TRAP materiel management data is properly loaded into the applicable materiel management IT system.

1.3.1.40. Project and include TRAP WRM maintenance requirements in their Operations & Maintenance (O&M) budget submissions per AFMAN 65-604, Appropriation Symbols and Budget Codes (Fiscal Year 2020).

1.3.1.41. MAJCOM Base Closures Responsibilities.

1.3.1.41.1. When notified about a base closure, the major command must determine the status of satellite accounts and local agreement for Federal aid, and prepare a phasedown plan for the applicable account.

1.3.1.41.2. Notify AFMC by email of the base closure 180 days before established closure date of the account along with the stock record account number(s) (SRAN).

1.3.1.41.2. **(AFMC)** Notify 635 SCOW by email of the base closure and weapon system transfers 180 days before established closure or transfer date of the account, along with the SRANs.

1.3.1.41.3. Submit request to change or delete the DoD Activity Address Codes (DODAAC) to AFMC DODAAC monitor for approval and coordination.

1.3.1.41.3. **(AFMC) Note:** Submit the request to add, change or delete the DODAAC to the 437 SCOS DODAAC monitor via **https://dodaac.wpafb.af.mil/DODAAC.aspx**.

1.3.1.41.4. Ensure the base closure flag is loaded to the closing base.

1.3.1.41.5. For base closures, verify all accountable supply details and records are sanitized prior to closure of the account.

1.3.1.41.6. Direct redistribution of equipment assets.

1.3.1.42. MAJCOMs Weapon System Transfer Responsibilities.

1.3.1.42.1. Conduct a thorough Site Activation Task Force with all key players and disciplines present. Ground rules must be established for acceptance inspections and functional delineation of responsibilities (e.g., Maintenance, Budget, Supply, etc.).

1.3.1.42.2. Deliver programming plans to both the gaining and losing activities well in advance of the scheduled transfer of assets.

1.3.1.42.3. MAJCOM/A4 and MAJCOM/FM offices for both gaining and losing activities must coordinate to ensure appropriate funds are transferred from the losing activity, to support the transfer of obligated requirements, prior to transferring requirements to the gaining activity.

1.3.1.43. MAJCOM Consolidated Repair Facility (CRF) Responsibilities:

1.3.1.43.1. Notify AFMC and affected installations a minimum of 120 days prior to establishment of CRF.

1.3.1.43.1. **(AFMC)** Notify 635 SCOW and affected installations a minimum of 120 days prior to establishment of CRF.

1.3.1.43.2. Direct host CRF LRS to establish an autonomous satellite account for the CRF. See **Chapter 9** for Satellite procedures.

1.3.1.43.3. Provide data needed necessary to transition supply data from CRF supported bases to the CRF. These actions will generate appropriate levels for line replacement units (LRUs), shop-replaceable units (SRUs) and consumable repair parts at the supported and CRF base.

1.3.1.43.4. Ensure effective CRF C2 by closely monitoring CRF operations and providing supply chain and funding guidance to CRFs and supported units.

1.3.1.43.5. Resolve logistics and resource conflicts within and between commands.

1.3.1.43.6. Engage with AFMC for internal support throughout the CRF process.

1.3.1.43.6. **(AFMC)** Engage with 635 SCOW for internal support throughout the CRF process.

1.3.1.44. Ensure their assigned bases/installations have implemented effective inventory control measures IAW Physical Inventory Control Program (PICP) guidance.

1.3.1.45. Ensure an effective PMRP program exists within their command.

1.3.1.46. The MAJCOM appoints a MAJCOM Program Manager to manage the MMHS/SAS program and assigns a MAJCOM Focal Point to each funded requirement within that command. The MAJCOM Program Manager is responsible for assembling and prioritizing MMHS/SAS requirements and submitting this list, with Concept Papers for each requirement, annually to AFMC for funding. The MAJCOM Program Manager also advises AFMC of Military Construction (MILCON) projects (e.g. new warehouses and air freight terminals) that may require MMHS/SAS. MAJCOMs will ensure property is accounted for throughout warehousing projects, IAW DoDM 4140.70, DoD Supply Chain Materiel Management Procedures For Storage And Material Handling. (T-0).

1.3.1.46.1. **(Added-AFMC)** The MAJCOM Program Manager is responsible for assembling and prioritizing MMHS/SAS requirements and submitting this list, with

Concept Papers for each requirement, annually to AFLCMC/EZPAE for funding. The MAJCOM Program Manager also advises AFLCMC/EZPAE of Military Construction (MILCON) projects (e.g. new warehouses and air freight terminals) that may require MMHS/SAS.

1.3.1.47. Ensure that the implementation and use of materiel systems are IAW DoDM 4140.01, Vol 7, DoD Supply Chain Materiel Management Procedures: Supporting Technologies, AFMAN 17-1203, Information Technology (IT) Asset Management (ITAM) and other applicable guidance. (T-0). MAJCOMs shall review and coordinate requests for new or additional systems.

1.3.1.48. Submits catalog problem reports to the AFMC Cataloging Activity.

1.3.1.49. Prepares and submits requests for Cataloging Data/Action as needed/required to Defense Logistics Agency Logistics Information Services (DLIS).

1.3.1.50. Evaluates responsiveness of AFMCSS to customer needs and command requirements and the adequacy of patronage controls. MAJCOM Services staff (A1S) assistance teams will visit the AFMCSS during their evaluation of base services functions.

1.3.1.51. Recommends policy or procedure changes to improve AFMCSS operations. AFI 34-211(I), Army and Air Force Exchange Service Operations, contains additional guidance concerning MAJCOM responsibilities for exchange service operations.

1.3.1.52. MAJCOM Project Rapid Engineer Deployable Heavy Operational Repair Squadron Engineer (RED HORSE) Responsibilities.

1.3.1.52.1. Determine mission priorities for RED HORSE project units, and assignment of specific missions.

1.3.1.52.2. Fund all supplies and equipment except initial requirements.

1.3.1.52.3. Provide maintenance of a Project RED HORSE control center for all construction projects to include; forecasting long range requirements, packing list revisions, and monitoring shipment arrivals.

1.3.2. Lead Commands.

1.3.2.1. Lead Command and weapon system fund holders will request funding through the Spares Requirements Review Board, process to ensure funding is included in their baseline. They coordinate on all Improved Item Replacement Program (IIRP) packages and provide AFMC with information to track and measure implementation results.

1.3.2.1.1. **(Added-AFMC)** AFMC IIRP coordination submissions and questions are submitted through AFMC/A4RM workflow box: **afmc.a4rm.workflow@us.af.mil**.

1.3.2.2. Lead Command WRM Responsibilities.

1.3.2.2.1. Lead Commands will establish, research and validate WRM requirements.

1.3.2.2.2. Determine items and quantities needed IAW the Defense Planning and Programming Guidance, the WRM Global Strategy, and annual TWGs.

1.3.2.2.3. Establish, research and validate WRM requirements.

1.3.2.2.4. Continuously monitor requirements that support AF war plans and ensure the validity of all WRM requirements.

1.3.2.2.5. Transmit requirements to the IM annually no later than (NLT) 15 May.

1.3.2.3. Lead Command RSP and Kits Responsibilities.

1.3.2.3. **(AFMC) Note:** RSP responsibility and authority resides with AFSC/LG.

1.3.2.3.1. Import/edit D200A (7SC) data, flying hours and Quantity Per Assembly data for RSPs.

1.3.2.3.1. **(AFMC)** Import/edit applicable AF approved Requirements Computation data system (7SC) data, flying hours, and Quantity Per Assembly data for RSPs.

1.3.2.3.2. Accomplish roll-up actions for the next fiscal year's RSPs.

1.3.2.3.3. Review Spares Requirements Review Board templates for each MDS in conjunction with the other user commands to ensure maximum oversight.

1.3.2.3.4. Review Bluebook and Designed Operational Capability statements.

1.3.2.3.5. Ensure MAJCOM RSP managers attend PM-managed RSP reviews.

1.3.2.3.6. Complete REALM PC file maintenance for the next fiscal year's RSPs if REALM is able to facilitate lead command file maintenance (follow-up action item with AFMC).

1.3.2.3.7. Submit Contingency High Priority Mission Support Kit (CHPMSK) requests (received from MAJCOMs or generated at Lead Command) to AFMC for review and approval.

1.3.2.3.8. Upon completion of WMP 3, Part III review, notify A3/OD to identify any changes and certify as valid.

1.3.2.3.9. Ensure Package Serial Number (PSNs) are valid.

1.3.2.4. **(Added-AFMC)** Lead Command and System Fund Holder IIRP Responsibilities.

1.3.2.4.1. **(Added-AFMC)** Program Objective Memorandum for the improved item and any additional Operations & Maintenance funds required to accomplish the IIRP during the next program objective memorandum cycle, including any adjustments to the Depot Purchased Equipment Maintenance.

1.3.2.4.2. **(Added-AFMC)** Fund Holder will not program objective memorandum for the additional funds unless Lead Command approval is received.

1.3.2.4.3. **(Added-AFMC)** AFMC/A4R will provide AF/A4LR and AF/A4PY a file copy of the approved Improved Item Replacement Program as it will be used with the Spares Requirements Review Board process to validate approved IIRP (include IIRPs in the Flying Hours program objective memorandum/budget submission and Working Capital Fund rates).

1.3.2.4.4. **(Added-AFMC)** Request Working Capital Fund Cost Authority (CA) in the Budget Estimate Submission to match the MAJCOM O&M submitted to the Spares Requirements Review Board.

1.3.3. Logistics Readiness Divisions (A4R)

1.3.3.1. Provide accurate and timely logistical planning data (e.g., scenario data, including flying hours, Aircraft Availability goals, stock record account number, mission design series information, etc.) to AFMC.

1.3.3.2. Designates a representative office to serve as POC for shelf-life matters.

1.3.3.2.1. **(Added-AFMC)** Contact the AFMC/A4RX Workflow for shelf-life matters at **HQAFMCA4.A4RX.AFMCA4RXWorkflow@us.af.mil**.

1.3.3.3. Validates installation IPE authorizations. Provides installation IPE planning factors to the AFMC Enterprise Manager (EM) annually.

1.3.3.4. Coordinates the establishment of new "sites" within the approved mobility information technology (IT) system with AFMC/A4R, as required.

1.3.3.5. Coordinates with AFMC/A4R for disposal actions of all IPE and Chemical Warfare Defense Equipment.

1.3.3.6. At the request of the AFMC/A4R, provides justification for redistribution orders which are denied or not satisfied within five duty days.

1.3.3.7. To support enterprise trend analysis, provides justification to AFMC/A4R for inventory adjustments which result in a loss or gain of assets with combined value of $5,000 or greater.

1.3.3.8. Communicates EM guidance to MAJCOM leadership and to respective LRS/Materiel Management Activities.

1.3.3.9. Requests updated Training Purpose Only (TPO) IPE requirements from managed installations annually. Provides EM with the documented requirement increases or decreases.

1.3.3.10. Coordinates with AFMC/A4R on TPO IPE shortfalls.

1.4. Air Force Materiel Command (AFMC).

1.4.1. AFMC. Will develop separate 24/7 procedural guidance for supply chain operations activities to implement enterprise level support as required.

1.4.1. **(AFMC) Note:** The management of Air Force supply chain operation activities falls under the AF Sustainment Center (AFSC). The AFSC, under the AFMC, will develop and institute a 24/7 supply chain activity to provide uninterrupted supply chain support. **(T-2)**

1.4.1.1. Implement and enforce AF stockage policies/procedures.

1.4.1.1.1. **(Added-AFMC)** The 635 SCOW, under AFSC, will manage retail supply chain operations at base level. 635 SCOW Stock Control Flights will utilize Base Operating Stock (BOS) Management, for all Stock Control procedures utilizing a dashboard concept across all retail supply enterprise SRANs. BOS Management dashboard does not display all Stock Control duties and therefore additional ancillary management products will continue to be utilized until future ILS-S releases incorporate these processes.

1.4.1.1.2. **(Added-AFMC)** 448 SCMW, under AFSC, is delegated responsibility to develop and implement wholesale stockage policies and procedures in coordination with AF/A4L and AFMC/A4/10.

1.4.1.2. Ensure proper wholesale requirements computation.

1.4.1.2. **(AFMC)** AFMC activities performing wholesale supply chain requirements computations, AFSC/Supply Requirements Branch (LZ), AFLCMC and USSF Program Office C-ICPs, will ensure proper wholesale requirements computation for their respective AFSC/AFLCMC/USSF managed items assigned under their item management control and for AF Secondary Inventory Control Activity (SICA). AF program Offices (AFLCMC/AFNWC/USSF) will ensure their CSWS C-ICP contracts include proper wholesale requirements computation verbiage requirements. **Note:** This does not apply to Class VIII items, except for those covered by AFLCMC/HN.

1.4.1.2.1. **(Added-AFMC)** Centers responsible for the wholesale management of secondary items will:

1.4.1.2.1.1. **(Added-AFMC)** Work collaboratively with customers to ensure a common understanding of secondary item requirements that considers and controls acquisition and sustainment life-cycle costs and minimizes total costs.

1.4.1.2.1.2. **(Added-AFMC)** Optimize the use of DoD supply chain resources to satisfy secondary item requirements and collaborate between supply support providers and their customers.

1.4.1.2.1.3. **(Added-AFMC)** Apply modern business practices processes and technologies, such as enterprise resource planning, automated planning system, and materiel requirements planning.

1.4.1.2.1.4. **(Added-AFMC)** Use economic and essentiality criteria to determine methodology for requirements computations.

1.4.1.2.1.5. **(Added-AFMC)** Optimize support across the enterprise and their inventory to achieve weapon system performance objectives.

1.4.1.2.1.6. **(Added-AFMC)** Use readiness-based, demand-based, and non-demand-based methodologies as specified in DoDM 4140.01, Volumes 2 and 11.

1.4.1.2.1.7. **(Added-AFMC)** Ensure estimated rates/factors and file maintenance actions are current, accurately computed, supported, reviewed by a second individual/authority and information is correctly maintained in the supply chain planning system of record.

1.4.1.2.1.8. **(Added-AFMC)** Ensure secondary item requirements are accurately computed taking into consideration weapon system/commodity phase-in and phase-out timelines.

1.4.1.2.1.9. **(Added-AFMC)** Consistently apply and control contract repair days used to compute buy and repair requirements.

1.4.1.2.1.10. **(Added-AFMC)** Justify all external decisions/manual acts of changing, deleting, or adding to elements of data on the established supply chain planning system of record. Retain documentation for a minimum of two years.

1.4.1.2.1.11. **(Added-AFMC)** The Cryptologic and Cyber Systems Division (CCSD) will perform requirements computation for all secondary COMSEC/CCI items assigned budget code "K" utilizing the Cryptologic Depot Accountability System (CDAS) computation module. **(T-2)**

1.4.1.2.1.12. **(Added-AFMC)** The U-2 C-ICP will perform requirements computation for all items they manage via the Automated Logistics Management Support System (ALMSS) or other AF approved/designated system.

1.4.1.3. Review SSIR or equivalent and narratives. The SSIR contains principal and secondary inventory data as of 30 September of each year. The narrative describes significant trends, changes from previous reporting periods, and modification to systems, procedures, or operations impacting on the reported value of the materiel. Prepare the SSIR IAW DoDM 4140.01, Volume 10, DoD Supply Chain Materiel Management Policy: Supply Chain Inventory Reporting And Metrics.

1.4.1.3.1. **(Added-AFMC)** AFSC/LG will prepare and provide the annual Supply System Inventory Report (SSIR) and semiannual secondary item asset stratifications to include items managed by CCSD, IAW DoDM 4140.01, Vol 10, *DoD Supply Chain Materiel Management Procedures: Metrics and Inventory Stratification Reporting* and Deputy Assistant Secretary of Defense for Supply Chain Integration (DASD (SCI))/HAF reporting instructions to AFMC/A4RM NLT 7 Feb of each year. **(T-2)**

1.4.1.3.1.1. **(Added-AFMC)** AFSC/LG will consolidate inputs and prepare the Inventory Management Review (IMR) briefing IAW the DASD(SCI) template and provide to AFMC/A4R NLT three weeks prior to the Air Force's scheduled brief to OSD. **(T-2)**

1.4.1.3.1.2. **(Added-AFMC)** CCSD and U-2 Program Office will submit the SSIR, using data from the CDAS/ALMSS or other applicable AF approved/designated system, to AFSC/LG for consolidation. **(T-2)**

1.4.1.4. Provide additive requirements for consumable items to DLA.

1.4.1.4.1. **(Added-AFMC)** The 448th Supply Chain Management Wing (SCMW) Planning for DLA-Managed Consumables (PDMC) will provide additive requirements for consumable items to DLA IAW AFMCI 23-105, *Planning for DLA-Managed Consumables (PDMC)*. **(T-2)** 635 SCOW submits Demand History Adjustments (DHAs) to DLA when required.

1.4.1.5. Assist AF/A4LR in developing stockage policies.

1.4.1.5.1. **(Added-AFMC)** CCSD will use the CDAS in conjunction with the Item Manager Wholesale Requisition Process (D035A) to facilitate stock, store, and issue of wholesale Item Manager accountable materiel physically located at the CCSD storage site. **(T-2)**

1.4.1.5.2. **(Added-AFMC)** U-2 C-ICP will use ALMSS, or other AF approved/designated system, to facilitate stock, store, and issue of wholesale Item Manager materiel. **(T-2)**

1.4.1.6. Manage wholesale level inventory according to established logistics policies and procedures in an effective manner.

1.4.1.6. **(AFMC)** ICPs that maintain wholesale level inventories will manage wholesale level inventory according to established logistics policies and procedures in an effective manner.

1.4.1.6.1. Use historical information and data submitted by materiel management organizations and contractors to determine management actions needed to support procurement requirements.

1.4.1.6.1.1. **(Added-AFMC)** CCSD Item Managers are encouraged to keep a record of significant acquisition process events for their items using the CDAS Item Contracting History Record. **(T-2)** Mandatory item contracting history records will be retained utilizing the CDAS Item Contracting History or AFMC Form 318 (paper or electronic). **(T-2)** Documentation will be maintained in a location readily available for audits/inspections. **(T-2)**

1.4.1.6.2. Make management decisions about terminating contracts and disposing of potential reutilization and disposal inventory methods.

1.4.1.6.3. Maintain models to compute wholesale materiel requirements for AF centrally procured items, including items subject to coordinated procurement by other agencies and military departments.

1.4.1.6.4. **(Added-AFMC)** U-2 C-ICP will keep a record of significant acquisition process events for their items using the ALMSS Item Contracting History Record. **(T-2)** Mandatory item contracting history records will be retained utilizing the ALMSS Item Contracting History or AFMC Form 318 (paper or electronic). **(T-2)** Documentation will be maintained in a location readily available for audits/inspections. **(T-2)**

1.4.1.7. Implement methods and maintain models to accomplish wholesale inventory stratification for each item under its management control.

1.4.1.7. **(AFMC)** ICPs that maintain wholesale level inventories will implement methods and maintain models to accomplish wholesale inventory stratification for each item under its management control. CCSD and U-2 C-ICP will forward their stratification data to AFSC/LZRA for consolidation prior to submitting to OSD.

1.4.1.8. Make appropriate refinements as necessary from the time of the initial computation through all echelons of review. The rationale applied in the refinements will be documented and validated by the computing and reviewing activities.

1.4.1.8. **(AFMC)** 448 SCMW, CCSD, and AFLCMC/HB will make appropriate refinements as necessary from the time of the initial computation through all echelons of review. **(T-2)**

1.4.1.9. Conduct periodic reviews at the wholesale level. These reviews will include detailed analysis of individual item computation worksheets, procurement histories, repair schedules, and other documentation used to support management actions.

1.4.1.9. **(AFMC)** ICPs that maintain wholesale level inventories will perform periodic item reviews and stratifications on their wholesale inventory IAW DoDM 4140.01, V10 and submit results to AFMC/A4RM for submission to AF/A4L and OSD. ICPs will include, as part of their reviews, detailed analysis of individual item computation

worksheets, procurement histories, repair schedules, and other documentation used to support management actions. ICPs will retain these products IAW AF retention requirements.

1.4.1.10. Continually evaluate and verify data and factors used in determining stock requirements.

1.4.1.10. **(AFMC)** ICPs that maintain wholesale level inventories will continually evaluate and verify data and factors used in determining stock requirements. When possible, an automated capability will be used to compute requirements and a "what-if" capability to evaluate changes in demand, lead times, order and shipping times, repair requirements, cycle times, and other factors and a capability to rapidly re-compute levels as changes occur.

1.4.1.11. Ensure management emphasis on prompt reduction or cancellation of purchase requests and consideration of terminating unnecessary items on contract.

1.4.1.11. **(AFMC)** 448 SCMW and CCSD will ensure management emphasis on prompt reduction or cancellation of purchase requests and consideration of terminating unnecessary items on contract. **(T-2)**

1.4.1.11.1. **(Added-AFMC)** ICPs responsible for the wholesale management of secondary items will reduce, cancel, or retain on-order excess assets based on the dollar value of the excess on-order assets and establish reasonable dollar value thresholds that ensure the application of graduated levels of authority and effort in making decisions regarding on-order excess assets and in verifying and approving those decisions. The result should be an appropriate level of management attention for the dollar value of the excess on-order assets. The process will also ensure that such decisions are subject to review and approval by a pre-established management level of authority.

1.4.1.12. Ensure where feasible, termination costs will be obtained in a timely manner to establish the cost-effectiveness of termination. AFMC will develop a termination cost model to be used to estimate termination costs if they can't be obtained in a timely manner.

1.4.1.12. **(AFMC)** AFSC will ensure that where feasible, termination costs will be obtained in a timely manner to establish the cost-effectiveness of termination. They will also develop and document a termination cost model to be used to estimate termination costs if they cannot be obtained in a timely manner. **Exception:** CCSD located at Joint Base San Antonio will accomplish the same actions using the CDAS computation module. **(T-2)**

1.4.1.13. Ensure decisions and implementation of those reduction decisions are accomplished in a timely manner.

1.4.1.13. **(AFMC)** AFSC will ensure decisions and implementation of reduction decisions are accomplished in a timely manner. **Exception:** CCSD will ensure decisions and implementation of reduction decisions are accomplished in a timely manner for all COMSEC/CCI equipment. **(T-2)**

1.4.1.14. Determine cost-effectiveness by comparing holding costs to the cost to terminate plus future procurement costs, if known.

1.4.1.14. **(AFMC)** 448 SCMW will determine cost-effectiveness by comparing holding costs to the cost to terminate plus future procurements costs, if known. **(T-2)**

1.4.1.15. Emphasize reduction or cancellation of purchase requests before contract award to avoid potential liability for contractor termination costs.

1.4.1.15. **(AFMC)** 448 SCMW will emphasize reduction or cancellation of purchase requests before contract award to avoid potential liability for contractor termination costs. **(T-2)**

1.4.1.16. Ensure terminations of contracts occur only after determining that termination is cost-effective and in the best interest of the Government.

1.4.1.16. **(AFMC)** 448 SCMW and CCSD will ensure terminations of contracts occur only after determining that termination is cost-effective and in the best interest of the government. **(T-2)**

1.4.1.17. Evaluate retail level stockage analysis from subordinate units. Analysis includes wholesale supportability of retail requirements, the effectiveness of stockage modeling techniques for on-hand and on-order inventory.

1.4.1.18. Conduct periodic materiel management reviews within their respective subordinate units.

1.4.1.19. Manage the Adjusted Stock Level (ASL) program and approve ASL requests for Budget Code "9" and AFMC-managed items.

1.4.1.19. **(AFMC)** The 448 SCMW approves ASL requests for Budget Code 9 and AFMC managed items.

1.4.1.19.1. Approval of Contractor Supported Weapon System or Contractor Inventory Control Point ASL Requests. The System Program Office (SPO) in conjunction with the MAJCOM System Manager will act as the approval/disapproval authority for all Contractor Supported Weapon System/Contractor Inventory Control Point managed items unless otherwise stipulated in contractual terms.

1.4.1.20. Manage the command's CSAG-S and GSD budget, funding and execution programs.

1.4.1.20. **(AFMC)** 435 SCOS is delegated the responsibility to manage the command GSD budget and execution programs. **(T-2)**

1.4.1.21. Establish procedures to carry out AF policies established for the CSAG-S and GSD divisions of the AFWCF.

1.4.1.21. **(AFMC)** AFMC/FMR will establish procedures to carry out AF policies established for the GSD division of the AFWCF. **(T-2)**

1.4.1.22. Provide supplemental instructions for development of CSAG-S/GSD operating programs.

1.4.1.22. **(AFMC)** AFMC/FMR will provide supplemental instructions for development of CSAG-S and GSD operating programs. **(T-2)**

1.4.1.23. Prepare MAJCOM level Budget Exhibits and supplemental documentation for the Budget Estimate Submission (BES) and President's Budget (PB) for CSAG-S and GSD. Consolidate CSAG-S and CSAG-M budget exhibits. Reviews CSAG and GSD budget content for compliance with OUSD(C), SAF/FMBOR, and AF/A4PY direction and submits this input to SAF/FMBMR.

1.4.1.23. **(AFMC)** AFMC/FM in conjunction with AFSC/FM will prepare MAJCOM level Budget Exhibits and supplemental documentation for the Budget Estimate Submission (BES) and President's Budget (PB) for CSAG-S and GSD. Consolidate CSAG-S and CSAG-M budget exhibits. Reviews CSAG and GSD budget content for compliance with USD(C), SAF/FMBOR, and AF/A4PY direction and submits this input to SAF/FMBMR. For additional information refer to **paragraph 8.8** – Automated Budget Compilation System (ABCS) of this publication.

1.4.1.24. Review, approve, and disseminate CSAG-S and GSD operating, initial spares and the Capital Investment Program authority to command activities as part of funds control activity. Funds/targets distributed are based on the Annual Operating Budget issued by SAF/FMBOR and the financial authority delegated through that process.

1.4.1.24. **(AFMC)** AFMC/FM in conjunction with AFSC/FM will review, approve, and disseminate CSAG-S and GSD operating, initial spares and the Capital Investment Program (CIP) authority to command activities as part of funds control activity. Funds/targets distributed are based on the Annual Operating Budget (AOB) issued by SAF/FMBOR and the financial authority delegated through that process.

1.4.1.25. Issue GSD unit cost goals to subordinate activities.

1.4.1.25. **(AFMC)** AFMC/FM in conjunction with AFSC/FM will issue GSD unit cost goals to subordinate activities.

1.4.1.26. Control and re-program funds based upon cash availability and strategies recommended by SAF/FMBOR, AF/A4PY and functional offices in AFMC.

1.4.1.26. **(AFMC)** AFMC/FM in conjunction with AFSC/FM will control and/or re-program funds based upon cash availability and strategies recommended by SAF/FMBOR, AF/A4PY and functional offices in AFMC.

1.4.1.27. Analyze execution data for CSAG-S and GSD programs.

1.4.1.27. **(AFMC)** AFMC/FM in conjunction with AFSC/FM will analyze execution data for CSAG-S and GSD programs.

1.4.1.28. Provide selected management data to AFMC leadership, AF and SAF/FM offices for review and decision support.

1.4.1.28. **(AFMC)** AFMC/FM in conjunction with AFSC/FM will provide selected management data to AFMC leadership, USAF and SAF/FM offices for review and decision support.

1.4.1.29. Be the focal point for CSAG-S end item sales price development and all price change requests.

1.4.1.29. **(AFMC)** AFMC/FM in conjunction with AFSC/FM will be the focal point for CSAG-S end item sales price development and all price change requests.

1.4.1.30. Develop the Business Overhead Cost Recovery (BOCR) factors and Condemnation Material Expense Recovery (CMER) factors (BOCR and CMER factors are applied as a flat percentage to the Latest Acquisition Cost [LAC] or the Latest Repair Cost [LRC]) to develop annual price changes and resulting end item sales prices.

1.4.1.30. **(AFMC)** AFMC/FM in conjunction with AFSC/FM will develop the Business Overhead Cost Recovery (BOCR) factors and Condemnation Material Expense Recovery (CMER) factors (BOCR and CMER factors are applied as a flat percentage to the Latest Acquisition Cost [LAC] and/or the Latest Repair Cost [LRC]) to develop annual price changes and resulting end item sales prices.

1.4.1.31. Manage command level requirements and billings.

1.4.1.31. **(AFMC)** AFMC/FM in conjunction with AFSC/FM will manage command level requirements and billings.

1.4.1.32. Execute CSAG-S and GSD buy and repair funds related to items managed or items acquired at its various subordinate activities to acquire parts and inventories as well as the overhead needed to run the enterprise supporting the Working Capital Fund (WCF) mission.

1.4.1.32. **(AFMC)** AFMC/FM in conjunction with AFSC/FM will execute CSAG-S and GSD buy and/or repair funds related to items managed or items acquired at its various subordinate activities to acquire parts and inventories as well as the overhead needed to run the enterprise supporting the Working Capital Fund (WCF) mission.

1.4.1.33. Manage the CSAG-S and GSD business operations.

1.4.1.33. **(AFMC)** AFMC/FM in conjunction with AFSC/FM will manage the CSAG-S and GSD business operations.

1.4.1.34. Generate and validate CSAG-S prices that do not have organic repair performed on them. For organically repaired or dual repair sourced items, generate acquisition cost, contract repair cost and required item level detail data elements that feed into the AFMC Iterative Pricing Tool and associated processes.

1.4.1.34. **(AFMC)** AFMC/FM in conjunction with AFSC/FM will generate and validate CSAG-S prices that do not have organic repair performed on them. For organically repaired or dual repair sourced items, generate acquisition cost, contract repair cost and required item level detail data elements that feed into the AFMC Iterative Pricing Tool and associated processes.

1.4.1.35. Develop, validate, and track the execution of the CSAG-S functional requirement.

1.4.1.35. **(AFMC)** AFMC/FM in conjunction with AFSC/FM will develop, validate, and track the execution of the CSAG-S functional requirement.

1.4.1.36. Be the focal point for asset free issue, credit overrides, and loans.

1.4.1.36. **(AFMC)** AFMC/FM in conjunction with AFSC/FM will be the focal point for asset free issue, credit overrides, and loans.

1.4.1.37. Maintain management responsibility of item managers, setting procedure for establishing and recommending changes for specific CSAG-S item LAC and LRC price adjustments providing appropriate justification.

1.4.1.37. **(AFMC)** 448 SCMW maintains management responsibility of item managers. AFSC/LZRA will establish guidance for specific CSAG-S item LAC and/or LRC price adjustments and requirements for providing appropriate justification.

1.4.1.38. Perform functions as specified in **paragraph 2.3**, for MAJCOMs for whom they provide centralized FM support.

1.4.1.38. **(AFMC)** AFMC/FM in conjunction with AFSC/FM will perform functions as specified in **paragraph 2.3** for MAJCOMs for whom they provide centralized FM support.

1.4.1.39. Submits budget inputs, other funding requests, and execution reports explaining current position and variance analyses.

1.4.1.39. **(AFMC)** AFMC/FM in conjunction with AFSC/FM will submit budget inputs, other funding requests, and execution reports explaining current position and variance analyses.

1.4.1.40. Manage and annually adjust the GSD surcharge calculation for base retail level and provide to Air Force Life Cycle Management Center (AFLCMC) for inclusion in the end of year conversion steps.

1.4.1.40. **(AFMC)** AFMC/FM in conjunction with AFSC/FM will manage and annually adjust the GSD surcharge calculation for base retail level and provide to AFLCMC/HIS for inclusion in the end of year conversion steps.

1.4.1.41. Be the AF Executive Agent for IIRP and final approval authority for all packages, and will:

1.4.1.41.1. Initiate/coordinate IIRP packages with lead commands and fund holders, and submit finalized packages to AF/A4.

1.4.1.41.2. Request GSD Stock Fund Cost Authority in the BES to match the MAJCOM O&M submitted to the Spares Requirement Review Board.

1.4.1.41.3. In coordination with the funds holders, track and measure the economic benefits of the actual implementation of the improved item against the original forecasted sustainment posture.

1.4.1.41.4. Develop separate procedural guidance required to implement.

1.4.1.42. Support RSP and Kits and will:

1.4.1.42.1. Conduct staff visits to subordinate activities when requested, review reports, review the AF approved aircraft authorizations contained in the RSP Authorization Document for logistics supportability and be the functional OPR for RSP-related data systems.

1.4.1.42.2. Implement methods and maintain models for computing wholesale requirements to support the Combatant Commander’s war plans and WMP documents. They will implement methods, maintain models, and conduct analysis in support of

requests for additive requirements such as CHPMSKs, HPMSKs, and consumable items.

1.4.1.42.3. Execute RSP management responsibility for specific weapon systems and end items of equipment.

1.4.1.42.4. Provide guidance to bases for loading RSP authorizations; distribute RSP allocations/authorizations to field units in support of existing war plans according to assigned priorities (RSP Reconciliation); collaborate in execution of the RSP deployment plan; and evaluate the effectiveness of deployed Mobility Readiness Spare Package (MRSP)s/HPMSKs and established CHPMSKs and forward results to MAJCOMs.

1.4.1.42.5. Provide estimated buy and repair budget deficit impacts for proposed new HPMSK to the requesting MAJCOM.

1.4.1.42.6. Release assets IAW the Spares Priority Release Sequence and RSP contingency flags.

1.4.1.42.6.1. Approve/disapprove requests to field RSPs out of cycle.

1.4.1.43. AFMC WSSP support includes:

1.4.1.43.1. Implement the AF component of WSSP.

1.4.1.43.2. AFMC ESs will be primary focal points for determining and reviewing essentiality codes for National Stock Number (NSNs) maintained in WSSP for their respective weapon systems. This applies to ES personnel assigned to PM/system sustainment activities and supply chain management organizations. Commodity ES personnel will take the lead assisting AF WSSP Workbench Focal Points in reviewing and assigning ECs as required when systems they manage are considered “common” and used on multiple weapon systems. Commodity ES supervisors are authorized to grant access to the AF WSSP Workbench as focal points for weapon systems they support

1.4.1.43.3. Develop and distribute procedures regarding AF use of WSSP.

1.4.1.43.4. Serve as Functional OPR for the web based AF WSSP Workbench Tool.

1.4.1.43.5. Serve as the submission activity on all new weapon system designator code (WSDC) load/change/delete requests. All requests will be staffed for coordination through AF/A4LR.

1.4.1.43.6. Ensure an AF WSSP Workbench monitor is assigned to coordinate WSSP matters and assist weapon system focal points as required within each complex.

1.4.1.43.7. Ensure all DLA-managed NSNs which support AF WSDCs are correctly registered (e.g., valid ECs and all other required data) in DLA WSSP and any change data is continually incorporated.

1.4.1.43.8. Establish a WSSP Working Group, chaired by AFMC and will convene working group meetings on a quarterly basis. Working group members will consist of representatives from AFMC, Air Logistics Complex (ALC) and DLA.

1.4.1.43.9. Product Support Manager (PSM) will appoint primary and alternate AF WSSP Workbench focal points for WSDCs assigned to weapon systems they support. WSSP focal points will be responsible for maintaining WSSP records assigned to their WSDCs. This includes ensuring NSN adds/changes/deletes are processed through the AF WSSP Workbench.

1.4.1.43.9.1. PSM personnel will notify AFMC WSSP Functional OPR when systems are deactivated so WSDCs can be removed from WSSP.

1.4.1.43.9.2. Essentiality code "1" will be assigned to all DLA-managed repair parts for an LRU, when lack of that LRU will render the aircraft/weapon system it supports inoperable or grounded. If the aircraft/weapon system is not rendered inoperable or grounded, then assigning essentiality code "1" is not appropriate.

1.4.1.43.9.3. **(Added-AFMC)** PSMs will maintain a complete and accurate list of all Part Number/Cage subcomponents and indenture structure of their managed Weapon Systems, IAW AFMCI 23-109, *Applications, Programs and Indentures.*

1.4.1.43.10. Nominate weapon systems to AFMC to be included in the WSSP program in accordance with the following time frames:

1.4.1.43.10.1. For systems to be provisioned--no later than 4 months prior to the start of the provisioning process.

1.4.1.43.10.2. Systems in the active inventory--no later than 2 months before a system will require DLA parts support.

1.4.1.44. Manage the AFSPBP and will:

1.4.1.44. **(AFMC)** AFSC, AFLCMC, and AFNWC Program Offices will: **(T-2)**

1.4.1.44.1. Develop annual fiscal year screening thresholds in compliance with Defense Federal Acquisition Regulations Supplement and Procedures, Guidance and Information (DFARS/PGI 217.7506).

1.4.1.44.2. Determine the complete data needs, including re-procurement data for inclusion in contracts.

1.4.1.44.3. Give written notification, with rationale, to affected organizations when contracts do not include data requirements.

1.4.1.44.4. Conduct data calls and in-process reviews to ensure that correct and complete data requirements, including re-procurement data, appear in the Engineering, Manufacturing and Development or production contract.

1.4.1.44.5. Identify, select, and, develop data item descriptions for inclusion in the Engineering, Manufacturing and Development or production contract.

1.4.1.44.6. Make sure that contracts properly define data requirements and manage the acquisition according to AFI 21-103, Equipment Inventory, Status and Utilization Reporting.

1.4.1.44.7. Schedule periodic engineering and procurement data reviews to ensure that the contractor is complying with contractual data requirements in supporting the AFSPBP. These reviews should coincide with existing engineering or data reviews.

1.4.1.44.8. Give the offices of the Competition Advocate and Small and Disadvantaged Business adequate notice of the opportunity to take part in an advisory capacity in Contractor Technical Information Codes (CTIC) verification meetings.

1.4.1.44.9. Determine the need for CTIC, initiate contract data requirements and fund for CTIC and associated procurement data.

1.4.1.44.10. Program and budget for acquiring CTIC, re-procurement data, and reverse engineering for initial and replenishment spare parts to support equipment and end items.

1.4.1.44.11. Screen and assign Acquisition Method Codes and Acquisition Method Suffix Codes to parts for which AFMC has engineering responsibility.

1.4.1.44.11. **(AFMC) Note:** AFMC/A4-EN will screen for items that the AF has engineering responsibility and are not assigned an Acquisition Method Code.

1.4.1.44.12. Approve and accept DD Form 250, Materiel Inspection and Receiving Report, certifying the technical accuracy of engineering data to support the replenishment spare parts procurements.

1.4.1.44.13. Periodically review the screening threshold and recommend changes when necessary.

1.4.1.44.14. Identify the tasks within the Logistics Support Analysis required to supplement the AFSPBP for the system being acquired.

1.4.1.44.15. Identify those peculiar parts that require engineering evaluation support.

1.4.1.44.16. Request necessary help from responsible non-AFMC engineering activities to do technical screening and subsequent AMC and Acquisition Method Suffix Code (AMSC) assignment.

1.4.1.44.17. Ensure that the technical engineering information to support initial and replenishment spare parts procurements is adequate for engineering review. (Use DFARS/PGI 217.7506 to make this determination).

1.4.1.45. Item Indenture Responsibilities (Applicable to AFMC and United States Space Force (USSF) include:

1.4.1.45. **(AFMC)** AFMC Centers, IAW AFMCI 23-109, *Applications, Programs, and Indentures* will:

1.4.1.45.1. Account for the indenture level of items being spared and levels of maintenance for the items and their higher assemblies per DoDM 4140.01, Volume 2, DoD Supply Chain Materiel Management Policy: Demand and Supply Planning.

1.4.1.45.2. Establish a secondary item application or configuration file for each of its weapon systems. The file will show the indenture structure and essentiality of all reparable and consumable items that are part of the weapon system.

1.4.1.45.3. Every 18 months, validate indenture data to ensure they are current and accurately maintained in an approved system of record.

1.4.1.45.4. Link each item to its next higher assembly in the weapon system application by modeling the impact of a lower-level assembly (an item whose next higher assembly is another item or subassembly) on the availability of its next higher level assembly or assemblies.

1.4.1.45.5. Use an item indenture structure to tradeoff between items at the first level of indenture (e.g., items whose next higher assembly is the weapon system) and items at lower levels of indenture needed to repair those items. In that way, the impact of each item on each level of indenture, and ultimately on the weapon system itself, is portrayed; and the requirement for the highest level assembly will not be based on assuming 100 percent of its lower level assemblies are available.

1.4.1.46. Manage the AFMC TRAP Activity and will:

1.4.1.46.1. Maintain data for TRAP allocated to each theater for WRM.

1.4.1.46.2. Champion funding for NCAA TRAP requirements and shortfalls. Coordinate with applicable AFMC aircraft PM for funds to procure any existing or projected TRAP.

1.4.1.46.3. Assist PM with funding projected TRAP shortfalls if the applicable PM is unable to secure funds.

1.4.1.46.4. Schedule annual meetings with Air Staff, MAJCOM, and AFMC support personnel to resolve problems in TRAP management and to discuss budget execution objectives.

1.4.1.46.5. Participate in aircraft Weapons Product Improvement Working Group meetings in the interest of effective and efficient worldwide TRAP management.

1.4.1.46.6. Fabricate, coordinate, and prioritize worldwide distribution plans for newly procured TRAP.

1.4.1.46.7. Conduct trend analysis and provide recommendations to HAF, MAJCOMs, applicable TRAP depots, and senior AF leaders on effective and efficient management of TRAP.

1.4.1.46.8. Maintain oversight and posture of TRAP items assigned to the TRAP Program.

1.4.1.46.9. Forecast annual Second Destination Transportation requirements for bulk Continental United States (CONUS), Outside Continental United States (OCONUS) distribution/retrograde of TRAP. Prioritize and execute annual TRAP Second Destination Transportation movement plan based on funds received.

1.4.1.46.10. Act as sourcing authority to combatant theaters and combat MAJCOMs for TRAP.

1.4.1.46.11. Determine and recommend TRAP items for disposition based on existing on-hand inventories and projected NCAA and POS requirements.

1.4.1.47. Local Purchase and Retail responsibility includes:

1.4.1.47. **(AFMC)** 635 SCOW is responsible for:

1.4.1.47.1. Exercising technical control of the LP program for assigned commodities.

1.4.1.47.2. Reviewing items assigned to determine method of management.

1.4.1.47.3. Providing LP supply for items coded LP, where sources could not be found locally.

1.4.1.47.4. Authorizing waivers for investment items, providing obligation authority to cover the cost of the item plus transportation cost from the vendor, and recommending sources of procurement.

1.4.1.47.5. Capturing and processing demand data for local purchase items processed outside the supply system.

1.4.1.48. Support Time Compliance Technical Orders (TCTO) process and responsibilities include:

1.4.1.48.1. Will develop wholesale TCTO procedural guidance to enable AF policy implementation as required.

1.4.1.48.1. **(AFMC)** AFSC will develop wholesale TCTO procedural guidance to enable AF policy implementation as required.

1.4.1.48.1.1. **(Added-AFMC)** Refer to TCTO procedural guidance in **Chapter 4** of this instruction.

1.4.1.48.2. Will procure, assemble, store, and distribute organic TCTO kits.

1.4.1.48.3. May direct base assembly of TCTO kits with lead MAJCOM concurrence.

1.4.1.49. Support Awaiting Parts (AWP) process and responsibilities include:

1.4.1.49. **(AFMC)** 635 SCOW will: **(T-2)**

1.4.1.49.1. Monitor AWP customer backorders ensuring the system reflects the current shipment status and delivery date.

1.4.1.49.2. Perform lateral support or follow-up transactions.

1.4.1.49.2. **(AFMC)** LRS Materiel Management Activity AWP Monitors will follow-up with the 635 SCOW on any noted discrepancies until they are resolved.

1.4.1.49.3. Act as the final decision authority for global evacuation decisions. These decisions will be based on enterprise support, e.g., health of the end-item, centralizing reparables for cannibalization possibilities, support of assets required for repair. As necessary, AFMC will coordinate these decisions with MAJCOM, Depot and Base personnel. The Contractor Inventory Control Point is the final decision authority for Contractor Inventory Control Point managed assets. Further details of AWP Management are identified in AFMAN 23-122.

1.4.1.49.3. **(AFMC)** 635 SCOW will coordinate with MAJCOM, Depot and/or Base personnel, as necessary.

1.4.1.50. Support CRF capabilities and responsibilities include:

1.4.1.50.1. Providing the necessary requirements and leveling data changes to D200A (7SC) and Readiness Base Level (via the ILS-S) to reflect RNI demand and pipeline changes.

1.4.1.50.1. **(AFMC)** AFLCMC/HIS will provide the necessary requirements and leveling data changes to the applicable AF approved Requirements Computation data system (7SC) and RBL (via ILS-S) to reflect RNM demand and pipeline changes. **(T-2)**

1.4.1.50.2. Providing metrics identified in AFI 20-117, Repair Network Management.

1.4.1.50.2. **(AFMC)** 635 SCOW will provide metrics identified in DAFI 20-117, *Repair Network Management*. **(T-2)**

1.4.1.50.3. Monitoring asset availability for all CRF NSNs. Direct shipments from the CRF and coordinate lateral support shipments from other sources to satisfy Mission Impaired Capability Awaiting Parts (MICAP)/AWP/MRSP requirements. OCONUS units supporting homeland security and contingency operations will receive first priority.

1.4.1.50.3. **(AFMC)** 635 SCOW will monitor asset availability for all CRF NSNs. **(T-2)**

1.4.1.50.4. Ensure sufficient SRU and consumable bits and pieces are available to support the CRF program (oversight only).

1.4.1.50.4.1. **(Added-AFMC)** IAW DAFI 20-117, 635 SCOW will ensure fill rates for components are included in enterprise focused constrain resolutions and stock fill considerations. **(T-2)** For additional information, refer to DAFI 20-117, Chapter 4.

1.4.1.50.5. Review all CRF-supported NSNs (including related Interchangeable and Substitute Group NSNs) to ensure applicable records are loaded properly at all bases sending assets to the CRF. Review will be accomplished quarterly or upon introduction of new CRF NSNs.

1.4.1.50.5. **(AFMC)** 635 SCOW will review all CRF-supported NSNs (including related Interchangeable and Substitute Group (ISG) NSNs) to ensure applicable records are loaded properly at all bases sending assets to the CRF. **(T-2)**

1.4.1.50.6. Monitor the retrograde of reparables to CRFs and shipment of repaired assets back to required locations using the Integrated Logistics System – Supply (ILS-S) and transportation systems (Global Transportation Network, Cargo Movement Operations System, etc.). AMC supply chain managers must ensure units follow prescribed repair echelon and transportation routing, and make every effort to resolve bottlenecks in the transportation pipeline as necessary.

1.4.1.50.6. **(AFMC)** 635 SCOW will monitor the retrograde of reparables to CRFs and shipment of repaired assets back to required ILS-S and transportation systems, e.g., Global Transportation Network (GTN), Cargo Movement Operations System (CMOS), etc. **(T-2)**

1.4.1.50.7. **(Added-AFMC)** 437 SCOS/RNM will:

1.4.1.50.7.1. **(Added-AFMC)** Prioritize and direct CRF commodity distribution within the enterprise. **(T-2)**

1.4.1.50.7.2. **(Added-AFMC)** Coordinate, direct, and track retrograde and sustainment assets between supported units and CRFs.

1.4.1.50.7.3. **(Added-AFMC)** Determine enterprise health of all CRF commodities and alert lead commands of negative trends.

1.4.1.51. Responsible for implementing and managing the Support Equipment Accountable Property System of Record (APSR). Specific responsibilities include:

1.4.1.51. **(AFMC) Note:** The new AF APSR is a DoD system maintained by DLA.

1.4.1.51.1. Maintaining an automated system to disseminate allowance and catalog data to the MAJCOM.

1.4.1.51.2. Technically advising and assisting MAJCOM equipment management functions in matters affecting the equipment management system.

1.4.1.51.3. Implement HAF policy and procedural changes through supporting published guidance, data system designs, and operations and maintenance techniques.

1.4.1.51.4. Responsible for developing buy/budget projections and initiating procurement actions for centrally procured NSNs to support current and forecasted (future) requirements. AFMC manages centrally procured, government furnished equipment.

1.4.1.52. Request a worldwide inventory as required, on specific items that may be located at other AF activities.

1.4.1.52.1. **(Added-AFMC)** AFSC will request and ensure physical inventories are conducted IAW terms of the contract for Air Force-owned items in the possession of contractors at contract depot maintenance (CDM) and performance-based logistics (PBL) maintenance facilities. AFSC will develop policy or process guidance to facilitate monthly inventories at the CDM/PBL facilities, collect and consolidate inventory results provided by contractors, and report inventory results to AFMC/A4RX (**HQAFMCA4.A4RX.AFMCA4RXWorkflow@us.af.mil**).

1.4.1.53. Conduct a pre-inventory survey at their depot storage activities prior to the inventory deadline date to ascertain that housekeeping and other operating factors impacting the inventory are in order. The time selected for this survey will be far enough in advance of the inventory deadline date to allow ample time to correct any deficiencies noted during the survey.

1.4.1.54. Identify/select Special Purpose Recoverables Authorized Maintenance (SPRAM) items during the provisioning process.

1.4.1.55. Provide MAJCOMs SPRAM requirements identified during initial provisioning

1.4.1.56. Consider SPRAM requirements in buy computations. PM end article item manager (EAIM) approval is required for SPRAM authorizations.

1.4.1.56. **(AFMC) Note:** SPRAM is excluded from applicable AF approved Requirements Computation data systems.

1.4.1.57. Stock Positioning responsibilities include:

1.4.1.57.1. Direct the reallocation and redistribution of AF-owned materiel to ensure that the right inventory is at the right locations to meet customer requirements by making best value decisions on where to position stocks. Note: The Global Ammunitions Control Point directs the reallocation and redistribution of AF-owned Class V materiel IAW AFMAN 21-201.

1.4.1.57.2. In coordination with DLA (if applicable), determine where stock listed assets are stored unless contingency operations dictate otherwise.

1.4.1.57.2. **(AFMC)** AFSC, in coordination with DLA (if applicable), determine where stock listed assets are stored unless contingency operations dictate otherwise.

1.4.1.57.2.1. **(Added-AFMC)** When determining the number and location of stock points the following factors will be considered:

1.4.1.57.2.1.1. **(Added-AFMC)** Wartime plans, surge and mobilization requirements, and desirability of stock dispersal.

1.4.1.57.2.1.2. **(Added-AFMC)** The nature of the items themselves:

1.4.1.57.2.1.2.1. **(Added-AFMC)** Specialized requirements, such as depot-level maintenance programs and maintenance unique test and inspection, repair, package, storage, and transportation, to include Second Destination Transportation (SDT) costs from ICPs to customers.

1.4.1.57.2.1.2.2. **(Added-AFMC)** Frequency of demand and forecasting reliability.

1.4.1.57.2.1.2.3. **(Added-AFMC)** Dollar value, weight, and cube.

1.4.1.57.2.1.3. **(Added-AFMC)** Availability of storage space, type of storage space required, and the need for specific storage aids and/or mechanized Materials Handling Equipment (MHE).

1.4.1.57.2.1.4. **(Added-AFMC)** Inventory carrying costs (i.e., added costs to receive and store at a greater number of locations) plus costs of multi-destination versus single-destination shipments, and First Destination Transportation (FDT) costs to multiple locations versus any savings in responsiveness and SDT costs.

1.4.1.57.3. Maintain oversight of Industrial Plant Equipment required for support of AF military organizations per AFI 63-101/20-101, Integrated Life Cycle Management.

1.4.1.57.4. Position assets close to users resulting in improved responsiveness, better support of peace and wartime requirements and reduced distribution costs. This guidance is applicable to all wholesale secondary items stocked by the AF, except war reserves and stocks designated for specific projects. The impact on inventory levels and the associated costs are an important part of the determination process.

1.4.1.57.5. Restrict single point stockage of items to those that are supported by cost and benefit analysis.

1.4.1.57.6. Make arrangements for, and the coordination of intra-AF or interservice support between the affected activities.

1.4.1.57.7. In collaboration with DLA, provide final authority on all proposed agreements involving AF assets/storage sites.

1.4.1.58. Materiel Disposition responsibilities include:

1.4.1.58.1. Provide guidance for AF reclamation processes.

1.4.1.58.2. Provide guidance for removal of parts at AFMC Maintenance and Regeneration Activity, including those to support retail-level MICAP requisitions and urgent depot support requirement, along with the associated mini-save list(s) development.

1.4.1.58.3. Direct IM responsibilities as identified in this section.

1.4.1.58.3.1. **(Added-AFMC)** Refer to AFMCI 23-111, *Reclamation of Air Force Property*, for additional guidance.

1.4.1.58.4. Monitor formal disposal freeze notices, revisions, or cancellations within AFMC materiel management operations.

1.4.1.59. Materiel Returns responsibilities include:

1.4.1.59.1. Update the Reparable Item Movement Control System (RIMCS) data master file to include reparable NSNs under Depot Maintenance Interservice Support agreements.

1.4.1.59.2. Direct return of retail assets only if there are insufficient wholesale assets to support the weapon system or end item throughout its remaining life, instead disposal instructions will be provided.

1.4.1.59.2. **(AFMC) Note:** AFMC PICA IM/Supply Planner activities will determine excess and provide disposition instructions for the items under their management.

1.4.1.59.3. Control work load volume input to repair contractors to prevent accumulation of excess reparables at the contractor facility.

1.4.1.60. Will be the AF focal point to coordinate on all matters pertaining to the PMRP and assign appropriate Precious Metals Indicator Codes as defined by DoDM 4100.39, Federal Logistics Information System (FLIS) Procedures.(T-0).

1.4.1.61. Through the AF Mechanized Materials Handling Engineering Office, monitors planning and programming processes for all MMHS/SAS projects. AFMC is the centralized AF program manager for all MMHS/SAS and the OPR for guidance pertaining to MMHS/SAS.

1.4.1.61. **(AFMC)** AFLCMC/EZPAE is the centralized AF program manager for all MMHS/SAS and the OPR for guidance pertaining to MMHS/SAS.

1.4.1.62. Supply Chain Materiel Management Systems responsibilities include:

1.4.1.62.1. Be the AF OPR for acquisition of AF enterprise-level materiel management systems and have the primary responsibility for ensuring data integrity for AF materiel management systems.

1.4.1.62.2. Be responsible for the operability of materiel management systems at the AF enterprise level and ensuring capabilities meet procedures outlined in DoDM 4140.01.

1.4.1.62.3. Ensure security mechanisms are in place to provide secure and uncompromised exchange of information.

1.4.1.62.4. Be responsible for providing role based security access to materiel management systems.

1.4.1.62.5. Develop and implement common operating environment IAW DoDM 4140.01.

1.4.1.62.6. Ensure the materiel management IT systems properly supports and implements AF policies and procedures at the retail level.

1.4.1.63. Readiness Driver responsibilities include:

1.4.1.63.1. Be the lead functional OPR for data system support to the AFRDP and provide program management oversight to the AFRDP.

1.4.1.63.2. Develop and oversee the necessary processes and execution to provide an effective AFRDP.

1.4.1.63.3. Identify changes needed to AFRDP policy/process issues and pursue them accordingly.

1.4.1.64. AFMC Cataloging Activity responsibilities include:

1.4.1.64. **(AFMC)** The duties of the AFMC Cataloging Activity are shared between HQ AFMC and AFSC. Whereas, AFMC/A4R will develop policy and procedures for AFMC Cataloging Activity, and perform duties of Voting Member to the FCC, the AFSC will implement and execute the day-to-day operations of the AFMC Cataloging Activity. AFSC will:

1.4.1.64.1. Develop and maintain data automation and telecommunication support for AF participation in, interface with, and supplementation of the Federal Catalog Program and standardization programs.

1.4.1.64.2. Provide the oversight for contractors performing cataloging responsibilities to ensure the Federal Catalog Program actions are accomplished and the contractor is in compliance with DoDM 4100.39 and DoDM 4120.24, Defense Standardization Program (DSP) Procedures. (T-0).

1.4.1.64.3. Serve as the AF liaison for issues and problems between the DLIS Cataloging Center and AF activities.

1.4.1.64.4. Serve as AF contact point for the Federal Logistics Information System (FLIS) Problem Reporting and System Change requests (SCR)

1.4.1.64.5. Develop guidance for Contractor Inventory Control Points. This guidance will outline performance of cataloging support services functions for specific items, Federal Supply Classification, subsystems, equipment, assemblies, and components as contracted.

1.4.1.64.5. **(AFMC)** AFMC/A4R will develop guidance for Contractor Inventory Control Points. This guidance will outline performance of cataloging support services functions for specific items, Federal Supply Classification, subsystems, equipment, assemblies, and components as contracted.

1.4.1.64.6. Manage the AF Interchangeability & Substitutability (I&S) Grouping Program.

1.4.1.64.7. Disseminate Catalog Management Data Change. Changes to AF Catalog Management Data, such as Expendability, Recoverability, and Reparability Category (ERRC), unit of issue, etc., for all stock listed items will be published in the appropriate AF and DoD systems.

1.4.1.65. Clothing and Textile responsibilities include:

1.4.1.65.1. Provide input to Army and Air Force Exchange Service AFMCSS leadership as needed for sustainment related policy questions or issues.

1.4.1.65.2. Function as the AF focal point for Army and Air Force Exchange Service inquiries on policies, concepts, interpretations, methods and systems concerning the sustainment of the AF uniform clothing program. Notify AF/A4LR of all procedural changes to ensure codification in policy before field implementation.

1.4.1.65.3. Monitor AF-worldwide inventories obtained from DLA Troop Support, including withdrawal, redistribution, and recommend procedures for the management of such assets.

1.4.1.65.4. Develop and implement requisitioning and stock control guidance pertaining to the introduction of new items and phase-out of replaced or deleted items. This includes development, publication, and distribution of special instructions to requisitions' in controlled multiple address letters or other media.

1.4.1.65.5. Obtain and develop procurement support technical data and supply request packages per DoDM 4140.01, Volume 9, DoD Supply Chain Materiel Management Policy: Materiel Programs.

1.4.1.65.6. Develop WRM pre-stockage and special program quantitative requirements.

1.4.1.65.7. Administer the AF clothing quality assurance program, including the processing of related quality deficiency reports for DLA Troop Support assigned item.

1.4.1.65.8. Serve as the logistics liaison point with the DLA Troop Support.

1.4.1.65.9. Upon development of new items, coordinate plans and new or revised specifications with DLA Troop Support.

1.4.1.65.10. Prepare and provide evaluation of draft manuals and regulations affecting the AF clothing and textile program, including those for the ANG and Reserve forces.

1.4.1.65.11. Maintain records, obtain data, and develop reports, studies, and projects for internal use or when requested by HAF.

1.4.1.65.12. Initiate actions with DLA Troop Support to fill priority requisitions when items are out of stock in the DLA materiel management systems.

1.4.1.65.13. Participate in periodic reviews of materiel obligations with DLA Troop Support inventory managers.

1.4.1.65.14. Provide technical evaluation of suggestions concerning the AF clothing and textile program.

1.4.1.65.15. Provide a current list of DLA Troop Support generic clothing store items and prices to the AF Clothing Initial Issue Function (AFCIIF), Army and Air Force Exchange Service and HAF. Update the list, through the fiscal year, to reflect changes such as revised prices and new AF uniform clothing items entered into the DLA Troop Support materiel management system.

1.4.1.65.16. Collaborate with AF/A1 and AF/A4 when the AFCIIF ceases issuing an item and establish a recommended phase-out date to AF/A1 (AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, OPR).

1.4.1.65.17. Ensure the AFCIIF makes maximum use of phase-out items per DoDM 4140.01, V9.

1.4.1.65.18. Provide AF/A1 the prices of initial issue items.

1.4.1.65.19. **(Added-AFMC)** Provide oversight and authorization approval of special purpose clothing and individual equipment allowances through AS016.

1.4.1.65.20. **(Added-AFMC)** Authorization Approval. AFMC/A4RX will approve all authorization changes in AS016. Organizations, MAJCOMs, Functional Managers will submit an AF Form 601, *Authorization Change Request* to change AS016. If the Authorization Change Request meets approval criteria, AFMC/A4RX will update the applicable IT system.

1.4.1.66. Price Challenge and Verification responsibilities:

1.4.1.66.1. Be the AF POC for the validation of AF-managed price challenge submissions.

1.4.1.66.2. Coordinate price verification for AF-managed items through DLA Logistics Information Service on the validity of the over-pricing challenge.

1.4.1.66.3. Ensure the appropriate functions update cataloging data in the appropriate materiel management IT system(s) as applicable.

1.4.1.66.4. Notify the requestor of the final outcome.

1.4.2. AFMC Logistics Readiness Division (A4R).

1.4.2.1. Serves as the AF/A4LR designated Enterprise Manager (EM) for select Class II IPE materiel. The Enterprise Manager will establish processes, in coordination with AF/A4LR, for centrally managing select Class II IPE materiel.

1.4.2.2. Supports the wing's deployment commitment and Chemical, Biological, Radiological, Nuclear Threat Area Designation per AFI 10-2501, Air Force Emergency Management Program, with IPE authorizations.

1.4.2.3. Develops and approves the global storage and sustainment strategy and releveling/redistribution plans to meet enterprise IPE requirements. Redistribution actions that place a unit below authorized stock levels are coordinated with the owning MAJCOM IPE manager.

1.4.2.4. Establishes strategic reserve locations and Expeditionary Theater Distribution Centers for prepositioned IPE assets to support operational requirements. Strategic reserves and Expeditionary Theater Distribution Centers will be coordinated with key stakeholders, (e.g., COCOM, MAJCOMs) and AF/A4LR.

1.4.2.5. Establishes Enterprise Mobility Equipment Facility (EMEF).

1.4.2.5.1. Centrally stores and manages IPE stock per DoDM 4140.27,Vol 2, AFJMAN 23-210, Joint Service Manual (JSM) For Storage and Materials Handling, and applicable TOs and manuals. (T-0).

1.4.2.5.2. Excess assets (inventory above 100% of the enterprise baseline requirement) may be stored at the EMEF with prior Enterprise Management coordination/approval.

1.4.2.6. Evaluates and approves request for new “site” establishment within the Enterprise and determine appropriate administration within the approved mobility IT system.

1.4.2.7. Forecasts Regular AF IPE funding requirements in the Combat Ready Airman program office annual planning and programming process.

1.4.2.8. Coordinates with MAJCOMs for disposal actions of all IPE and Chemical Warfare Defense Equipment.

1.4.2.8. **(AFMC)** 435 SCOS will coordinate with MAJCOMs for disposal actions for all active duty mobility bag assets. AFRC/A4RR Class II Manager will coordinate disposal actions for Reserve mobility bag assets.

1.4.2.9. Provides MAJCOMs with a tariff size chart annually for all sized items. This will be done in conjunction with annual authorization/requirement updates.

1.4.2.10. Chairs the monthly AF Mobility IPE forum.

1.4.2.11. Develops, tracks, and reports key performance metrics. Leverages the approved mobility IT system to the greatest extent possible to produce metrics.

1.4.2.12. Validates and inputs enterprise IPE authorizations and adjustments for IPE requirements in the approved mobility IT system.

1.4.2.13. Manages enterprise TPO IPE to include authorization, forecasts, budgeting, procurement, redistribution, and disposal. Note: To preclude Defense Accountability, Reutilization and Disposal activity refusal, disposal requests must be made for the NSN physically marked on the item.

1.4.2.13.1. Establish procedures to track TPO IPE shipments from Defense Accountability, Reutilization and Disposal activity.

1.4.2.13.2. Coordinates with MAJCOM for emergent TPO IPE requirements.

1.4.2.13.3. Establish Transportation Account Code to move TPO IPE.

1.4.2.13.4. Identify TPO IPE NSNs with a "TG" in the fifth or sixth position and load in the approved mobility IT system (e.g., 8415-TG-123-4567).

1.4.2.13.5. Review and approve TPO IPE disposal requests and forward request to Defense Accountability, Reutilization and Disposal activity.

1.4.2.14. Manages AF-generated project codes (category codes A and B). Program management responsibilities include:

1.4.2.14.1. Processing AF-enterprise requests to add or terminate codes.

1.4.2.14.2. Maintaining a master list of active and inactive codes.

1.4.2.14.3. Certifying project codes to ensure termination dates are not exceeded.

1.4.2.14.4. Cancelling or modifying outstanding requisitions upon notification that a project code has been terminated.

1.4.2.14.5. Provide project code nicknames for AF generated requests.

1.4.2.14.6. **(Added-AFMC)** Post project code assignments and terminations (category codes A and B) monthly on the Project Code SharePoint.

1.4.2.15. **(Added-AFMC)** Codify enterprise stock positioning procedures IAW DAFI 33-360, *Publications and Forms Management*. **Note:** Publications must be coordinated with the AFMC/A4/10 Publications Manager in AFMC/A4RX. **(T-2)**

1.4.3. AFMC Product Support Management Division (A4F).

1.4.3.1. Is designated as Technical Content Manager for TO 00-20-2, Maintenance Data Documentation.

1.4.3.2. Serves as the SRD management focal point for overall use of SRDs within the Maintenance Data Documentation (MDD) arena.

1.4.3.3. Determines and serves as the cognizant authority for message group addresses to be used by the AFMC Centers, Agencies and Squadrons for notifications to SRD users.

1.4.3.4. Develops or recommends additional SRD management procedures, and SRD data products, etc.

1.4.4. Air Force Sustainment Center (AFSC).

1.4.4.1. Applies UMMIPS release sequence for non-AF customer requisitions.

1.4.4.2. Applies UMMIPS, Execution & Prioritization of Repair Support System or Spares Priority Release Sequence (SPRS) for AF customer requisitions.

1.4.4.3. **(Added-AFMC)** Refer to AFH 23-123, Vol 2, Pt 1, Integrated Logistics System-Supply (ILS-S), Materiel Management Operations, for additional guidance.

1.4.4.4. **(Added-AFMC)** Be responsible for the Management Functional Area for the implementation and operation of the EXecution and Prioritization of REpair Support

System (EXPRESS) under the Depot Repair Enhancement Process within AFMC, and the Management of Items Subject to Repair (MISTR).

1.4.4.5. **(Added-AFMC)** Provide guidance and direction to Inventory Management Specialists/Materiel Management Personnel/Production Management Specialists/Supply Planners on EXPRESS and MISTR processes and procedures via the publishing of AFSC policy.

1.4.4.5.1. **(Added-AFMC)** Guidance will include the use of EXPRESS by supply and maintenance personnel assigned to AFSC. In addition, provide a description of the modules included in EXPRESS, and a detailed explanation of the functions underlying the supportability process within EXPRESS.

1.4.4.6. **(Added-AFMC)** Support Quality Assurance by providing status on delinquent updates of all Dates of Last Inventory in the system.

1.4.5. 635th Supply Chain Operations Wing (SCOW).

1.4.5.1. Support Degraded Operations and will:

1.4.5.1. **(AFMC)** 635 SCOG will: **(T-2)**

1.4.5.1.1. Notify supported bases of system problems and estimated duration of system outage. (T-1).

1.4.5.1.2. Assist supported bases (as needed) in degraded operations and coordinate manual accounting recovery with materiel management activities. (T-1).

1.4.5.1.2.1. Participate in base level assessments of degraded operations and adjust support as needed to maintain an agreeable level of support. (T-1).

1.4.5.1.2.2. Monitor system availability and direct supported bases when to process manual accounting recovery transactions. (T-1).

1.4.5.1.2.3. Provide a periodic “window of opportunity” for supported bases to schedule and conduct local exercises at least every 6 months. Coordinate with bases/MAJCOMs on any scheduling conflicts. (T-1).

1.4.5.1.3. Provide functional guidance during degraded operations and recovery. (T-1).

1.4.5.1.4. Support degraded operations at the Source of Supply (SOS) as required. (T-1).

1.4.5.2. Support Base Closures and will:

1.4.5.2.1. Redistribute serviceable assets and report excess assets to the source of supply. (T-1).

1.4.5.2.2. Notify the ILS-S Program Management Office 45 days prior before established closure date. (T-1).

1.4.5.2.3. Run final ILS-S reports for account closure. (T-1).

1.4.5.2.4. Coordinate with Defense Finance and Accounting System (DFAS) on SRAN deletion. (T-1).

1.4.5.3. Support Weapon Systems Transfers and will:

1.4.5.3.1. Process the Mission Change to update both the gaining and losing spares/consumption data in the ILS-S for both SRANs. (T-1).

1.4.5.3.2. Coordinate with the losing base where to transfer its assets.

1.4.5.4. Ensure order fulfillment from the time a customer puts a requirement into the system until it is satisfied by directing distribution actions as needed. (T-1).

1.4.5.5. Responsible for implementing and managing the Support Equipment APSR. Specific responsibilities include:

1.4.5.5.1. Maintain an automated system to disseminate allowance and catalog data to the MAJCOM.

1.4.5.5.2. Technically advise and assist MAJCOM equipment management functions in matters affecting the equipment management system. (T-1).

1.4.5.5.3. Implement HAF policy and procedural changes through supporting published guidance, data system designs, and operations and maintenance techniques. (T-1).

1.4.5.6. Support Force Record Alterations and will:

1.4.5.6. **(AFMC)** AFLCMC/HIS and 435 SCOS will jointly:

1.4.5.6.1. Complete Forced Record Alteration Change processing for supported bases including ANG/AFR satellites off of supported host accounts.

1.4.5.6.2. Retain original Forced Record Alteration Change output documentation. (T-1).

1.4.5.6.3. Ensure a copy of Forced Record Alteration Change output documentation is available.

1.4.5.7. Through the WRM GMO will:

1.4.5.7.1. Work with DLA to ensure DLA-managed items with Contingency Retention Stock quantities are reviewed annually. (T-1).

1.4.5.7.2. Accomplish formal Allowance Standards and UTC reviews per AFI 10-401, Air Force Operations Planning and Execution. (T-1).

1.4.5.7.3. Provide all WRM units 60 day notice prior to each formal AS review.

1.4.5.7.4. Review all NSNs in UTCs and validate Master NSN with input from MAJCOMs, Functional Area Managers (FAMs), Pilot Units, LRS Equipment Accountability Element (EAE), and equipment custodians. (T-1).

1.4.5.7.5. Six (6) months prior to any operational plan change(s), schedule Basis of Issue and AS reviews in partnership with AFMC, AFSC, MAJCOMs, FAMs, and Pilot Units, AFLCMC/WNZ (PMO), MAJCOMs, and the WRM GMO will use the review to plan and budget for support equipment required to support the change. (T-1).

1.4.5.7.6. Make applicable updates/changes to UTCs and equipment detail ASs in the AF equipment IT system and other appropriate systems as recommended. (T-1).

1.4.5.7.7. **(Added-AFMC)** Oversees and directs all aspects of the WRM program management and employment of capability. This includes prioritizing WRM funding and requirements, consolidating unit readiness into an enterprise assessment, and collaborating on WRM strategic planning efforts to include war plans. Specific responsibilities and support provided by the WRM Global Management Office are spelled out in AFI 25-101, *War Reserve Materiel (WRM)*.

1.4.5.7.8. **(Added-AFMC)** Serves as the focal point for tactical evaluation of system performance, promotion of collaboration and advocacy for best practices within the Joint, Service, and Industry domains, development/delivery of training and overall system standardization for Basic Expeditionary Airfield Resources (BEAR) and Fuels Support Equipment (FSE) systems. Specific responsibilities and support provided by the 635 MMG are located in AFI 25-101.

1.4.5.8. Support Special Logistics arrangements and will:

1.4.5.8.1. Be responsible for the movement and control of forward support spares (both serviceable and unserviceable) between AMC PSPs, FSLs, Forward Supply Points (FSPs) and supporting SOSs.

1.4.5.8.2. Manage the AMC FSL Asset and Requisition Report to resolve conditions negatively affecting AMC FSS.

1.4.5.8.3. Manage the AMC Contingency Program.

1.4.5.8.4. Justify leveling of AMC FSL items.

1.4.5.8.5. Support HAF and command-directed requirements for RED HORSE materiel to include procurement, assembly, and shipment of necessary items.

1.4.5.8.6. Appoint a POC for RED HORSE project(s) support.

1.4.5.8.7. Fund all initial requirements for RED HORSE units.

1.4.5.8.8. RED HORSE Expense items will be procured by the stock fund through the normal stock fund process.

1.4.5.8.9. Support RED HORSE Expense items, which will be reimbursed from the operations operating budget upon issue from the stock fund.

1.4.5.9. **(Added-AFMC)** Maintain Base Operating Stock Specialist (BOSS) codes in ILS-S. No other activity will be able to add, change or delete BOSS codes.

1.4.5.10. **(Added-AFMC)** Manages and provides spares support, enterprise distribution, logistics combat support, enterprise vehicle fleet management and sustainment processes and repair prioritization to best meet the Total Force mission needs of the warfighter across the globe. Specific support includes: 4 hour response times for critical spare requirements, immediate en route supply support solutions for MAJCOM's operational needs, systems requirements for reports, security, access, and any other retail supply functional areas where the customer's operational need requires immediate resolution. **Note:** The JPO will manage this for the F-35 program.

1.4.5.11. **(Added-AFMC)** Through the NWRM Transaction Control Center (NTCC), is responsible for retail level supply chain management and for wholesale storage of Nuclear

Weapons Related Materiel (NWRM). Utilizing the concept of positive inventory control (PIC) and freeze code management, the Wing serves as the control point for the processing of NWRM within all retail and wholesale supply accounts. The Wing's NWRM storage facility serves as the wholesale storage focal point for all spare NWRM assets. Specific responsibilities include shipping, storing and receiving all NWRM and retail item management.

1.4.5.12. **(Added-AFMC)** Execute centralized Class II management processes at the direction of the Enterprise Manager and will:

1.4.5.12.1. **(Added-AFMC)** Assist AFMC/A4R in releveling/redistribution plans to meet enterprise IPE requirements for established Active Duty units.

1.4.5.12.1.1. **(Added-AFMC)** Initiate iterative or emergent RDOs in ILS-S Mobility per Enterprise manager direction and/or established business rules, monitor redistribution order satisfaction, and report LRS compliance with redistribution orders.

1.4.5.12.1.2. **(Added-AFMC)** Initiate RDOs in ILS-S Mobility in support of Air Force Mask Inspection and Repair Program (AFMIRP) operations on a monthly basis per Enterprise manager direction.

1.4.5.12.1.3. **(Added-AFMC)** Initiate RDOs in ILS-S Mobility in support of Air Force Hard Armor Non-Destructive Test Equipment (NDTE) Inspection Program operations if/when required per Enterprise manager direction.

1.4.5.12.2. **(Added-AFMC)** Process supply system requisitions for Class II assets in accordance with Enterprise Manager directed requirements.

1.4.5.12.3. **(Added-AFMC)** Coordinate Joint First Aid Kit (JFAK) requisitions with Air Force Medical Readiness Agency (AFMRA) in accordance with Enterprise manager directed requirements.

1.4.5.12.4. **(Added-AFMC)** Monitor delivery, coordinate backorder resolution, and provide status of centrally procured Class II assets in coordination with DLA or alternative source of supply.

1.4.5.12.5. **(Added-AFMC)** Perform BOS manager responsibilities for all Class II assets managed in ILS-S Mobility.

1.4.5.12.6. **(Added-AFMC)** Manage and resolve cataloguing issues for all Class II assets managed in ILS-S Mobility.

1.4.5.12.7. **(Added-AFMC)** Review and approve disposal requests for Class II assets managed in ILS-S Mobility.

1.4.5.12.7.1. **(Added-AFMC)** Ensure disposal requests for CBRN assets which are currently scheduled for shelf life extension testing are not approved.

1.4.5.12.8. **(Added-AFMC)** Support enterprise mobility customers with supply system discrepancy resolution actions.

1.4.5.12.9. **(Added-AFMC)** Support the annual Combat Ready Airman (CRA) Program Office planning and programming process for all mobility bag items.

1.4.5.12.10. **(Added-AFMC)** Manage the Enterprise Mobility Equipment Facility (EMEF) in accordance with policy and will:

1.4.5.12.10.1. **(Added-AFMC)** Store the delta between the AFI 10-403 defined Worst Case Scenario (WCS) for deployment and the stock able to be store at the LRS/IPEEs (based on storage space and manpower constraints) for A, B, and C-Bag assets when approved by the Enterprise Manager.

1.4.5.12.10.2. **(Added-AFMC)** Store other Class II items when directed by AF/A4L or AFMC/A4R.

1.4.5.12.10.3. **(Added-AFMC)** Function as the "center of gravity" for the global strategic storage plan primarily by receiving property, reconfiguring for shipping, and redistributing to the enterprise at the direction/prioritization of the Enterprise Manager in accordance with EMEF manpower, facility, space, workload, and extraneous (ex. local TMO capability) limitations. These redistribution activities will include, but are not limited to:

1.4.5.12.10.3.1. **(Added-AFMC)** Supporting emergent shelf life expiration replenishments via redistribution of strategic reserve assets. EMEF will be backfilled via procurement activities.

1.4.5.12.10.3.2. **(Added-AFMC)** Supporting annual JFAK procurement by receiving JFAKs from vendor, introducing into ILS-S Mobility, reconfiguring, and redistributing to the enterprise based on prioritization and need.

1.4.5.12.10.3.3. **(Added-AFMC)** Supporting enterprise initiatives such as receiving large shipments from source of supply who will only ship to one Air Force location and redistributing to enterprise based on prioritization and need.

1.4.5.12.10.3.4. **(Added-AFMC)** Supporting enterprise initiatives such as receiving multiple shipments from multiple sources of supply and consolidating separate components for redistribution to enterprise based on prioritization and need.

1.4.5.12.10.3.5. **(Added-AFMC)** Supporting and/or controlling modernization fielding efforts by receiving property, reconfiguring for shipping, and redistributing to the enterprise based on prioritization and need.

1.4.5.12.10.4. **(Added-AFMC)** Function as the pilot unit for applicable UTCs.

1.4.6. Centralized Equipment Management Activities.

1.4.6.1. Centralized Equipment Management Flight (CEMF). Will provide guidance and oversight to AF organizations and assist with enterprise equipment requirements unless otherwise directed. The CEMF will:

1.4.6.1.1. Redistribute equipment and issue equipment authorizations and allowances based on war and peacetime needs of AF units.

1.4.6.1.2. Review, validate, and report equipment requirements are matched to LOGMOD (Logistics Module)/UTC for approval by the Equipment Review Approval Authority. (T-1).

1.4.6.1.3. Perform Pre-deployment Planning and Organizational Responsibilities.

1.4.6.1.4. Appoint a representative to the EPWG.

1.4.6.1.5. Participate with AFMC Allowance Managers (AM) in the determination of items in the allowance standard and the Basis of Issue of support equipment (SE).

1.4.6.1.6. Ensure the maintenance of the auditable accountable records (verified by physical inventories) for units assigned to the command and tenant units under the jurisdiction of the command. (T-1).

1.4.6.1.7. Ensure complete and verified reports of all equipment authorized and in the possession of units.

1.4.6.1.8. Conduct analysis, management studies, and reviews as required ensuring an effective, responsive, and economical equipping system is fully supporting the assigned mission.

1.4.6.1.9. Develop, maintain, and report forecast authorization equipment data as required, to project equipment requirements in support of programmed/unprogrammed unit actions.

1.4.6.1.10. Manage the Reporting Organization File program.

1.4.6.1.11. Authorizes changes to a specific unit's or weapon system’s authorization, input command allowance change request into the Support Equipment APSR and forward the approved change to the EAE and AFMC.

1.4.6.1.12. Perform Chief Financial Officer oversight for assigned bases.

1.4.6.1.13. Coordinate with functional managers for the prioritization of support equipment requirements. (T-1).

1.4.6.1.14. Perform a biennial configuration review to ensure changes to unit data sets in AF equipment IT system are calculated correctly. (T-1).

1.4.6.1.15. Review, approve, and submit LP and LR waiver requests for AF Equipment items Centrally Managed and Procured “NF/ND” Nonexpendable Items with Alpha Budget Codes to AFMC. Refer to specific requirements for LP and LR waiver requests provided in AFMAN 23-122. (T-1).

1.4.6.1.16. Ensure redistribution of equipment is not possible to satisfy the urgency of the mission requirement.

1.4.6.1.17. Consider the overall effect of realigning funds to fulfill the requirement through procurement or repair.

1.4.6.1.18. Ensure prioritization categories have been assigned appropriately and if requirement is in the AF Equipment IT system, ensure the prioritization categories match.

1.4.6.1.19. Work with functional managers to assess the criticality of MAJCOM requirements and record those assessments within the Equipment Requirements System. (T-1).

1.4.6.1.20. **(Added-AFMC)** Unit Identification Codes (UICs) will be the last 6 digits of the PAS Code.

1.4.6.2. Centralized Equipment Support. Aligned under the 440 Supply Chain Operations Squadron and primary responsibility is to ensure the Support Equipment (APSR) data is accurate and up-to-date and will:

1.4.6.2.1. Complete the quarterly Equipment Authorization and On-Hand Balance Reconciliation.

1.4.6.2.1.1. **(Added-AFMC)** The custodial account is the UIC.

1.4.6.2.2. Conduct allowance reviews of miscellaneous allowance source codes (ASCs) (with representation from using commands, functional area manager, PMs, IMs, and other AF agencies) annually. During review, invalid equipment authorizations will be deleted and excess items will be turned-in and redistributed. (T-1).

1.4.6.2.3. Notify gaining LRS/Materiel Management Activity of incoming transfer assets.

1.4.6.2.4. When notified of a deployment, process transfer, loan, or RDO requests as directed by CEMF. (T-1).

1.4.6.2.5. Track deployments/transfers.(T-1).

1.4.6.2.6. Manage Shipment Movement Follow-Up Notices.(T-1).

1.4.6.2.7. Execute Defense Property Accountability System responsibilities.(T-1).

1.4.6.2.8. Clear equipment rejects/variances (except for vehicles) in the support equipment APSR.(T-1).

1.4.6.3. Allowance Identification Managers. Allowance Identification Managers are responsible for: 1) developing and maintaining allowance standards that are matched to LOGMOD in conjunction with MAJCOM Equipment Review Approval Authorities 2) coordinating Unit Type Code equipment requirements with Equipment Review Approval Authorities for approval and 3) identifying the appropriate amount of support equipment needed to sustain a weapon system for contingency and non-contingency operations.(T-1). Their duties include:

1.4.6.3.1. Chairing and perform Allowance Identification reviews in coordination with MAJCOM Equipment Review Authorization Authorities and appropriate user communities.

1.4.6.3.2. Consider MAJCOMs request for Allowance Identification reviews for such things as a change in mission, operational or maintenance concepts, or conversion from one weapon system to another, or determined to be mission critical. The activity requesting the review must justify the review, and obtain coordination from other using MAJCOMs.(T-1).

1.4.6.3.3. Will arrange for the required representation at the Allowance Identification review conference. (T-1). This representation should include: Lead MAJCOM equipment management, MAJCOM Command Functional Area Manager, WRM GMO, Pilot Unit representation, contractors, or activities having subsystem or related

support responsibilities and other MAJCOMs utilizing the subject allowance standard (AS).(T-1).

1.4.6.3.4. Assigning and maintaining WRM composition codes to allowance identifications.(T-1).

1.4.6.3.5. Take final action on approved, modified, or disapproved allowance identification standard change requests.

1.4.7. Air Force Installations and Mission Support Center. Through Air Force Civil Engineer Center (AFCEC) and in coordination with AFMC will provide:

1.4.7.1. RED HORSE initial formation and initial requirements computations.(T-1).

1.4.7.2. Justification of RED HORSE requirements for subsequent AFMC funding of initial supplies and equipment. (T-1).

1.4.7.3. Necessary requirements information for AFMC to accomplish funding of initial RED HORSE requirements. (T-1).

1.4.7.4. Pursue establishment of an "FG" DODAAC satellite account at the overseas host IT system support base to which the RED HORSE unit is being deployed.(T-1).

1.4.8. AFLCMC Through the ILS-S Program Office will:

1.4.8.1. Provide technical guidance during degraded operations and recovery (real world and exercises, as needed).

1.4.8.2. ILS-S Program Office will notify materiel management activities of real world system outages and estimated duration.(T-1).

1.4.8.3. Coordinate scheduled outages with MAJCOMs.(T-1).

1.4.9. Item Managers.

1.4.9.1. Initiate reclamation actions for AF-managed stock numbers and part numbers.(T-1).

1.4.9.2. Use reclamation in place of procurement or repair to obtain components whenever it will result in measurable savings. It will also be used whenever it will provide the fastest means of satisfying a critical requirement or when there is no other known SOS, regardless of savings.(T-1).

1.4.9.3. Will determine requirements for parts when end items or assemblies become available for reclamation.(T-1).

1.4.9.4. Initiate reclamation requests for items capable of being reclaimed economically or not available from other sources.(T-1).

1.4.9.5. Authorize changes/additions/deletions to save lists.(T-1).

1.4.9.6. Review and evaluate existing disposal freezes once a year before the annual retention computation.(T-1).

1.4.9.7. Justify in writing equipment retention additive requirements to a subgroup master stock number in the requirements data system and review retention additives to ensure they are deleted once they serve their legitimate purpose.(T-1).

1.4.10. **(Added-AFMC)** AFRL will control stock number and ERRC assignments, retention, redistribution, disposition decisions, and cataloging actions in the Defense Property Accounting System (DPAS) on all LP assets procured to support AFRL operations.

1.4.10.1. **(Added-AFMC)** AFRL will develop an operating instruction as a medium to ensure AF supply chain discipline and materiel management practices are enforced by their activities. This OI will be coordinated through AFMC/A4R prior to publishing.

1.5. AMC Logistics Readiness Division.

1.5.1. Designates AMC PSPs, FSLs and FSPs.

1.5.2. Coordinates with owning MAJCOM and 635 SCOW before establishing AMC PSPs on non-AMC bases.

1.5.3. Develops and publishes AMC supplemental procedures for non-merged FSLs.

1.5.4. In coordination with 635 SCOW, prioritizes the FSLs to define the priority of release for requisitions generated by the FSLs.

1.5.5. Informs owning MAJCOMs and 635 SCOW of FSL-specific data changes.

1.5.6. At a minimum, conducts an annual review of organizational codes used by the FSLs.

1.5.7. Performs a monthly MICAP analysis for each weapon system by location.

1.5.8. Conducts a FSL category code review annually.

1.5.9. Develops, maintains, and runs software to establish/update FSS levels

1.6. Logistic Readiness Squadron.

1.6.1. LRS/Materiel Management General Responsibilities. To maintain standardization, the standard LRS/Materiel Management activity will focus on: 1) maintaining war readiness and supporting the wartime mission of the wing/base; 2) maintaining an overall customer support focus; 3) expeditionary logistics support; 4) supply chain materiel management; and 5) care and security of Nuclear Weapons-Related Materiel (NWRM). Most Efficient Organizations or units with contract operations will be organized in a manner that complies with this guidance. (T-1).

1.6.1.1. IAW AFI 38-101, Manpower and Organization, the LRS is made up of the Commander, Commander's Support Staff and various flights covering the disciplines of logistics, fuels, materiel management, and vehicle management. The Commander's Support Staff is made up of Operations Officer, Logistics Manager, Squadron Readiness, Operations Compliance, Squadron Superintendent (optional), and the First Sergeant.

1.6.1.2. LRS/Materiel Management Activity will:

1.6.1.2.1. Establish and change DODAAC. (T-2).

1.6.1.2.1.1. Submit request to establish or change DODAACs IAW AFMAN 23-230, Maintaining Air Force DoD Activity Address Codes (DODAAC). (T-2).

1.6.1.2.1.2. All materiel management activity accounts will use an APSR IAW DoDI 5000.64, Accountability and Management of DoD Equipment and Other Accountable Property and **paragraph 7.3** of this instruction. (T-0).

1.6.1.2.1.3. Special Accounts. Requests for "FX" type accounts require AF/A4LR approval. Justification should include why other accounts (e.g., “FB”, “FE”) are not available or suitable. (T-2).

1.6.1.2.2. Support Financial Management and will:

1.6.1.2.2.1. Assist with annual or revised budget submission requirements as determined by AFMC. (T-2).

1.6.1.2.2.2. Coordinate GSD Stock Fund operating programs with the appropriate base or tenant financial management OPRs for customer requirements. (T-2).

1.6.1.2.2.3. Manage free issue and force credit returns for GSD and CSAG-S. (T-2).

1.6.1.2.2.3.1. Approve GSD free issue/force credit return requests and provides justification to AFMC. (T-2).

1.6.1.2.2.3.1. **(AFMC)** Approve GSD free issue/force credit return requests and provides justification to the 435 SCOS GSD. **(T-2)**

1.6.1.2.2.3.2. Forward requests for CSAG-S free issue/force credit return approval to AFMC. (T-2).

1.6.1.2.2.3.2. **(AFMC)** Forward requests for CSAG-S free issue/force credit return approval to the 448 SCMW. 448 SCMW will provide approval/disapproval to the customer. **(T-2)**

1.6.1.2.2.4. Review and coordinate corrective action on suspect GSD and CSAGS transaction errors. (T-2).

1.6.1.2.2.5. Review GSD stock fund on-order, in-transit inventories, and liabilities. (T-2).

1.6.1.2.2.6. Monitor funds provided to base-level activities to purchase investment equipment identified Budget Code (BC) “Z”. (T-2).

1.6.1.2.2.7. Monitor obligated backorders. (T-2).

1.6.1.2.2.8. Identify and validate billing actions that have not been received within prescribed time limits for local purchase requirements. (T-2).

1.6.1.2.2.9. Work with the Financial Services Office to ensure adequate funds are loaded to maintain day-to-day mission support requirements. (T-2).

1.6.1.2.3. Support RSP and Kits and will:

1.6.1.2.3.1. Act as the base focal point to see that all base responsibilities for RSPs are properly carried out. (T-2). Determine, monitor, and ensure adequate and timely corrective action by the responsible agency on all deficiencies hampering the capability of the base to carry out its responsibilities for RSP. (T-2).

1.6.1.2.3.2. Perform the necessary supply planning to support the wartime mission with RSP using the planning guidelines in AFI 10-401. (T-2).

1.6.1.2.3.3. Maintain accurate RSP authorizations and process RSP reconciliation program, annually. (T-2).

1.6.1.2.3.4. Maintain an accurate inventory of RSP assets through inspection and inventory as required. (T-2).

1.6.1.2.3.5. Review annual Aircraft EOQ authorization requirements forwarded from MAJCOM and keep the RSPs serviceable at all times IAW AFMAN 23-122. (T-2).

1.6.1.2.3.6. All classified RSP assets will be inventoried, stored and maintained in accordance with AFMAN 23-122. (T-1).

1.6.1.2.3.7. Ensure HPMSK assets are ready for deployment when authorized. (T-1).

1.6.1.2.3.8. Perform an RSP pre-deployment computation prior to deployment using IAW AFMAN 23-122. (T-1).

1.6.1.2.4. Support Base Closures and will:

1.6.1.2.4.1. Request assistance from the major command when specific phasedown instructions are not provided. (T-1). The phasedown plan must meet the following objective: To achieve a smooth, orderly closeout while the variety and number of supplies are gradually reduced in order to minimize mission impact. The rate of supply reduction is determined by resources and the closeout date. Phasedown actions require careful attention and will be taken by the appointed personnel. (T-1).

1.6.1.2.4.2. Resolve all late inbound shipment discrepancies prior to base closure date. Failure to do so will delay closure of the account in the ILS-S. (T-1).

1.6.1.2.4.3. Reduce all item and detail balances to zero prior to closure. (T-1).

1.6.1.2.4.4. Notify the local servicing auditor of an account deactivation as soon as the deactivation date is known. (T-1). Note: An audit is not required to delete an account; however, auditor general personnel should be made aware of the opportunity to audit accounts being inactivated. The phasedown plan must meet the following objective: To achieve a smooth, orderly closeout while the variety and number of supplies are gradually reduced in order to minimize mission impact. The rate of supply reduction is determined by resources and the closeout date. Phasedown actions require careful attention and will be taken by the appointed personnel. (T-1).

1.6.1.2.4.4.1. Support weapon system transfers and will coordinate with the gaining bases to review the due-outs to determine which details should be transferred. Only due-outs that are required to bring transferred weapons systems/end items and associated support equipment to a serviceable condition will be transferred using this process.

1.6.1.2.5. Support materiel returns and will:

1.6.1.2.5.1. Process all retail level return requests through the FSC. (T-1).

1.6.1.2.5.2. Coordinate with maintenance to identify components for which there is base level repair capability as well as no base level repair capability and update repair cycle records. (T-1). The LRS/Materiel Management Activity will review

this information at least semiannually. (T-1).

1.6.1.2.5.3. Recover consumable useable material defined by DoDM 4160.21, Volume 1, Defense Materiel Disposition: Disposal Guidance and Procedures.(T-0).

1.6.1.2.5.4. Establish on-base and off-base pick up points for return of consumable materiel. (T-2).

1.6.1.2.5.5. Establish agreements with the servicing Defense Logistics Agency Disposition Services (DLADS) that ensure cooperation, support, and assistance.

1.6.1.2.6. Support supply chain materiel management systems and will:

1.6.1.2.6.1. Support core logistics readiness systems while maintaining a common operating environment IAW DoDM 4140.01. (T-0).

1.6.1.2.6.2. Ensure the use of materiel systems are IAW DoDM 4140.01. (T-0).

1.6.1.2.6.3. Through systematic management procedures, provide effective, standard, and controlled automated data processing support for base-level LRS/Materiel Management Activity operations.

1.6.1.2.6.4. Provide standard data processing system fundamentals, work processes, and methodology, for the training, development, and maintenance of functional automated data processing LRS/Materiel Management Activity personnel.

1.6.1.2.6.5. Submit system specific requirements to execute a computer replacement plan.

1.6.1.2.6.6. Maintain integrity of local item records.

1.6.1.2.7. Manage CRF Host or CRF Supported LRS Units as applicable.

1.6.1.2.7.1. CRF Host LRS Commander/Accountable Property Officer will:

1.6.1.2.7.1.1. Provide interface between Maintenance, Materiel Management, and Transportation.

1.6.1.2.7.1.2. Provide adequate supply capability to receive, store, and distribute required items.

1.6.1.2.7.1.3. Provide storage for reparable assets until delivered to the CRF.

1.6.1.2.7.1.4. Provide storage IAW proper warehousing procedures for serviceable assets awaiting disposition.

1.6.1.2.7.1.5. Ensure Maintenance personnel have the capability to access ILS-S reports (e.g., D23 DIFM listing) needed for day-to-day management of the CRF. (T-2).

1.6.1.2.7.1.6. Provide a single turn-in point for CRF SRUs and LRUs. (T-2).

1.6.1.2.7.1.7. Ensure DIFM status updates and estimated time for completion dates are received from CRFs daily. (T-2).

1.6.1.2.7.2. CRF Supported LRS Units will process unserviceable reparable assets as Not-Reparable This Station (NRTS) code “D” (ship to another base to repair) for

shipment to the appropriate CRF within 24 hours but NLT next duty day. (T-2).

1.6.1.2.8. Support Individual Protective Equipment and will:

1.6.1.2.8.1. Use the approved mobility IT system to manage and account for select IPE Class II materiel. All transactions will be processed real-time. (T-2). Note: Degraded operations procedures are authorized during exercises or system outages.

1.6.1.2.8.2. Perform Asset management for Tactical Air Control Party, Combat Control Team, Pararescuemen, Battlefield Weather/Combat Weather, Special Operations Weather, Explosive Ordnance Disposal, Office of Special Investigations, and Survival Evasion Resistance and Escape will be maintained IAW AFPD 10-35, Battlefield Airmen. (T-2). Individual Body Armor (IBA) accountability for Special Tactics Operation Forces belonging to USSOCOM will be managed and maintained in the Special Operations Forces Sustainment Asset Visibility Information Exchange System. Battlefield Airman Management System and Sustainment Asset Visibility Information Exchange System are NOT managed by LRS/Materiel Management Activities. (T-2).

1.6.1.2.8.3. Issue serviceable IPE assets in Low Threat Areas for deployment and contingency operations only, with the exception Explosive Ordnance Disposal and Security Forces personnel for real-world home-station use. (T-3).

1.6.1.2.8.4. Coordinate with MAJCOM for disposal actions of IPE. (T-2).

1.6.1.2.8.5. Provide secure storage and management of IPE assets identified in Tables **5.1, 5.2, 5.3, and 5.4** and associated training gear. (T-2). Wing leadership may designate another activity(s) to manage training gear for the base. Requests to store or manage tenant IPE assets will be considered by the local LRS Commander/APO. (T-2). Approved requests will be documented in the Host Tenant Support Agreement (HTSA). When issued for home-station use (e.g., SFS response measures), IPE assets will be maintained IAW AFMAN 23-122 and only for the duration of the intended use and not on a perpetual basis. (T-2). Note: Storage and management of nonstandard items is the responsibility of the using unit. (T-2).

1.6.2. LRS Commander (LRS/CC). In addition to unit commander responsibilities IAW AFI 51-509, Appointment to and Assumption of Command, AFI 38-101, and organizational commander responsibilities in **paragraph 1.8** the LRS/CC has the following materiel management related responsibilities. The LRS/CC will:

1.6.2. **(AFMC) Note:** LRS/CC duties will be performed by the LRS Director (LRS/CL) for organizations that have a civilian director.

1.6.2.1. Act as the APO and Nuclear Weapons-Related Materiel Accountable Officer for squadron assets and supply system stock record accounts B and E, and within the Defense Property Accountability System (DPAS) IAW AFI 23-111, Management of Government Property in Possession of the Air Force and AFI 20-110, Nuclear Weapons-Related Materiel Management. (T-1).

1.6.2.1. **(AFMC) Note:** AFRL units are responsible for performing APO functions and establishing DPAS records for accountable equipment in their laboratory units.

1.6.2.1.1. When the APO is replaced by a newly-designated APO, a transfer of accountability will occur. (T-2). See AFMAN 23-122 for transfer procedures.

1.6.2.1.2. Accountability will include categories II and IIA satellites that function according to **paragraph 9.4** of this instruction. (T-1). However, this accountability will not include those categories II and IIA satellites located in contingency locations with an Expeditionary Logistics Readiness Squadron (ELRS). (T-1). For contingency supply accounts, accountable property officer will be appointed in accordance with AFI 23-111. (T-1).

1.6.2.1.3. APO Signature Delegation. In the event the APO will be absent for more than 30 days, the APO will appoint in writing APO signature authority for documentation requiring accountable officer approval to the Logistics Manager or Operations Officer. (T-1).

1.6.2.1.3.1. Delegation of APO Signature authority must be in writing and approved by the Mission Support Group Commander (Mission Support Group/CC) or equivalent. (T-1).

1.6.2.1.3.2. During an APO absence lasting longer than 30 days, non-APO review and signature authority is given to the Materiel Manager Flight commander or Flight superintendent.

1.6.2.2. Review metrics related to Materiel Management effectiveness. (T-1).

1.6.2.3. Wartime Responsibilities. The LRS/CC will develop, in coordination with AFMC, degraded operations plans to maintain materiel management support during times of materiel management systems interruption, in peace and war. (T-1).

1.6.2.3. **(AFMC)** LRS/CC or CL will develop, in coordination with the 635 SCOW, degraded operations plans to maintain materiel management support during times of materiel management systems interruption, in peace and war.

1.6.2.3.1. **(Added-AFMC)** LRS/CC or CL and Mission Support Group Commander will attend the Repair Network Enhancement Program (RNEP) (formerly IREP) meetings chaired by the Maintenance Group Commander (MXG/CC) for awareness of materiel management issues affecting aircraft maintenance and mission generation, and be prepared to discuss assigned topics. **(T-2)**

1.6.2.4. Budget and fund Joint Service Mask Leakage Tester long term preventive maintenance checks.

1.6.2.5. The LRS APO is responsible for the safekeeping and management of materiel management inventories and will ensure implementation and compliance with PICP guidance for materiel under their control or supervision. (T-1).

1.6.2.6. LRS APO and AFMC are responsible for Base Retail Materiel Management operations. AFMC location Commanders are collectively responsible for depot wholesale materiel management operations. For degraded operations, the applicable commanders will.

1.6.2.6. **(AFMC) Note:** AFSC is AFMC's primary point of contact for wholesale and retail Materiel Management Degraded Operations. Commanders will: **(T-2)**

1.6.2.6.1. Appoint, in writing, the primary and alternate Control Team Chief. (T-1).

1.6.2.6.2. Activate the Control Team, as required. (T-1).

1.6.2.6.3. Ensure degraded operations exercises are conducted at least every 6 months. (T-1).

1.6.2.6.4. Assess degraded operations activities and adjust the applicable support plan as needed. (T-1).

1.6.2.6.5. Establish Continuity of Operations (COOP) for the applicable level of responsibility. (T-1).

1.6.2.6.6. Through the Control Team Chief (at LRS or AFMC) will:

1.6.2.6.6. **(AFMC)** 635 SCOW will: **(T-2)**

1.6.2.6.6.1. Ensure data needed to support operations is prepositioned and readily accessible. (T-1).

1.6.2.6.6.2. Assemble the Control Team when directed by the LRS/CC. (T-1).

1.6.2.6.6.3. Keep the LRS/CC informed regarding the status of the degraded operation. (T-1).

1.6.2.6.6.4. Appoint (with flight chief coordination) Control Team members in writing. (T-1).

1.6.2.6.6.5. Ensure all Control Team members are trained, equipped, and qualified to perform degraded operations and training is appropriately documented in training records. (T-1).

1.6.2.6.6.6. Coordinate actions among materiel management chain partners and customers. (T-1).

1.6.2.6.6.7. Ensure all transactions are processed and rejects are cleared before resuming online processing actions. (T-1).

1.6.2.6.6.8. Coordinate schedule of exercises with the MAJCOMs. (T-2).

1.6.2.6.6.9. Coordinate IT system outages. (T-2).

1.6.2.7. Support AWP program and will:

1.6.2.7.1. Ensure primary and alternate AWP monitors are appointed in writing to manage wing/base AWP program. (T-2).

1.6.2.7.2. Conduct a semiannual surveillance of the wing AWP program. (T-2).

1.6.2.7.3. Ensure all wing AWP monitors attend repair cycle training within 30 days of appointment and be certified in AWP management core tasks. (T-1). This certification will be documented in training records. (T-1). Monitors will closely monitor the AWP program to ensure assets are returned to serviceable condition and pieces are feasible. (T-1).

1.6.2.8. As CRF Host LRS Commander/Accountable Property Officer will:

1.6.2.8.1. Provide interface between Maintenance, Materiel Management, and Transportation. (T-2).

1.6.2.8.2. Provide adequate supply capability to receive, store, and distribute required items. (T-2).

1.6.2.8.3. Provide storage for reparable assets until delivered to the CRF. (T-2).

1.6.2.8.4. Provide storage IAW proper warehousing procedures for serviceable assets awaiting disposition. (T-1).

1.6.2.8.5. Ensure Maintenance personnel have the capability to access ILS-S reports (e.g., D23 DIFM listing) needed for day-to-day management of the CRF. (T-2).

1.6.2.8.6. Provide a single turn-in point for CRF SRUs and LRUs. (T-2).

1.6.2.8.7. Ensure DIFM status updates and estimated time for completion dates are received from CRFs daily. (T-1).

1.6.2.9. Support Bench Stock management and will:

1.6.2.9.1. Create and maintain organizational bench stock records and bin labels for organizational bench stocks. (T-2).

1.6.2.9.2. Ensure bench stock management products are available for use by organizations. (T-2).

1.6.2.9.3. Support organizational routine and urgent bench stock replenishment requests. (T-2).

1.6.2.9.4. Create and maintain bench stock records to document requested and approved customer bench stock authorization requests. (T-2).

1.6.2.9.5. Review bench stock requirements. (T-2).

1.6.2.9.6. Deliver bench stock assets to on-base customers. (T-2).

1.6.2.10. Provides overall management of the base equipment and:

1.6.2.10.1. Conduct face-to-face responsibility briefings with all incoming squadron commanders. Briefings should be done by the LRS APO or a designated representative, to include tenant organizations, within 90 days of incoming commanders' arrival. (T-2). The LRS APO may perform this briefing via telecom for geographically separated units that he/she supports. (T-2).

1.6.2.10.1. **(AFMC)** Briefings may be done by the LRS APO or a designated representative in-person, via telecom, or other digital means.

1.6.2.10.2. Establish a base level equipment review and authorization activity that will ensure only those equipment items necessary to support the mission are in-use or on order and are matched to LOGMOD/UTC equipment requirements. (T-1).

1.6.2.10.3. Establish and maintain accurate accountable records for all units supported by the accountable officer. (T-1).

1.6.2.10.4. **(Added-AFMC)** AFMC/CD designated AFRL/DSO as APO for all equipment used in support of RDT&E functions in the Center. AFRL/DSO may

delegate site level APOs at their operating location. AFRL APOs are the equipment authorization approval authority for ASC 040 and 049.

1.6.2.11. Support Document Control management and will:

1.6.2.11.1. Ensure document control support for satellite and other accounts directly assigned to the LRS/Materiel Management Activity and for satellite accounts in categories III and IIIA not assigned to the LRS/Materiel Management Activity. (T-1).

1.6.2.11.2. Authorize use of stamps in lieu of written signature IAW **Chapter 5**. (T-2).

1.6.2.11.3. Ensure inventory of transferred MRSP/MSK kits. (T-1).

1.6.2.11.4. Select an option for retention of non-fileable documents IAW **Chapter 5** as applicable. (T-2).

1.6.2.11.5. Sign Forced Record Alteration Change or equivalent documents. (T-2).

1.6.2.11.6. When an automated asset tracking IT system is utilized, select an option for maintaining the Classified and NWRM Authorization Receipt Listing. Note: Receipt authorizations for Classified and NWRM will be maintained on separate listings. (T-1).

1.6.2.11.7. Provide a letter of receipt authorization to activities authorized to process classified and NWRM property IAW AFI 20-110. (T-1).

1.6.2.12. The LRS APO will appoint in writing an individual as Chief Inspector to oversee the Care of Supplies in Storage (COSIS) Program IAW AFMAN 23-125(IP), Stock Readiness, this includes all inspection functions within the Deployment and Distribution flight. (T-1).

1.6.2.13. **(Added-AFMC)** Appoint a primary and alternate General Support Division (GSD) Stock Fund liaison. At least one liaison must have at least 3 years of 2S Materiel Management and Integrated Logistics System-Supply (ILS-S) experience. Liaisons will work with their designated 435 SCOS GSD Stock Fund manager and comply with direction of AFMC, MAJCOM, and LRS/CC or equivalent. Appointment letters will be reviewed bi-annually and updated appointment letters are required upon change in personnel. Primary liaison will be assigned to the LRS Customer Support Section, or equivalent office.

1.6.3. Operations Officer (LGR). The Operations Officer is the next senior officer and oversees day-to-day operations within the squadron. The Operations Officer also acts for the commander IAW AFI 51-509, in the absence of squadron commander. The LGR will:

1.6.3.1. Provide direct support to the LRS/CC and directly supervises the LRS Unit Deployment Manager (UDM) and Squadron Readiness function.

1.6.3.2. Recommend, in coordination with the UDM and squadron leadership, assignment of squadron personnel to deployment positions for commander approval and coordinates on all taskings. (T-2).

1.6.3.3. Carry out all Logistics Manager duties when no Logistics Manager is assigned. (T-2).

1.6.4. Unit Deployment Manager (UDM). The UDM reports directly to the Operations Officer (except in ANG where the UDM is in Operations Compliance). Refer to AFI 10-401, and AFI 10-403, Deployment Planning and Execution, for specific UDM duties.

1.6.5. Squadron Readiness (LGRDX). Responsible for LRS Unit Control Center (UCC). (T-2). The UCC may be staffed by permanent personnel with augmentation during contingencies and surge operations. Maintains squadron recall rosters. Serves as the squadron level WRM Manager for the WRM program. (T-2). See AFI 25-101and **Chapter 2** of this instruction for additional information on WRM responsibilities. Serves as the unit Resource Readiness monitor IAW AFI 10-201, Force Readiness Reporting. (T-2).

1.6.6. Logistics Manager (LGL). The Logistics Manager is responsible for oversight of programs and processes associated with squadron business processes, resource management (facilities, funds management, stock control and infrastructure), squadron analysis, strategic planning, compliance, squadron training, accountability, metrics, and systems management. (T-2). When the LRS does not have a Logistics Manager, the Operations Officer assumes responsibilities.

1.6.6.1. Functions as the director of Operations Compliance (OC).

1.6.6.2. Develops civilian employees with critical operational career-enhancing experience that will prepare them for more senior management positions.

1.6.6.3. Assigned as the Functional Director for all contracts to maintain oversight of those programs.

1.6.6.4. Carry out all Operations Officer duties when no Operations Officer is assigned. (T-2).

1.6.6.5. Appoint in writing a primary and alternate security manager for Materiel Management information systems IAW AFI 16-1404, Air Force Information Security Program. (T-1).

1.6.6.6. Manages Squadron Operations and is the commander’s single point of contact for “health of the squadron” issues. Provides oversight of squadron compliance, annual inspection, self–inspection program, training resources, accountability and analysis.

1.6.7. Quality Assurance (QA). Performs duties as specified in AFI 20-112, Logistics Readiness Quality Assurance Program. The Quality Assurance Evaluator (QAE), where applicable, are responsible for coordinating compliance actions for their assigned logistics management function, and will be aligned under individual flights within LRS. (T-2).

1.6.8. Squadron Training Section. Responsible for overall training management IAW AFI 36-2670, Total Force Development. Note: Squadrons, with the exception of the ANG, which do not have a 3S2XX Unit Education and Training Manager assigned are highly encouraged to convert a billet to this Air Force Specialty Code. However, duties can be augmented by any LRS career field.

1.6.9. Resource Management Section. Serves as Unit Resource Advisor complying with AFI 65-601, Volume 2, Budget Management for Operations.

1.6.10. Functional Systems Management Section. Responsible for the centralized management and decentralized execution of core squadron logistics systems. Key materiel management responsibilities are:

1.6.10. **(AFMC) Note:** The Functional Systems Management Section will coordinate with 635 SCOW, when required.

1.6.10.1. Liaison for LRS, AFMC, and the AF Program Executive Office.

1.6.10.2. Submits system specific requirements to execute computer rotation plan.

1.6.10.3. Troubleshoots and resolves all system related issues to include submitting Supply Difficulty Reports.

1.6.11. Contractor Support. Contractor supported supply operations will comply with AF Materiel Management directives as specified within each applicable Statement of Work. (T-1). The contractor shall provide all resources and services necessary to perform their functional responsibilities as defined in the applicable Statement of Work. (T-2). The Statement of Work will also include those specified actions the contractor will be obligated to perform such as Government-Furnished Property stewardship and reporting, and implementation of Automatic Identification Technology (AIT) initiatives. (T-2). Contractors are typically obligated per the contract solicitation and award documents, to use standard AF logistics systems when performing their functional responsibilities.

1.6.12. Materiel Management Flight (LGRM). Responsible for all retail materiel management functions for a base/location, such as storing, inspecting, inventorying, issuing, returning, repair cycle and customer support. This flight is the primary liaison between customers and AFMC. Note: Vehicle Management Flight or equivalent is responsible for vehicle assets. Materiel Management Flight leadership will:

1.6.12. **(AFMC)** Materiel Management Flight is the primary liaison between customers and the 635 SCOW. The 635 SCOW will determine the next level of coordination. Coordination involving AFMC/A4/10 will be sent to AFMC/A4RM Workflow at **AFMC.A4RM.workflow@us.af.mil**.

1.6.12.1. Maintain diagrams of the supply storage areas showing the layout of each warehouse, storeroom, bay, and pallet storage area.

1.6.12.1.1. Ensure that all items are stored and handled according to DoD and AF TOs, manuals, and directives. (T-1).

1.6.12.1.2. Oversee and manage the flight's self-inspection program, review of metrics and flight training programs.

1.6.12.1.3. Be responsible to the LRS CC/APO for the processing, handling, COSIS and material handling equipment.

1.6.12.1.4. Ensure flight personnel adhere to and apply proper inspection, issue, storage, warehousing, and materiel handling techniques.

1.6.12.1.5. Provide materiel management technical guidance.

1.6.12.1.6. Bring evidence of fraud or theft to the attention of the APO and participate in inquiries or investigations regarding the loss, damage, destruction, or theft of Government property.

1.6.12.1.7. Provide Resources Readiness related information to unit Defense Readiness Reporting System administrator IAW AFI 10-201. (T-1).

1.6.12.1.8. Review and coordinate requests for base initiated ASL.

1.6.12.1.9. Review and approve all Forced Record Override transactions (currently referred to as a forced record alteration) and requests through AFMC. Note: May be delegated to QA OIC/Superintendent.

1.6.12.1.9. **(AFMC)** Review and approve all Forced Record Override transactions (currently referred to as a forced record alteration) and requests through the 435 SCOS Internal Controls Flight. **Note:** May be delegated to QA OIC/Superintendent.

1.6.12.1.10. Oversee Document Control and Reject Management.

1.6.12.1.11. Lead, analyze and evaluate squadron degraded operations program.

1.6.12.1.12. Review shipment loss (M16 or equivalent report) analysis.

1.6.12.1.13. Review inventory analysis/research in an effort to identify root causes, trends of inventory discrepancies/adjustments and recommend corrective actions to mitigate further out-of-balance conditions.

1.6.12.1.14. Attend the Deputy Maintenance Group Commander (MXG/CD) daily production/scheduling meeting per AFI 21-101, Aircraft and Equipment Maintenance Management. (T-1).

1.6.12.1.14. **(AFMC)** Attend the Deputy Maintenance Group Commander (MXG/CD) daily production/scheduling meeting IAW AFI 21-101, and will brief current DIFM status and identify any items not turned in within the 4 duty day time frame. **(T-2)** (**Note:** If there is Decentralized Maintenance Support (DMS) embedded in the MXG, they will attend in place of the Materiel Management Flight leadership.) Status updates will be documented and retained for 6 months (e.g., briefing charts, meeting minutes, Memo for Record (MFR)). **(T-2)** Contracted LRS functions will have a government representative in attendance. **(T-2)**

1.6.12.1.15. Approve access to auditable documents for other than Document Control personnel, maintain a written copy of approval, and use local controls to limit access. Note: May be delegated to QA OIC/Superintendent.

1.6.13. Asset Management Section (LGRMS). This section consists of the following elements: Central Storage, Aircraft Parts Store (APS), Hazardous Materials (HAZMAT) Tracking Activity, Individual Equipment Element, and Individual Protective Equipment. Responsible for stocking, storing, issuing, and inspection management of DoD supplies and equipment and will:

1.6.13.1. Provide oversight and guidance to storage elements to ensure compliance with DoD and AF directives. Maintain central locator functions and ensure storage facilities adhere to general warehousing requirements IAW AFJMAN 23-210.

1.6.13.2. Ensure the proper storage and authorized handling of controlled materiel.

1.6.13.3. Manage the LRS in-warehouse equipment Unit Identification Code on behalf of the APO. Materiel Management Supply Activities will assign responsibilities to similar asset management functions within the organization. (T-3).

1.6.14. Aircraft Parts Store Element (LGRMSA). Key duties include storing and issuing select weapon system spares and in-warehouse supply assets, selecting items to be shipped or transferred, conducting warehouse validations, maintaining central locator functions, performing warehouse inspection functions (e.g., shelf-life, functional checks), managing RSP, and managing the staging area for delivery of items. Accomplish general warehousing requirements identified above IAW AFJMAN 23-210.

1.6.15. Central Storage Element (LGRMSS). Key duties include storing supply and equipment items, to include classified and sensitive items and War Consumables Distribution Objective (WCDO) items and NWRM IAW AFI 20-110. Other key duties include selecting items to be issued, shipped or transferred; conducting warehouse validations; and maintaining central locator functions.

1.6.15. **(AFMC)** Defense Logistics Agency at AFMC Air Logistics Complex locations. Key duties include storing supply and equipment items, to include classified and sensitive items. Other key duties include selecting items to be issued, shipped or transferred; conducting inventories; and serving as the DPAS in-warehouse equipment custodian on behalf of the APO.

1.6.16. Hazardous Materials (HAZMAT) Element (LGRMSH). Serves as the installation HAZMAT Tracking Activity and manages the storage, receipt, issue and inspection of HAZMAT. The HAZMAT Element will utilize Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS) to support reporting requirements and to manage material IAW AFMAN 32-7002, Environmental Compliance and Pollution Prevention. (T-1).

1.6.17. Individual Equipment Element (LGRMSI). Responsible for the issue of select Class II items, unless contracted out, and operates centralized on-base issue, storage, and return intake point for Class II items.

1.6.18. IPE Element (LGRMSP). Responsible for the storage, inventory, inspection and issue of mobility bags, base mobility small arms/light weapons, Chemical, Biological, Radiological, Nuclear IPE and IBA. Ensure the accuracy of the appropriate materiel management IT system records under their control. Provides support as specified in AFI 10-2501, Emergency Management Program.

1.6.19. Customer Support Section (LGRMC). This section consists of two elements: Equipment Accountability and Customer Support Liaison.

1.6.19.1. Equipment Accountability Element (EAE) or (LGRMCE). EAE serves as the base equipment review and authorization activity and manages all base level equipment items, with the exception of vehicles. EAE is responsible for updating base level data in the applicable materiel management IT system. Assist installation equipment custodians with processing equipment transactions. Note: AFMC's Vehicle Support Chain Operations Squadron manages vehicle transactions and updates base level vehicle data in the vehicle management IT system. EAEs will:

1.6.19.1.1. **(Added-AFMC)** AFRL Logistics Material Control Activities (LMCA) will perform required EAE functions in support of AFRL APOs.

1.6.19.2. Provide materiel management support and guidance to APOs, Responsible Officers, and Responsible Persons in the control and accountability equipment assets within the AF equipment system.

1.6.19.3. Be responsible for interfacing with Equipment Review Authorization Activities (ERAA) and AFMC organizations in regards to equipment management. Ensure all information involving the movement of equipment is coordinated with ERAA and CEMF, as appropriate, for processing actions. (T-1).

1.6.19.3.1. **(Added-AFMC)** The base level Equipment Accountability Element will interface with the 440 SCOS Centralized Equipment Management Flight (CEMF) and will coordinate with the appropriate ERAA.

1.6.19.4. Advise approving and appointing authorities on equipment guidance and procedures affecting lost, stolen, damaged, or destroyed government property (Class II, VII and IX). Provides Block III and Communication Security (COMSEC) training to custodians.

1.6.19.4. **(AFMC) Note:** EAEs may modify initial and refresher Block III CBT and COMSEC training materials but must retain covered components.

1.6.19.4.1. **(Added-AFMC)** All AFRL training material must be approved by AFMC/A4RM.

1.6.19.5. Coordinate and direct deployment and redeployment of Class VII assets between APOs and Responsible Officers/Persons. Attend base deployment concept briefings to identify organizations deploying/transferring equipment.

1.6.19.6. Ensure Unique Item Identifier (UII) construct and application for equipment managed in the Materiel Management IT system is IAW MIL-STD-130N, Identification Marking of U.S. Military Property, if APSR is utilizing Item Unique Identification (IUID) capability.

1.6.19.7. Responsible for updating data for WRM equipment records. Base Expeditionary Airfield Resources (BEAR) and Fuels Support Equipment record data updates will be directed or approved by the WRM GMO.

1.6.19.8. Manage Communication Security/Controlled Cryptographic Item (COMSEC/CCI) and Small Arms/Light Weapons (SA/LW) reconciliation.

1.6.19.9. Conduct annual assessment on all organizational equipment accounts and document results. Visit may be conducted via telecom for Geographically Separated Units (GSUs). (T-1). Note: Out of cycle assessments may be conducted as required to resolve problem areas. MAJCOM may modify assessments for wings with contracted or Most Efficient Organization LRS’s when organizational visits significantly increase the cost of current contracts or Most Efficient Organization manpower. The unit will provide EAE with a waiver request that includes reason(s) they cannot comply, proposed alternative methods to ensure equipment accountability and projected get well date. (T-2).

1.6.19.9.1. **(Added-AFMC)** EAEs will visit GSUs every three years. **Note:** May be accomplished in conjunction with supply procedural surveillance visits.

1.6.19.10. Manage equipment CFO and will:

1.6.19.11. Input and ensure CFO data is loaded in an approved APSR: Statements of Federal Financial Accounting Standards (SFFAS) No. 6 and Accountability of Equipment, IAW the CFO Act of 1990. SFFAS No. 6 outlines capitalization and depreciation of general property, plant, and equipment (PP&E). SFFAS No. 6, states any equipment that meets the following criteria must be capitalized, depreciated, and reported on the annual financial statements. If the combined cost of the components comprising a system equals to or exceeds $1M, the personal property must be capitalized and depreciated.

1.6.19.12. All assets meeting capitalization requirements must be recorded in Support Equipment APSR with the following data: acquisition cost, acquisition date, part number, serial number/unique identifier, Commercial and Government Entity code and the fund designator. The supporting documentation must accompany the physical asset throughout its movement/lifecycle. (T-1).

1.6.19.13. Ensure key supporting documentation for the CFO assets in the applicable materiel management IT system is maintained in Master Jacket File.

1.6.19.14. Ensure equipment custodians/commanders are signing/utilizing a Customer Authorization/Custody Receipt Listing (CA/CRL) from ILS-S or DPAS Custodian Inventory reports. Note: Authorized equipment listings are processed using ILS-S or DPAS.

1.6.19.14. **(AFMC)** Ensure equipment custodians and commanders are provided/sign a DPAS Custodian Inventory Report and/or Customer Authorization/Custody Receipt Listing (CA/CRL) from ILS-S. **(T-2)** Organization commanders must return DPAS overage equipment or submit an authorization request (AF Form 601, *Equipment Action Request)* within 30 days of the initial notification. **(T-2)** EAE will review AF Form 601 for accuracy.

1.6.19.15. Manage DPAS equipment transfers and 99S Requisition Tracing Action for lateral SPRAM Transfers.

1.6.19.15.1. **(Added-AFMC)** Utilize the DPAS ILS-S Auth IU Report located on 440th SharePoint Site (**https://usaf.dps.mil/teams/11813/735SCOG/440SCOS/CEMF/Shared** Documents/Forms/AllItems.aspx?viewid=5fa9e621%2Dc243%2D4b3c%2Db827%2D79905124ae5c&id=%2Fteams%2F11813%2F735SCOG%2F440SCOS%2FCEMF%2FShared%20Documents%2FReports) to supplement the FSM report. Report incorporates DPAS PA, DPAS FSM, ILS-S and I&S data. Organizational overages will be identified in the notes column.

1.6.19.16. Attend base deployment concept briefings and process transactions to deploy or transfer equipment.

1.6.19.17. Validate custodians complete Block III Computer Based Training (CBT). Provide and document initial and annual AF/A4LR equipment custodial supplemental

training. Ensure COMSEC training is provided. COMSEC training is mandatory for custodians who oversee COMSEC assets.

1.6.19.18. Update organization configuration data when directed by CEMF and equipment custodian profile data. (T-2).

1.6.19.19. Coordinate with MAJCOM ERAA or CEMF on all equipment transactions impacting the movement of equipment assets such as redistribution orders and equipment transfers. (T-2).

1.6.19.19. **(AFMC)** The EAE will coordinate with the MAJCOM ERAA or 440 SCOS on all equipment transactions impacting the movement of equipment assets such as redistribution orders and off-base/installation equipment transfers.

1.6.19.20. Manage Low Speed Vehicles (LSV), Other Government Motor Vehicle Conveyances (OGMVC) and "non-registered vehicle" trailers (with the exception of the LSVs, OGMVCs and "non-registered vehicle" trailers purchased with Non-Appropriated Funding [NAF]) on EAID accountable records. (T-2).

1.6.19.20. **(AFMC) Note:** LSVs, OGMVCs and non-registered trailers with an acquisition cost under $5,000 may be tracked via a locally developed spreadsheet or database/system suitable for audit.

1.6.19.20.1. **(Added-AFMC)** RDT&E activities may utilize the Organizational Visibility Listing within DPAS.

1.6.19.21. LSV are centrally procured and cannot be purchased by field units. All requests to add LSVs to unit equipment account will be denied and the host LRS Vehicle Management Flight will be contacted.

1.6.19.22. All requests to add an authorization and purchase OGMVCs will be routed IAW AFI 24-302, prior to approval. (T-1). See AFI 24-302, Vehicle Management for definition of "OGMVC".

1.6.19.23. Validate GPC purchases of equipment/SPRAM per customer request per AFI 64-117, Government Purchase Card (GPC) Program. (T-1).

1.6.19.24. Work with custodians to clear all variances.

1.6.19.25. Maintain Equipment Jacket Files. DPAS Custodian Inventory reports are used. (T-2). Note: Vehicle records do not fall under the responsibility of EAE.

1.6.19.26. Perform annual weapons and semi-annual COMSEC reconciliations. (T-2).

1.6.19.27. Review requisitioning of equipment items from DLADS to ensure the requesting organization has a valid equipment authorization established. (T-2).

1.6.19.28. Provide Customer Service the names of equipment custodians upon appointment and change of custodian. (T-1).

1.6.19.29. Validate and authorize AF equipment items prior to processing all issues for non-centralized bases. (T-2).

1.6.19.30. Validate allowance change requests. (T-2).

1.6.19.31. Ensure organizational requests that exceed allowance standard quantities, or recommended changes to the standard, are forwarded through MAJCOM channels for approval/disapproval. (T-2).

1.6.19.32. Prepare and record all equipment turn-ins. (T-2).

1.6.19.33. Be responsible for SPRAM processes and will:

1.6.19.34. Report SPRAM authorizations and balances in the appropriate APSR. This data is reported as changes occur to SPRAM asset levels or when other changes occur to the applicable NSN.

1.6.19.35. Maintain a copy of each letter requesting changes to SPRAM authorizations in a folder along with the current SPRAM listing and the custodian appointment letter. (T-2). Previous R25 listing on file may be destroyed when a new SPRAM listing signed by the SPRAM custodian is received.

1.6.19.36. Review all SPRAM authorizations annually and certify them as valid. Certification may occur during the annual SPRAM inventory and may be noted on the approved SPRAM listing.

1.6.19.37. Maintain SPRAM Custodian Files.

1.6.19.38. Review justification for SPRAM authorizations concurrent with the annual inventory.

1.6.19.39. Specifically determine whether the original justifications are still valid and validate annually.

1.6.19.40. Delete invalid SPRAM authorizations, turn in excesses and cancel unneeded requisitions.

1.6.19.41. Maintain justification documentation for all SPRAM authorizations until the authorization is deleted.

1.6.19.42. Customer Support Liaison Element (LGRMCC). Responds to customer logistics concerns and proactively anticipates problems that could stand in the way of wing units fulfilling mission requires.

1.6.19.43. Responsible for interfacing with AFMC and provides guidance to work center supervisors on utilization of supply management products.

1.6.19.43. **(AFMC)** 635 SCOW is the interfacing organization within AFMC that provides guidance to work center supervisors on utilization of supply management products.

1.6.19.44. Responsibilities include monitoring the overall maintenance and materiel interface, perform document control, customer support, research and base level records maintenance, base level stock control functions, bench stock management. Focal point for customer feedback. Submit Price Challenge and Verification Program (formerly known as Zero Overpricing Program) submissions.

1.6.19.45. Responsible for coordinating Base-Level Supply Customer Training as it pertains to Block I (General Materiel Management Indoctrination) and Block IIA/B (Bench Stock/Repair Cycle).

1.6.19.46. Coordinate Materiel Management related training needs for Decentralized Materiel Support personnel.

1.6.19.47. Responsible for conducting quarterly visits to maintenance work centers; providing guidance and training for processing issue requests; cannibalization actions; validating customer backorders, management of DIFM, bench stock, shelf-life, shop and operating stocks, work order residue and Tail Number Bin (TNB); and assisting users in resolving any materiel management related problem. For Geographically Separated Units (GSUs), conduct quarterly telecoms in lieu of physical visits. Exception: ANG/AFR activities will conduct semi-annual visits.

1.6.19.48. Conduct an annual supply procedural surveillance visit to maintenance/maintenance support work centers. Brief work center supervisors on results, follow-ups on corrective actions and provide a copy of the report to affected Unit Commander or Designated Representative. The annual supply procedural surveillance visit may be conducted in lieu of one quarterly maintenance work center visit. For GSUs, conduct annual telecoms to address issues and physically visit the units at least once every three years. Note: MAJCOMs must request a waiver in writing to AF/A4LR for any deviations from the GSU visit guidance. The waiver request will include justification along with an estimated date for visits to start. Note: For ANG/AFR activities the annual supply visit may be conducted in lieu of one semi-annual maintenance work center visit.

1.6.19.49. Coordinate with customers to obtain mission impact statements to substantiate supply assistance requests. Review and forward supply assistance requests for supply difficulties to AFMC for review.

1.6.19.49. **(AFMC)** Review and forward supply assistance requests for supply difficulties to 635 SCOW.

1.6.19.50. Perform semi-annual Supply Discrepancy Report (SDR) analysis and forward to Operations Compliance (LGLO) for distribution to respective MAJCOMs IAW Defense Logistics Manual (DLM) 4000.25 Volume 2, Supply Standards and Procedures.

1.6.19.51. When there is no Decentralized Materiel Support (DMS), reconcile maintenance and supply systems records by correcting mismatched records listed in the NFS540 Document Validation Report contained in Integrated Maintenance Data System (IMDS). This report is required to maintain a smooth interface between Maintenance and Supply systems. Act as a focal point to coordinate and consolidate 1SH rejects and other management notices (e.g. IMDS report screen 113 outputs). Print and distribute them to the appropriate work center for resolution. Follow-up daily to ensure 1SH rejects are resolved.

1.6.19.52. Manage stock positioning and will:

1.6.19.53. Monitor the results of automatic sourcing. Rejects associated with the A2A/A21/SHP need to be researched and not just “clear carded” to ensure the accurate response to requisitioning of another account.

1.6.19.54. Use ILS-S to identify due-ins (inbound shipments) that have exceeded normal transit time and are therefore considered overdue. Use the ILS-S User’s Manual - Manage

Orders – Overdue Shipment Conditions to manage and resolve due-ins with overdue shipment status.

1.6.19.55. Mandatory Delete. Overdue unclassified and pilferable (inbound) shipments with an extended cost less than $100 are authorized for automatic deletion (no research/tracing is necessary).

1.6.20. Maintenance Support Section (LGRMM). This section is responsible for two elements; Flight Service Center and Decentralized Materiel Support (DMS).

1.6.21. Flight Service Center (LGRMMF). This element serves as the primary point of contact with units regarding repair cycle management. Key duties include managing supply points, time-change, TCTOs, DIFM, Found On Base (FOB), AWP, turn-around, local manufacture, and Quality Deficiency Report (QDR) programs. Flight Services Center will:

1.6.21.1. Process DIFM returns and serves as the single return processing point for materiel in stock record accounts B and E.

1.6.21.2. Act as a turnaround processing point supporting organizations not supported by the IMDS.

1.6.21.3. Review and update repair cycle data semi-annually, using the Q04 Repair Cycle Data listing.

1.6.21.4. Coordinate disposition of unserviceable condition code "F" DIFM items through AFMC.

1.6.21.4. **(AFMC)** Condition code "F" DIFM items will be coordinated with the 437 SCOS/RNM.

1.6.21.5. Responsible for Semi-annual Direct NRTS validation.

1.6.21.6. Manage TCTOs and the kit monitor will:

1.6.21.6.1. Ensure compliance with roles and responsibilities IAW AFI 21-101 and this instruction. (T-1).

1.6.21.6.2. Ensure Storage and Control of TCTO Kits to prevent loss or unauthorized use of kits and their components. (T-1).

1.6.21.6.3. Requisition all TCTO kits using normal Military Standard Requisition and Issue Procedures (MILSTRIP) procedures IAW AFMAN 23-122. Will ensure establishment of a TCTO Kit Item Record and Monitors will maintain a listing of all current TCTO requisitions and ensure accurate status on a monthly basis. (T-1).

1.6.21.6.4. Screen supply stocks for TCTO applicability, update materiel management IT system, tag affected materiel, maintain copies of active TCTOs, and notify maintenance of stock screening results. (T-1).

1.6.21.6.5. Establish and maintain a file for all documents pertaining to the TCTO upon notification from Plans Scheduling and Documentation (PS&D). (T-1).

1.6.22. Decentralized Materiel Support (DMS) (LGRMMA, LGRMMB, LGRMMC, etc. except LGRMMF). DMS personnel coordinate maintenance and materiel management actions, manage supply transactions for their assigned maintenance activity, monitor and track assets

in the repair cycle, resolve support problems and report aircraft parts status to maintenance supervision. DMS personnel also support maintenance in processing issue requests, researching sources of supply, entering manual requisitions (part number only), updating exception code lists, and resolving other peculiar maintenance supply problems. DMS personnel will:

1.6.22.1. Advise maintenance leadership of supply support problems regarding the maintenance efforts and recommends corrective actions.

1.6.22.2. Identify supply related training needs to maintenance work center supervisors.

1.6.22.3. Coordinate with maintenance work centers to identify components for which there is no base level repair or diagnostic capability and develop a NRTS list.

1.6.22.4. Coordinate with Flight Service Center to ensure the repair work center is loaded on the repair cycle record for components with base repair capability.

1.6.22.5. Solicit and consolidate inputs from maintenance sections to initiate a Quick Reference List as needed. Distribute the Quick Reference List to appropriate work centers including the APS.

1.6.22.6. Monitor status of backorder requisitions and initiate supply assistance requests for supply difficulties when necessary. Send to Customer Support Liaison Element for review.

1.6.22.7. Assist AF Government Purchase Card (GPC) holders in administering and coordinating with weapon system purchases. The PM must approve the local purchase of all weapon system parts. Refer to AFI 64-117, Government Purchase Card Program, for additional guidance.

1.6.22.7.1. Request approval from the weapon system program office for local purchase of aircraft parts.

1.6.22.7.2. Purchase parts and hardware IAW AFI 64-117, AFI 23-101, and AFMAN 23-122.

1.6.22.8. Reconcile IMDS and ILS-S records by correcting mismatched records listed in the NFS540 Document Validation Report contained in IMDS. This report is required to maintain a smooth interface between maintenance and supply systems.

1.6.22.9. Track DIFM.

1.6.22.9.1. Conduct a quarterly reconciliation, track and process DIFM assets to include warranty parts.

1.6.22.9.2. Schedule and monitor all repair cycle assets through the repair flights based on priority assigned.

1.6.22.9.3. Process DIFM assets to ensure appropriate DIFM status codes are used. See AFH 23-123, Volume 2, for list of appropriate codes.

1.6.22.10. Move reparable assets from work center to work center in an expedient manner.

1.6.22.11. Ensure the proper documentation and reusable container accompany reparable assets to meet the required evacuation time frames.

1.6.22.12. Parts ordering. All parts ordering will be initiated from the LRS/materiel management activity through the appropriate Maintenance Information System (MIS) when an interface with ILS-S exists. (T-2). Request supply assistance from LRS/materiel management activity if status is unacceptable.

1.6.22.12.1. Process issue request per AFMAN 23-122 using data received from maintenance. Ensure maintenance provides all required data.

1.6.22.12.2. Process the Mission Impaired Capability Awaiting Parts (MICAP) start through the MIS/ILS-S interface and coordinate with the LRS/materiel management activity to upgrade, downgrade and cancel MICAP requirements.

1.6.22.12.3. Order transient aircraft parts per AFMAN 23-122 and TO 00-20-3, Maintenance Processing of Reparable Property and Repair Cycle Asset Control System.

1.6.22.12.4. Ensure proper use of Urgency Justification Code and Force Activity Designators (FAD) codes. See AFH 23-123, Volume 2, for further details on Urgency Justification Code, FAD, and FAD override option procedures.

1.6.22.12.5. Use the FAD of the supported unit and process the request utilizing procedures for a FAD override when supporting a unit with a higher FAD.

1.6.22.12.6. Requestor will ensure validity and completeness of requisition forms and verify Urgency Justification Code and SRD codes. (T-2).

1.6.22.12.7. Requisition parts and use supply management products. Initiate follow-up action when necessary.

1.6.22.12.8. Establish a reusable container program and manage per AFI 24-602, Volume 2, Cargo Movement and TO 00-20-3. (T-1).

1.6.22.12.9. Establish a storage area for reusable containers. Consolidation with other work centers is authorized.

1.6.22.12.10. Control and manage aircraft TNBs if stored within the Support Section. Note: When other maintenance assets are collocated with TNB, they must be similarly controlled and managed.

1.6.22.12.11. DMS or designated personnel will not release parts from the TNB without proper documentation.

1.6.22.12.12. IAW AFI 21-101, items removed from the TNB that are not installed that duty day will be returned to TNB/DMS by maintenance. (T-2).

1.6.22.12.13. DMS or designated personnel will inform the Production Supervisor (Pro Super) or Flight line Expediter of TNB assets, which may prevent or satisfy a mission-limiting condition. (T-2).

1.6.22.12.14. Validate “mark for” changes with Pro Super and Flight line Expediter(s).

1.6.22.12.15. Manage the cannibalization program supply transactions and the associated documentation.

1.6.22.12.16. Review/validate part status with the Daily Document Register (D04), Priority Monitor Report (D18) and the Monthly Due-Out Validation Listing (M30).

1.6.22.12.17. Follow-up with LRS/materiel management activity to resolve AWP status.

1.6.22.12.18. Complete Aircraft Document Reviews as outlined in AFI 21-101.

1.6.22.12.19. For units with IMDS, reconcile IMDS and ILS-S records listed in the NFS540 Document Validation Report contained in IMDS.

1.6.22.12.20. Manage Precious Metals Recovery Program outlined in **Chapter 5** and **Chapter 6** of this AFI.

1.6.22.12.21. Turn in excess materiel to LRS/materiel management activity.

1.6.22.12.22. Process maintenance turnarounds (TRN) to record usage of an item and ensure demand levels and percent of base repair are updated per AFMAN 23-122.

1.6.23. Inspection Section (LGRMI). Responsible for conducting limited inspector training to all personnel assigned materiel manager limited inspector duties. Responsibilities include:

1.6.23.1. The Chief Inspector is responsible to oversee the COSIS for all warehouse operations IAW AFJMAN 23-210.

1.6.23.2. Establish and maintain the identification of items received, stored, issued, shipped, and transferred. Validate and process all identity changes for materiel for which the LRS/CC is responsible.

1.6.23.3. Maintain a file of all active TCTOs for items in warehouse stockrooms.

1.6.23.4. Accept or reject items delivered under contracts that require acceptance at the destination. NWRM assets received under contract will not be rejected.

1.6.23.5. Coordinate with maintenance to determine if items suspected as damaged should be repaired or disposed.

1.6.23.6. Store incomplete items and notify LRS TCTO Monitor to initiate issue requests for items that are needed to bring incomplete assemblies to a serviceable condition.

1.6.24. Physical Inventory Control Section (LGRMP). This section is responsible for centralized execution of inventory functions for the LRS/CC IAW inventory policy contained in DLM 4000.25, Volume 2, and paragraph 5.7 of this instruction. This section will:

1.6.24.1. Prepare and publish annual inventory schedule for all categories of property.

1.6.24.2. Conduct physical inventories of equipment and supplies as specified in this policy.

1.6.24.3. Perform causative research inventory discrepancies.

1.6.24.4. Manage and control all rejects resulting from item records being frozen for inventory to include lifting the freeze code.

1.6.24.5. Obtain APO signature for Consolidated Inventory Adjustment Document Register.

1.6.25. Documented Cargo. Documented Cargo section will pick up recoverable item DIFM returns for those customers outside of maintenance community. DIFM items will be picked up from on-base issue/drop off points and delivered to FSC. Customers will ensure items contain proper documentation prior to pick up. Refer to TO 00-20-3 and see AFMAN 23-122 for documentation required for FOB returns resulting from ICBM weapon system deactivation or modification. Note: Documented Cargo personnel are not required to inspect or complete documentation.

1.7. Program Manager (PM).

1.7.1. RSP and Kit Management. PMs will:

1.7.1.1. Direct RSP managers to provide use instructions for aggregation accounts, act as the RSP focal point, control assignment of RSP serial numbers, develop RSPs IAW the RSP Authorization Document and conduct RSP reviews to ensure conformation with authorization documents.

1.7.1.2. Monitor and ensure that RSP worksheets or control lists are reviewed, updated, and signed in a timely manner, manage the data flow to and from appropriate data systems and monitor their operation, provide MAJCOM EOQ spares and spare parts requirements to their OPR in a timely fashion, correctly execute the work units necessary for overlay of EOQ RSP requirements to the appropriate IT system.

1.7.1.3. Review existing authorized HPMSK during the scheduled RSP review. They will assist the MAJCOM requesting a new HPMSK to build and compute a test kit in the appropriate IT system.

1.7.2. TRAP Management. PMs will:

1.7.2.1. Consider the standard delivery configuration of each aircraft MDS use code as described in the applicable aircraft -21 technical manual and the projected fleet size when determining Alternate Mission Equipment (AME)/Normally Installed Equipment (NIE) TRAP requirements.

1.7.2.2. Procure a standard complement of AME/NIE for new aircraft in the initial aircraft procurement with major end item funds. Original aircraft buys normally include 10% over the initial AME/NIE requirement levels. This action supports the routine inspection and repair cycles and initial TRAP item condemnations, if any.

1.7.2.3. Fund TRAP requirements when an AME/NIE requirement develops after aircraft production is complete. If, after a thorough search by the PM, TRAP item procurement funds may be used to procure newly identified TRAP items when BP1000 funds are not available.

1.8. Air Force Organization Responsibilities.

1.8.1. All AF levels. It is the responsibility of all AF levels of management to ensure strict compliance with approved stockage guidance in accordance with AFI 25-101, War Reserve Materiel, in relationship to approved targets.

1.8.2. Installations.

1.8.2.1. Bases are responsible for physical materiel handling, receipt, storage, and processing of WRM shipment requests. Bases act as the local liaison with organizations

regarding management of WRM. EAE is responsible for updating the appropriate system of record for all WRM and mobility equipment. Only WRM 463L system pallets, nets, and associated tie-down equipment will be managed in equipment IT system. Operational 463L pallets and nets will not be managed in equipment IT system.

1.8.2.2. Bases will establish and maintain WCDO details IAW AFMAN 23-122. WCDO detail records are unclassified but are For Official Use Only.

1.8.2.3. Base commanders will follow guidance outlined in AFI 34-211(I).

1.8.3. Base level units that are pilot units will:

1.8.3.1. The Manpower & Equipment Force Packaging Responsible Agency will manage UTCs IAW AFI 10-401. (T-1).

1.8.3.2. Submit UTCs to the MAJCOM Manpower and Equipment Force Packaging OPR for approval, cancellation or change.

1.8.4. Maintenance Activities.

1.8.4.1. Maintenance activities at base level are responsible for implementing the TCTO program at the base level: TCTO publication distribution; coordination of TCTO matters; identification and submission of TCTO kit requirements; installing kits; and advising LRS/Materiel Management Activity of impending transfers of aircraft or end items. Maintenance advises the FSC of any kit excesses or changes required.

1.8.4.2. Maintenance activities are responsible for removed DIFM items. The Maintenance Commander or equivalent will ensure removed items are physically returned to the LRS/Materiel Management Activity. (T-1). Base repair activities, also known as back shops, will ensure reparable assets are returned to LRS within 45 duty days from date of issue. (T-1). Note: Base repair activities are organizations primarily established to perform component repair.

1.8.4.3. Maintenance activities will:

1.8.4.3.1. Appoint a primary and alternate AWP monitors in writing for each maintenance activity to manage their own individual AWP program and liaison with the LRS/Materiel Management Activity. These individuals are required to attend Supply Course - Block IIB training. This certification will be documented in training records.

1.8.4.3.2. Ensure Monitors closely monitor the AWP program to ensure assets are returned to serviceable condition as soon as possible, and determine if cross-cannibalization of serviceable bits and pieces is feasible. (T-2).

1.8.4.3.2. **(AFMC)** Coordinate with base AWP monitor and ensure Awaiting Parts (AWP) assets are returned to serviceable condition as soon as possible.

1.8.4.3.3. When cross-cannibalization is possible, maintenance activities are responsible for providing the LRS/Materiel Management Activity with the end-item DIFM document number(s) and the bits and pieces involved.

1.8.5. Group Commanders. Group Commander or equivalent within the scope of specified responsibilities and authority:

1.8.5.1. Review and certify as the approval authority, all requests for SPRAM authorizations submitted by SPRAM custodians.

1.8.5.2. Ensure all SPRAM assets are properly maintained and safeguarded. Note: These actions may be delegated by the Group/CC to the Squadron Commander/Designated Representative. Delegation below that level is not authorized.

1.8.6. Organizational Commanders. Unit/Squadron Commanders are responsible for the inventory and accounting of materiel and equipment assigned to their unit. Duties apply to LRS commanders. Organizational Commanders will:

1.8.6.1. Out-process airmen scheduled for release from RegAF, ANG duty, or discharge in accordance with AFI 36-3208, Administrative Separation of Airmen, and AFI 36-3012; and AFI 36-3209, Separation and Retirement Procedures for the Air National Guard and the Air Force Reserve Members.

1.8.6.2. Disposition of Personal Effects. Process all clothing of deceased personnel obtained IAW AFI 34-501, Mortuary Affairs Program, except for items of the uniform required for burial.

1.8.6.3. Support equipment management and will:

1.8.6.3.1. The using organizational commander or designated representative in coordination with the LRS APO, will establish custodian responsibility for in-use/in-place equipment. (T-2).

1.8.6.3.2. Appoint primary and alternate equipment custodians in writing for all equipment accounts in his/her organization. (T-2). Custodians must be commissioned officers, NCOs, warrant officers, contractors (as specified in contract), or civilians (minimum civilian grade is GS-5, Non-Appropriated Funding-III or other equivalent civilian pay grade series). Local wage rate (LWR) employees (foreign employees in host countries) may be appointed primary or alternate custodian only if the host country's laws hold them financially liable. (T-2). The appointment letter will be signed by the commander and should include: (T-1).

1.8.6.3.2. **(AFMC)** The appointment letter will be signed by the commander/designated representative and will include:

1.8.6.3.2.1. Section title.

1.8.6.3.2.2. Name and grade of primary and alternate custodians.

1.8.6.3.2.3. DPAS Unit Identification Code & corresponding Custodian Number.

1.8.6.3.2.4. Building number of the custodian's duty section.

1.8.6.3.2.5. Telephone number/Email address

1.8.6.3.2.6. Signature for both the primary and alternate equipment custodians.

1.8.6.3.3. Not use Organizational Visibility List to account for property that is classified, sensitive, or has a unit price equal to or greater than $5,000, IAW DoDI 5000.64. (T-0).

1.8.6.3.4. Ensure all GPC equipment purchases are coordinated through the EAE prior to purchase per AFI 64-117. (T-1).

1.8.6.3.5. Initiate financial liability investigations per DoD 7000.14-R, Volume 12, Chapter 7, Department of Defense Financial Management Regulations. (T-0).

1.8.6.3.6. Appoint primary and alternate deploying equipment custodians for all equipment accounts with use code A (mobility) assets. Custodians must be commissioned officers, NCO's, warrant officers, contractors (as specified in contract), or civilians (minimum civilian grade is GS-5 or other equivalent civilian pay grade series). (T-2).

1.8.6.3.7. Ensure owning custodian(s) conduct periodic mobility equipment reviews with the UDM to ensure tasked equipment is identified with the proper UTC in the Support Equipment APSR and are matched to LOGMOD/UTC equipment requirements. (T-2).

1.8.6.3.8. Ensure appointed custodians conduct inventories of all accountable property as required/scheduled. (T-2).

1.8.7. Equipment Custodians. Equipment custodians are responsible for equipment on their account. Custodians may be held financially liable for such equipment if it becomes lost, damaged, or destroyed. Custodians can also be appointed as deployed equipment custodians. Equipment custodians will:

1.8.7.1. Complete Block III Computer Based Training (CBT), COMSEC training, and AF/A4LR supplemental training prior to assuming equipment custodian duties. Complete the AF equipment IT System COMSEC training module. (T-2). Complete Block III refresher training annually.

1.8.7.2. Request establishment, cancellation or changes to equipment detail records.

1.8.7.3. Manage equipment assets under their control, perform annual inventories and match to LOGMOD/UTC equipment requirements.

1.8.7.4. Submit Allowance Change Requests. Provide EAE with justification supporting any Allowance Change Request.

1.8.7.5. Notify EAE of upcoming deployment and provide a list of assets to be transferred/deployed.

1.8.7.6. Immediately report any excess authorizations, allowances, or in-use assets to the LRS EAE.

1.8.7.7. Notify EAE of when there is a change of command /appointing official.

1.8.7.8. Validate equipment authorizations and backorders. Turn-in excess and request cancellation of unneeded backorders and requisitions.

1.8.7.9. Ensure that all items are on-hand and serviceability/condition is properly recorded in the approved Support Equipment APSR.

1.8.7.10. Identify critical/important requirements through their FAM. MAJCOM equipment management will verify criticality with the FAM.

1.8.7.11. Conduct annual floor-to-book and book-to-floor inventory of organization's OGMVC.

1.8.7.12. Deploying Equipment Custodians. The primary/alternate deploying equipment custodian has the following responsibilities:

1.8.7.13. Complete Deployed Equipment Custodian training prior to all deployments.

1.8.7.14. Conduct an inventory with the owning custodian, prior to processing for movement, to identify assets to be deployed/transferred.

1.8.7.15. While deployed, act as the single point of contact in the deploying organization on all matters relating to the deployed equipment.

1.8.7.16. Upon notification of termination of deployment, notify ELRS and AFMC of assets to be returned.

1.8.7.17. Upon return to home-station, perform a 100% inventory of returned assets, with the original owning equipment custodian to ensure all assets were received/returned.

1.8.7.18. Notify EAE after inventory completion and within 24 hours of return of deployed equipment.

1.8.7.19. **(Added-AFMC)** Manage organizational equipment used in support of Cooperative Research and Development Agreements and GFE IAW AFI 23-119.

1.8.8. Support SPRAM management and will:

1.8.8.1. Ensure all mission-essential SPRAM assets are on-hand or on-order to support the assigned or programmed functions and unit mission. Annually, certifies by signing the SPRAM listing all authorizations are current and necessary for mission support. This will be done in conjunction with the annual inventory or upon assumption of the account.

1.8.8.2. The using organizational commander or designated representative will appoint capable individuals as SPRAM custodians and alternates, including establishment, change, or cancellation of SPRAM accounts. Custodians may be commissioned officers, noncommissioned officers, civilians or contractors (as specified in contract), and must be mutually agreed upon by the organization commander. This applies to Regular Air Force (RegAF) and Reserve personnel. Foreign nationals or local wage rate employees (foreign nationals in host countries) may be appointed as primary or alternate SPRAM custodians only when they may be held pecuniarily liable under the laws of the host country. A new primary custodian or alternate is appointed when both the primary and alternate custodian will be absent simultaneously for 45 or more calendar days, or when either custodian is reassigned or separated.

1.8.8.3. Ensure primary and alternate SPRAM custodians, not previously trained, attend block training courses provided by the LRS APO.

1.8.8.4. Ensure primary and alternate SPRAM custodians receive refresher block training courses within every 2 years provided by the LRS APO.

1.8.8.5. Ensure qualified individuals are preselected as SPRAM custodians on all unit deployments. Individuals identified to the host LRS APO receive training regarding management of SPRAM assets during deployment.

1.8.8.6. Ensure personnel are aware of policies and guidelines established in AFI 23-111 and AFI 20-110.

1.8.8.7. SPRAM Custodians. Primary and Alternate SPRAM custodians will:

1.8.8.8. Upon assignment, and every two years thereafter as a custodian, attend training on responsibilities, current policies, and procedures with EAE.

1.8.8.9. Perform initial, annual and periodic inventories of SPRAM assets.

1.8.8.10. Periodic inventories and validations occur when there is a change of primary custodian, when requested by the Organization Commander/designated representative or higher authority, or when directed by MAJCOM.

1.8.8.11. Ensure that all items are on-hand and serviceable.

1.8.8.12. Validate SPRAM authorizations and backorders. Turn-in excess and request cancellation of unneeded backorders and requisitions.

1.8.8.13. Concurrent with annual inventory, specifically determine whether the original justification is still valid and annotate the annual validation accordingly. If a change in mission or number of end items supported has occurred since the last validation, custodians must provide rationale if there is no corresponding change in authorizations.

1.8.8.14. Provide SPRAM listing to organizational commander/designated representative for their certification and signature that authorizations are current and necessary for mission support.

1.8.8.15. Maintain justification documentation for all SPRAM authorizations until the authorization is deleted.

1.8.8.16. Report any incorrect authorizations and excess on-hand assets to the EAE.

1.8.8.17. Verifies the SPRAM listing received from the EAE to ensure data are complete and accurate. Signs and returns the SPRAM listing to EAE within 15 workdays from the production date on the SPRAM listing (off-base organizations are allowed 30 workdays).

1.8.8.18. Furnishes all information and documentation required to change SPRAM records to be relieved from accountability or responsibility for items lost or destroyed.

1.8.8.19. Makes sure the custody account has been properly transferred to the new custodian when responsibility ends and the custodian is cleared by EAE.

1.8.8.20. Provides justification to EAE citing supporting documentation when requesting new or increased SPRAM authorizations. Supporting documentation includes TO references, maintenance directives, correspondence, etc. PM, end article item manager (EAIM) approval is required for SPRAM authorizations. Also, the EAIM may challenge requests for suspect excess quantities. The methodology for computing the SPRAM quantity will be included in the justification. For example, a maintenance directive states a quantity of two SPRAM assets are required per aircraft and 24 aircraft are assigned to the organization. The SPRAM quantity authorized under this justification would be 48 each.

1.8.8.21. Performs a due-out validation with the EAE in the LRS/Materiel Management Activity.

1.8.8.22. Establishes an accounting method or system that allows immediate identification of SPRAM assets stored or used outside the custodian's workcenter. This may be done by using hand receipts (AF Form 1297, Temporary Issue Receipt), logs, letters, charts, etc. and is normally documented in a local MOI.

1.8.8.23. Provide EAE a listing of all SPRAM assets to be transferred or deployed indicating the duration, location, and any special actions required. The custodian determines if any requirements on order at the time of transfer action will remain on order or be cancelled.

1.8.8.24. Support authorized receipt of special materiel. This may be performed by the Officer In Charge (OIC) or Designated Representative, and will:

1.8.8.25. Submit a letter certified by their unit security manager to the LRS APO which identifies individuals authorized to receive classified and NWRM.

1.8.8.26. For classified equipment, the organization will submit all requests to appoint or change a custodian directly to the EAE.

1.8.8.27. Every June and December, the organization reviews the Authorization Receipt Listing provided by the LRS APO, annotates required changes, signs and dates the listing, and returns it to the APO.

1.8.8.28. Retain the classified and NWRM authorization receipt listing (from Document Control/Customer Service) until an updated listing is received.

1.8.9. All Air Force Personnel. All AF personnel are responsible for government property under their control IAW AFI 23-111. AF members and employees may be held financially liable for the loss, damage, or destruction of AF property caused by their negligence, willful misconduct, or deliberate unauthorized use. For determining when a financial liability investigation (formerly Report of Survey) is required, see DoD Financial Management Regulation 7000.14-R, Volume 12, **Chapter 7**, DoD Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen.

Section 1C—Supply Chain Goals, Metrics, Boards and Working Groups

1.9. Goals Supply chain management (SCM) goals are promoted to:

1.9.1. Achieve ample planning and resourcing of the logistics infrastructure to ensure weapon system readiness that meets warfighter needs.

1.9.2. Champion policy, programs and processes to field, modify and sustain weapon systems.

1.9.3. Advocate for robust depot level maintenance/repair capability through continuous improvement and innovation to include SCM innovation and responsiveness.

1.9.4. Advocate for an integrated supply chain through new or improved business initiatives and appropriate resources.

1.9.5. MAJCOM and base-level goals will support AF enterprise-level goals. MAJCOMs and bases will identify materiel management objectives that support the AF Enterprise goals. (T-1).

1.10. Metrics.

1.10.1. Metrics will be used at all levels of command to drive improved performance and adhere to well-established guidelines. (T-1). While recognizing the utility of legacy metrics, the emphasis of AF metrics shall highlight leading versus lagging indicators.

1.10.2. Development. AF/A4L serves as the approving authority for metrics. In conjunction with AFMC, will clearly define metrics.

1.10.3. Metrics Data Call.

1.10.3.1. Metrics Updates. A4LR directs an annual data call for updates to metrics (for next FY) by 1 Mar of each year. This data call should include, at a minimum, information in support of:

1.10.3.1.1. President's budget and BES.

1.10.3.1.2. HAF and Office of Secretary of Defense (OSD) quarterly execution reviews.

1.10.3.1.3. OSD SCM Group monthly metrics.

1.10.3.2. Data Call Responses. MAJCOMs provide responses to AF/A4L annual data call NLT 1 Apr of each year, or the date specified.

1.10.3.2. **(AFMC)** AFSC will provide AF Supply Chain Management (SCM) metrics within the timelines of the AF/A4L data call schedule. **(T-2)**

1.10.4. MAJCOMs develop metrics to support enterprise level metrics, and ensure their units have the capability to gather and track required information.

1.10.5. AFMC tracks, analyzes and reports AF SCM metrics. Additionally, AFMC interfaces with DLA to obtain AF data and metrics.

1.10.5. **(AFMC)** AFSC tracks, analyzes and reports AF SCM metrics. Additionally, AFSC interfaces with DLA to obtain AF data and metrics.

1.10.6. Supervision at all levels will use metrics to evaluate the overall health of the unit and ability to meet mission requirements. (T-1). Leaders, supervisors and technicians must have accurate and reliable information to make decisions. To do this, metrics will be:

1.10.6.1. Accurate and useful for decision-making.

1.10.6.2. Consistent and clearly linked to goals/standards.

1.10.6.3. Clearly understood and communicated.

1.10.6.4. Based on a measurable, well-defined process.

1.11. Boards and Working Groups.

1.11.1. Overview. The AF supply chain community has established several boards and working groups to work important issues. One of these various working groups, is the Logistics Working Group (LWG). The LWG is part of the AF Enterprise Logistics Governance structure. The LWG reports to the AF Logistics Board. The LWG is chaired by the AF/A4L with the following members: Deputies from Logistics and Product Support (SAF/AQD), AF/A4L, Directorate of Resource Integration (AF/A4P) and MAJCOM/A4s. The working groups

identified in this section are sanctioned by the AF Logistics Board. The purposes and membership composition of these boards and working groups are explained in the following paragraphs. In all cases, the ultimate objective is to apply the principles of quality management to all facets of the AF supply chain.

1.11.2. Air Force Materiel Management Chiefs Advisory Board (AFMMCAB).

1.11.2.1. The AFMMCAB will:

1.11.2.1.1. Review and comment on all proposed changes in the materiel management career field. The board will accept inputs on any materiel management issues and promote changes for improving the overall organization, equipping, and training of all assigned materiel management.

1.11.2.1.2. Review issues from an AF perspective and provide its assessments to the appropriate AF policy working group. The board will be directly responsible to the Logistics Readiness Division (AF/A4LR) Materiel Management Air Force Career Field Manager (AFCFM) when in session. (T-1). In turn, the AFMMCAB will provide any input to the AF Logistics Board through the AF Logistics Readiness Chiefs Advisory Group.

1.11.2.2. Membership. The AFMMCAB members include the Materiel Management AFCFM, the Materiel Management MAJCOM Functional Manager and the MAJCOM Materiel Management Chiefs. The Materiel Management AFCFM is the chairperson. Topics, comments, and recommendations are solicited from all MAJCOMs. The AFCFM should direct additional membership changes as necessary to maintain a balanced mix of materiel management backgrounds from the MAJCOMs, Numbered Air Forces, FOA, DRU, LRSs and other base level organizations as appropriate. Members should attend all board meetings.

1.11.2.3. Advisors. AFMMCAB advisors include materiel management senior enlisted leaders from the Air Force Personnel Center overseeing materiel management enlisted assignments (Air Force Personnel Center/DPA) and deployment scheduling functions (Air Force Personnel Center/DPW); HAF Functional Manager and Global Force Manager with oversight of materiel management war plans and tasking functions; and the USAFCENT staff CMSgt. Representatives should attend all meetings unless otherwise directed by the chairperson. Base level materiel management Chief Master Sergeants in the local area may attend open sessions with prior coordination with the AFCFM.

1.11.2.4. Meeting Frequency. The board will meet at least annually. The chairperson may call special meetings as appropriate.

1.11.2.5. Minutes. The board publishes and distributes meeting minutes to all MAJCOMs, all supply chief master sergeants, and all supply organizations through their MAJCOM Chief or Senior Enlisted Manager.

1.11.3. Air Force Supply Chain Policy Working Group (AFSCPWG).

1.11.3.1. Purpose.

1.11.3.1.1. Focuses on supply and inventory control policies and related logistics functions that affect or influence AF stockage requirements/inventory control policies

and their corresponding interface with DoD inventory control point requirements and distribution systems.

1.11.3.1.2. Provides a forum for fostering a cooperative approach to supply warfighting issues to include communications and other non-airborne supply policy issues.

1.11.3.2. Membership. The Chair is the AF/A4LR Division Chief, or his/her designated representative. The AFSCPWG is an executive-level group consisting of military or civilian logistics leaders from the MAJCOMs and other key logistics agencies. Each voting member has an equal voice on issues.

1.11.3.3. Advisors. Non-Voting membership will be determined by the AFSCPWG voting membership.

1.11.3.4. Secretariat. AFMC will serve as the Secretariat or appoint another organization to accomplish these activities. The Secretariat will work with the Chair to develop a conference agenda for AFSCPWG meetings. After agenda approval, the Secretariat will:

1.11.3.4. **(AFMC)** AFMC/A4R appoints the 635 SCOW to serve as the secretariat for the AFSCPWG.

1.11.3.4.1. Identify who will make presentations at the conference and the proposed length of the presentation.

1.11.3.4.2. Secure any briefings or other documents for AFSCPWG discussion prior to the conference. Provide all documents via a designated website for access by all AFSPCWG members.

1.11.3.4.3. Take conference minutes and provide them to the Chair for review and approval.

1.11.3.4.4. Manage all AFSCPWG Action Items to define what is to be done, who is to do it, and when is the estimated completion date. Prior to each AFSCPWG conference, the Secretariat will contact the designated Action Item OPRs to ensure either Action Item resolution or a status report will be available to the AFSCPWG members.

1.11.3.5. AF/A4LR will schedule AFSCPWG meetings on a semiannual basis or as needed to work critical time sensitive issues.

1.11.3.6. Minutes. The board through the Secretariat publishes and distributes meeting minutes to all AFSCPWG members.

1.11.4. Equipment Policy Working Group (EPWG).

1.11.4.1. Purpose:

1.11.4.1.1. Address equipment matters, to include authorizations, review process, computation, allocation, reporting, supporting information technologies, use, and accountability.

1.11.4.1.2. Seek input and provide clear and effective equipment policy and guidance.

1.11.4.2. Membership. The Chair of the EPWG is the Air Force Logistics Readiness Division (AF/A4LR) Chief, or his/her designated representative. Voting membership in the EPWG consists of a single representative from each MAJCOM. The EPWG Chair retains veto authority.

1.11.4.3. Advisors. Non-Voting membership will be determined by the EPWG voting membership.

1.11.4.4. Secretariat. AF/A4LR will either serve as the Secretariat or appoint another organization to accomplish these activities. The Secretariat will work with the EPWG membership to develop a conference agenda. After agenda approval, the Secretariat will:

1.11.4.4.1. Identify who will make presentations at the conference and the proposed length of the presentation.

1.11.4.4.2. Secure any briefings or other documents for EPWG discussion prior to the conference. Provide all documents via a designated website for access by all EPWG members.

1.11.4.4.3. Take conference minutes and provide them to the EPWG Chair for review and approval.

1.11.4.4.4. Manage all EPWG action items to define what is to be done, who is to do it, and when is the estimated completion date. Prior to each EPWG conference, the Secretariat will contact the designated action item OPRs to ensure either Action Item resolution or a status report will be available to the EPWG members.

1.11.4.5. Meeting frequency. The EPWG will meet at a minimum once per year.

1.11.4.6. Minutes. The board through the Secretariat publishes and distributes meeting minutes to all EPWG members.

1.11.5. The Contractor Supported Weapon Systems Working Group (CSWSWG).

1.11.5.1. Purpose:

1.11.5.1.1. Focus on materiel management stockage and inventory control policies and related logistics functions that affect or influence AF contractor supported weapons systems policies and their corresponding DoD requirements. The types of contracts include, but are not limited to: Performance Based Logistics, Contractor Logistics Support (CLS), Interim Contractor Support (ICS), etc.

1.11.5.1.2. Establish a partnership between Government and industry for the most effective and efficient means of managing the AF's premier weapon systems.

1.11.5.1.3. Provide a forum to address AF contractor supported weapons systems issues.

1.11.5.1.4. Seek input and provide clear and effective AF contractor supported weapons systems policy and guidance.

1.11.5.2. Membership. The Chair is the AF/A4LR Chief or his/her designee. Membership in the CSWSWG includes the materiel management representatives from the MAJCOMs and other key logistics agencies. The CSWSWG Chair retains the authority to guide the agenda of the working group.

1.11.5.3. Secretariat. AF/A4LR will either serve as the Secretariat or appoint another organization to accomplish these activities. The Secretariat will work with the Chair to develop a conference agenda for CSWSWG meetings.

1.11.5.4. Meeting Frequency. The CSWSWG will meet twice a year.

1.11.5.5. Minutes. The board through the Secretariat publishes and distributes meeting minutes to all CSWSWG members.

1.11.6. Joint Physical Inventory Working Group (JPIWG).

1.11.6.1. Purpose

1.11.6.1.1. The DoD is chartered to develop, maintain, and improve the program of physical inventory control for DoD supply system materiel.

1.11.6.1.2. Resolve inter-Service problems through direct coordination among JPIWG members.

1.11.6.1.3. Find solutions to problems presented to the JPIWG.

1.11.6.1.4. Recommend changes to DoD supply system to the Deputy Assistant Secretary of Defense for Logistics (DASD(L)) as necessary.

1.11.6.2. Membership. The DoD PICP Administrator, DLA Logistics Management Standards Office, chairs the JPIWG. Membership in the JPIWG includes each Military Department and Defense Agency with an interest in physical inventory matters. Also, the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense (USD(C)/CFO) provides one representative to the JPIWG.

1.11.6.3. Refer to DoDM 4140.01, Volume 5, *DoD Supply Chain Materiel Management Policy: Delivery Of Materiel* and DLM 4000.25, Volume 2.

Chapter 2

PLAN

2.1. Overview. This chapter outlines AF guidance for the materiel management processes associated with demand and supply planning for base and depot retail operations. See **paragraph 3.4** of this instruction for AF guidance on depot wholesale Item Management stockage requirements. These activities include Stockage Policy; Financial Management; WRM; Degraded Operations; and Readiness Spares Packages and Kits; Contingency/Wartime Planning; Life Cycle Product Support Planning; Provisioning; Weapons System Support Program; Spares Breakout Program and TRAP. See DoDM 4140.01, AFI 10-401, and AFI 10-403 for guidance contained in this section.

2.1.1. **(Added-AFMC)** AFMC materiel management organizations will plan, resource, and employ risk management strategies to identify, assess, and mitigate potential supply chain disruptions. Successful Supply Chain Risk Management (SCRM) maintains the integrity of products, services, people, and technologies; and ensures the undisrupted flow of product materiel, information, and finances across the lifecycle of a weapon or support system in support of continued AF operations.

2.1.1.1. **(Added-AFMC)** AFMC/A4R is the SCRM focal point for the Command.

2.1.1.2. **(Added-AFMC)** All AFMC Centers will be responsible for reporting to AFMC/A4R on all things SCRM related.

2.2. Stockage Policy.

2.2.1. Stockage policy addresses requirements (stock levels), retention, transfer (to include excess materiel) and reclamation requirements except fuels.

2.2.2. Determining materiel requirements.

2.2.2. **(AFMC)** AFMC centers responsible for the wholesale management of secondary items will determine materiel requirements:

2.2.2.1. The consumable and reparable requirements objective must accomplish the following:

2.2.2.1.1. Purchase needed items at minimal ordering and holding cost.

2.2.2.1.2. Make maximum use of available assets before acquiring additional materiel. This includes, but is not limited to:

2.2.2.1.2.1. Substitute interchangeable items where differences are minor.

2.2.2.1.2.2. Modify items if considered suitable and economical.

2.2.2.1.2.3. Use assets from the DLADS.

2.2.2.1.2.4. Use reconditioned serviceable assets and assets from reclamation, where practical.

2.2.2.1.2.5. Maintain an effective repair program for reparable items.

2.2.2.1.3. Allocate resources (materiel, facilities, personnel, and funds) to achieve an optimum balance in program support consistent with availability and support goals, mission priorities and assigned unit precedence.

2.2.2.1.4. Implement the latest applicable AF planning and programming documents when computing stock requirements, including RSP materiel requirements and supplemental program data, such as missile months and projected flying hours.

2.2.2.1.5. Maintain current standard catalog and Consolidated Sustainment Activity Group (CSAG) Supply Division price data.

2.2.2.1.6. Establish flexible supply management procedures capable of providing continuous support during volatile and sometimes adverse conditions.

2.2.2.1.7. Ensure adequate initial stockage of items.

2.2.2.1.8. Ensure retention of adequate stockage for issuance and MAJCOM coordination for contingency purposes.

2.2.2.1.9. Establish quantitative goals to reduce unneeded inventory.

2.2.2.1.10. Ensure potential reutilization/disposal materiel, as well as inactive and obsolete items, are removed from the AF supply system stock in an efficient, timely, and economical manner.

2.2.2.1.11. Ensure timely management action to reduce or cancel purchase requests and terminate contracts when requirements are reduced for items in the procurement cycle.

2.2.2.1.12. Ensure asset data is available for use.

2.2.2.1.13. Ensure there are adequate quality control procedures established to verify and validate the data and critical factors that affect requirements computations.

2.2.2.2. Categories and Characteristics of Consumable Items:

2.2.2.2.1. An item categorized as a consumable is an item of supply (except explosive ordnance and major end items of equipment) that's normally expended or used up beyond recovery in the use for which it is designed or intended.

2.2.2.2.2. Categorize consumables according to the ERRC. Refer to TO 00-20-3, *Maintenance Processing of Reparable Property and Repair Cycle Asset Control System*.

2.2.2.2.2.1. Consumables may be expendable and non-reparable "XB3" or expendable and field reparable "XF3".

2.2.2.2.2.1.1. "XB3" items may be reconditioned (cleaned, painted, straightened, sharpened, etc.) by users. "XB3" items costing $50 or more may be authorized repair by the competent maintenance authority at organizational and intermediate levels.

2.2.2.2.2.1.2. Don't return unserviceable goods marked "XF3" to the depot or specialized repair unit. XF3 items that cannot be restored at the retail maintenance level should be transferred to the servicing DLADS.

2.2.2.2.2.2. Non-working capital funds items are categorized as EOQ requirements. They derive the EOQ requirement from a mathematical equation both for wholesale and retail. For consistency, wholesale and retail activities share computational methodology.

2.2.2.3. Consumable Item Computational Guidance:

2.2.2.3.1. Use the EOQ to:

2.2.2.3.1.1. Minimize the total cost of ordering and holding inventories.

2.2.2.3.1.1.1. **(Added-AFMC)** AFMC's ICP's responsible for the wholesale management of EOQ secondary items will immediately update the cost-to-order and cost-to-hold inventory for EOQ computations when a significant change occurs, as well as perform an annual validation.

2.2.2.3.1.2. Compute peacetime and WRM purchase requirements for consumables.

2.2.2.3.1.3. Develop categories for budgeting and evaluating inventory.

2.2.2.3.2. Consider the importance of each mission in determining which requirements to fill.

2.2.2.4. Consumable Item Computing Requirements:

2.2.2.4.1. Determine EOQ at the wholesale level for a maximum of 24 months demand. To determine the minimum EOQ, use either the Administrative Lead Time or 6 months, whichever is less.

2.2.2.4.1.1. The EOQ minimum level may be overridden if a lesser quantity is demonstrably more cost effective.

2.2.2.4.1.2. AFMC may adjust the maximum EOQ downward to ensure they operate within budget.

2.2.2.4.1.2. **(AFMC)** 635 SCOW may adjust the maximum Economic Order Quantity (EOQ) downward to ensure operations remain within budget. Customer Oriented Leveling Technique (COLT) will be used to determine the maximum EOQ for DLA managed Budget Code 9 items. For additional guidance refer to DAFMAN 23-122, Chapter 2.

2.2.2.4.1.3. Adjust EOQ downward for phased-out end items or those declining in demand.

2.2.2.4.2. Determine EOQ at the retail level-for a maximum of 12 months demand.

2.2.2.4.2.1. Adjust EOQ downward for phased-out end items or declining in demand.

2.2.2.4.2.2. Override the targeted EOQ requirement when more cost-effective quantity is documented.

2.2.2.4.3. Estimate projections for demand-based requirements using past records of recurring demand. Factor in serviceable returns.

2.2.2.4.3.1. Purchase demand-based items when demand for items exceeds goods

on-hand and on order.

2.2.2.4.3.2. Determine the reorder point by adding together the Administrative Lead Time, stock due-out quantity, variable safety level and applicable non-demand-based additive requirements.

2.2.2.4.3.2.1. Determine the variable safety level to augment the operating level of supply. This allows for continuous operations when demand rises steeply or when lead-time is extended. Decrease safety levels as fluctuations even out.

2.2.2.4.3.2.2. Determine non-demand-based requirements for goods that have limited or no demand history, but qualify for purchase based on other criteria. Two types of non-demand-based requirements are insurance (INS) and calendar time change items.

2.2.2.4.3.2.3. Identify essential items with no demand records or forecast for failure reports and stock them at the wholesale level as INS items. These should not exceed the cost of one minimum replacement unit without documentation and justification of the added cost.

2.2.2.4.3.2.4. Determine additive requirements to identify items not supported by past demand records.

2.2.2.4.3.2.4.1. Document and validate these requirements for authorization at both the retail and wholesale levels.

2.2.2.4.3.2.4.2. Request authorization for additive requirements when laying in stock at a base or adding stock to support a net increase in end item population or in base deployments.

2.2.2.4.3.2.4.3. Use the additive requirement for items such as those with calendar time changes, short shelf-life and short program life.

2.2.2.4.3.2.4.4. Request additive requirement authorization for modified items and applications that can’t adapt for use with the EOQ formula.

2.2.2.5. Consumable Item Reporting Stratification.

2.2.2.5.1. Use stratification reports to develop item purchasing and depot maintenance budgets; determine readiness status of inventories; and relate assets to the approved acquisition objective, other authorized retention of stock, and potential for reusing or disposing of materiel. Maintain an audit trail if a method other than stratification for budgeting is utilized.

2.2.2.5.2. Develop wholesale and retail dollar value stratification summaries outlining individual item asset and requirement comparisons. Stratify consumable items at least semiannually to reflect inventory as of September 30 (consulted during inventory reporting and funding reviews) and once to reflect inventory as of March 31 (used for budget preparation).

2.2.2.6. Reparable Item Computation. The AF reparable requirements computation system will be forward-looking using past usage that is converted to a demand rate. **(T-1).** It will apply this rate to project future usage. **(T-1).** The reparable item computation will be used

to develop inventory stratification tables needed for budget submission and inventory evaluation. **(T-1).**

2.2.2.6.1. Categories and Characteristics of Reparable Items:

2.2.2.6.1.1. An item categorized as a reparable is an item of supply (except explosive ordnance and major end items of equipment) is subject to repair cycle control.

2.2.2.6.1.2. Removal of a malfunctioning reparable item is normally followed by a request to supply for a replacement item.

2.2.2.6.1.3. When the replacement request either issues or backorders, the removed item will normally be automatically placed under DIFM control. **(T-1).**

2.2.2.6.1.4. Refer to AFMAN 23-122 for DIFM return procedures. Categorize reparables according to the ERRC. Refer to TO 00-20-3, *Maintenance Processing of Reparable Property and Repair Cycle Asset Control System*.

2.2.2.6.1.5. Reparable may be both field reparable "XF3" and depot reparable "XD2".

2.2.2.6.2. Requirements Computation. Requirements for spares support consists of the following elements. (Ref. **Attachment 1, *Terms*** for more detail on terms).

2.2.2.6.2.1. Base Stock Level.

2.2.2.6.2.2. Base Repair Cycle.

2.2.2.6.2.3. Order and Shipping Time (O&ST).

2.2.2.6.2.4. Safety Level.

2.2.2.6.2.5. Negotiated Level.

2.2.2.6.2.6. Depot Stock Levels.

2.2.2.6.2.7. Depot Repair Cycle.

2.2.2.6.2.8. Procurement Lead Time.

2.2.2.6.2.9. Operating Requirement.

2.2.2.6.2.10. Condemnation Requirement.

2.2.2.6.2.11. Additive Requirement.

2.2.2.7. Non-demand-Based Requirements. Items with limited or no-demand history, but qualify for stockage based on other criteria. Three types of non-demand-based requirements are for INS, Numeric Stockage Objective, and calendar time change items.

2.2.2.7.1. No Demands. Essential items with no demands or forecast of failure will be identified and stocked as determined by AFMC as INS items and will not exceed one minimum replacement unit unless fully justified and documented. **(T-2).**

2.2.2.7.1. **(AFMC)** AFSC and AFLCMC/HN will identify and determine stockage strategy for essential items with no demands or forecast. This determination will be

documented in separate procedural guidance and approved by AFMC/A4RM prior to implementation. **(T-2)**

2.2.2.7.2. Low or Sporadic Demands. Essential items with demands or forecast of failure with either low or sporadic is treated as Numeric Stockage Objective. These items are stocked in minimum quantities.

2.2.2.7.3. Additive Requirements. Additional requirements authorized for initial lay-in of base stocks and to support a net increase in end item population or planned base deployments. May be used for items such as those with calendar time changes, short shelf-life and short program life items, or for modifications and other applications that are not computing in the computation.

2.2.2.8. Asset usage data is data necessary for the computation of requirements. Asset usage data is obtained from appropriate IT systems, stock balance consumption reports as well as any other official source. Data includes:

2.2.2.8.1. Worldwide Assets. All serviceable and unserviceable assets, including DIFM and TO compliance at both wholesale and retail level.

2.2.2.8.2. On-Order Assets. On-order assets include firm quantities due-in obtainable through the Interservice Supply Support Program; items bailed to contractors; quantities subject to contract termination, Foreign Military Sales (FMS); customer excess; and assets from reclamation.

2.2.2.9. Materiel Programs. Inventory positions or levels of activity are expressed in terms of hours, months, units, overhauls or recoveries. These include:

2.2.2.9.1. Past Programs. Statements of actual inventory or accomplishments during a specific past period.

2.2.2.9.2. Projected Programs. Estimates of planned inventory and accomplishments during a future period.

2.2.2.9.3. Organizational Intermediate Maintenance Programs.

2.2.2.9.4. Depot Level Maintenance Programs.

2.2.2.10. Consumption Rate Development. These rates are computed from base consumption information and depot reparable generations.

2.2.2.10.1. Base Consumption Rates. Base consumption rates are determined by taking the number of failures at base level, over a specific period of time, divided by the operating program for that same time period. **(T-1).** Base consumption rates include (Ref. **Attachment 1, *Terms*** for more detail on terms):

2.2.2.10.1.1. Total Organizational Intermediate Maintenance Demand Rate.

2.2.2.10.1.2. Base Condemnation Rate.

2.2.2.10.1.3. Base NRTS Rate.

2.2.2.10.2. Depot Consumption Rates. These rates are computed using the number of failures at depot level divided by the appropriate depot program.

2.2.2.11. New Items.

2.2.2.11.1. Initial Requirements Quantity. Calculated as the total of Expendability, Recoverability, Reparability Category Designator (ERRCD) "XD2" items needed to support a program time span equal to the Procurement Lead Time, plus an operating period of 3 months (lead time plus 3 months), which will be at least 12 months. The operating period allows for the conversion from the initial requirements computation to the recurring replenishment computation.

2.2.2.11.2. Compute quantities for the operating period, base and depot repair cycle, and if authorized, additive requirements not covered by other segments.

2.2.2.12. Reparable Item Stratification Reports are generated in the applicable IT system from the requirements determination process. They are used to uniformly portray the materiel requirements and available assets (on-hand and on-order) of individual items at the wholesale and retail levels.

2.2.2.12.1. The wholesale level will develop dollar value stratification summaries depicting individual item asset and requirement comparisons. **(T-1).**

2.2.2.12.2. Reparable items will be stratified quarterly, unless waived. **(T-1).** Stratification cutoff dates are 30 September, 31 December, 31 March and 30 June of each fiscal year.

2.2.2.13. Centrally Managed Equipment.

2.2.2.13.1. Criteria:

2.2.2.13.1.1. Assigned Procurement Source Code (PSC) "5".

2.2.2.13.1.2. Separate, primary, end item (other than the weapon itself), needed by an individual or organization to perform an assigned mission.

2.2.2.13.1.3. Assigned ERRC "ND" or "NF".

2.2.2.13.2. Equipment will be acquired to:

2.2.2.13.2.1. Meet a specific predetermined future requirement.

2.2.2.13.2.2. Fill an existing shortage.

2.2.2.13.2.3. Replace a condemned item.

2.2.2.13.3. Equipment item requirements computation will cover the conditions above; however, circumstances may arise which will generate requirements for equipment items other than those identified. In these cases, AFMC may establish levels in the equipment item requirements computation IAW HQ AFMC guidance.

2.2.2.13.3. **(AFMC) Note:** Refer to AFMCMAN 23-102, *Computation of Requirements for Equipment Items* for guidance.

2.2.2.13.4. Base and depot stock levels are not authorized for centrally acquired equipment items. Exceptions to this policy are non-expendable individual equipment.

2.2.3. Retention.

2.2.3.1. Retention rules ensure proper utilization of Government property and prevent unnecessary procurement.

2.2.3.2. Wholesale Stockage Retention. AFMC will:

2.2.3.2. **(AFMC)** AFMC centers responsible for wholesale item management will:

2.2.3.2.1. Retain only sufficient quantities of centrally procured serviceable and economically reparable assets used on active DoD weapon systems and end items required to support the projected life of the weapon system.

2.2.3.2.2. Retain stocks IAW DoDM 4140.01 and this AFI.

2.2.3.2.3. Retain serviceable assets up to the authorized Foreign Military Sales Order I (FMSO I) stock level to support projected Cooperative Logistics Supply Support Arrangement (CLSSA) program requisitions.

2.2.3.2.4. Retain all serviceable LP, Local Manufacture (LM), and one-time buy assets for active DoD Weapons systems and end items for 30 months after the last demand.

2.2.3.2.5. Retain ample quantities of assets applicable to DoD weapons systems or end items to support modified or phased out items through the modification program or phase-out period.

2.2.3.2.6. Retain serviceable assets peculiar to weapons systems or end items used solely by FMS customers pending completion of a buy-out program. Keep these items no longer than 2 years from the date the AF makes a buy-out offer to FMS customers.

2.2.3.2.7. Consider shelf-life, storage space limitations, weapons system essentiality, population, and projected life when deciding what to keep. Regularly review retention additives and ensure they have been deleted once they have served their legitimate purpose and are no longer justified.

2.2.3.2.8. Asset Stratification. Stratify principal and secondary items to show assets against materiel requirements IAW DoDM 4140.01, Volume 6, *DoD Supply Chain Materiel Management Policy: Materiel Returns, Retention, And Disposition* for: AFMC

2.2.3.2.8. **(AFMC)** Asset Stratification. AFSC/LZRA will stratify principal and secondary items to show assets against materiel requirements IAW DoDM 4140.01, Vol. 6 for:

2.2.3.2.8.1. Approved Acquisition Objective (AAO) stock.

2.2.3.2.8.2. Economic Retention Stock (ERS).

2.2.3.2.8.2.1. ERS is developed by calculating an Economic Retention Limit which represents the maximum retention level of stock that could be economically justified to meet future peacetime requirements. ERS is the quantity of stock excess to the AAO requirement, but within the Economic Retention Limit.

2.2.3.2.8.2.2. True economic retention criteria, includes evaluating potential future reprocurement costs, repair costs, depot survival rate, expected returns from disposal of materiel, costs of storing peacetime demand expectations. To warrant ERS, an item must have a reasonably predictable demand rate.

2.2.3.2.8.2.3. **(Added-AFMC)** All items with ERS are required to have an

annual review completed that focuses on retaining only those stocks that have an approved economic method. Highest priority will be given to ERS with the largest dollar value or largest inventory storage cube requirement.

2.2.3.2.8.3. Contingency Retention Stock (CRS).

2.2.3.2.8.3. **(AFMC) Note:** AFSC/LZRA will manage and authorize CRS category W. **(T-2)** 448 SCMW will manage and authorize CRS categories C, F, H, M & P. **(T-2)**

2.2.3.2.8.3.1. WRM Contingency Retention Stock is stock held above the approved acquisition objective to support anticipated contingencies or operations. The contingency retention stock will mainly consist of critical and difficult to obtain assets. Items authorized as WRM CRS are identified against allowance standard 929AAOA.

2.2.3.2.8.3.2. WRM GMO will work with DLA to ensure DLA-managed items with CRS quantities are reviewed annually.

2.2.3.2.8.3.2.1. **(Added-AFMC)** Program Offices that require retention or disposal deferral requests for DLA weapon system specific stock numbers will submit request(s) via official memorandum. Requests will be submitted to the Air Force Life Cycle Management Center (AFLCMC/LG) and coordinated through AFSC/LG. The memorandum will include NSN, quantity, unit of issue, Weapon System Designator Code (WSDC), and Contingency Retention Stock (CRS) code for each stock number. CRS codes will be identified IAW DoDM 4140.01-V6, *DoD Supply Chain Materiel Management Procedures: Materiel Returns, Retention, and Disposition*. Requirements for depot and operational demands will be taken into consideration. Upon input and recommendation by AFLCMC/LG and AFSC/LG the request(s) will be submitted to AFMC/A4RM. AFSC/LG (or designee) and AFLCMC/LG-LZ (or designee) will attest in writing to the review and retention decisions of applicable DLA CRS quantities and that the WSSP reflects current weapon system information. Services are required to review retention stock or disposal deferral coded items every three years IAW DoDM 4140.01, Vol 6. **(T-2)**

2.2.3.2.8.3.2.2. **(Added-AFMC)** AFMC organic Inventory Control Points (ICPs) will review and validate the methodologies for stock retention annually with AFMC/A4RM. AFMC ICPs will give highest review priority to CRS items with the largest dollar value or largest inventory storage cube requirement. **Note:** ICPs within a single Center will consolidate review/validation methodology actions prior to meeting with AFMC/A4RM. **(T-2)**

2.2.3.2.8.3.3. MAJCOMs are authorized to maintain quantities of WRM and BEAR CRS. WRM CRS requires approval by WRM GMO.

2.2.3.2.8.3.3. **(AFMC)** All AF-managed items with CRS are required to have a 100% annual review completed that focuses on retaining only those stocks that have documented rationale for retention above economic limits.

2.2.3.2.8.3.3.1. CRS-Storing MAJCOMS will request CRS by memorandum to WRM GMO. Approved requests will be maintained on the WRM GMO SharePoint.

2.2.3.2.8.3.3.1. **(AFMC)** AFSC/LG is the approving authority for weapon system exclusions (CRS code W). Organizations wishing to pursue a weapon system exclusion will submit an official memorandum to AFSC/LG and any additional data required by the AFSC to justify assignment.

2.2.3.2.8.3.3.2. The WRM GMO, in conjunction with Storing Commands, will annually validate approved requests for CRS.

2.2.3.2.8.3.3.2. **(AFMC)** For previously approved weapon system exclusions, if the organization who originally requested assignment wishes to retain CRS code W, they must initiate an annual 100% review of the items and provide supporting documentation to AFSC/LG.

2.2.3.2.8.3.3.3. Centrally managed stock will require disposition from the Item Manager for disapproved or non-validated CRS requests.

2.2.3.2.8.3.4. Replacement of CRS is not authorized.

2.2.3.2.8.3.5. CRS is not authorized if valid shortages exist within the WRM enterprise.

2.2.3.2.8.3.6. **(Added-AFMC)** For specific guidance on CRS categories, refer to DoDM 4140.01-V6, Section 4.

2.2.3.2.8.4. Potential Reutilization (PR) stock.

2.2.3.2.8.5. **(Added-AFMC)** Centers responsible for the wholesale management of secondary items will use their inventory stratification data to assess the ability of their secondary item inventory to meet the stated requirement and ensure that surplus inventories are kept only if warranted.

2.2.3.2.9. Retain wholesale assets up to the total allowable AAO, ERS, and CRS levels for the projected life of the weapon system or end item. Support and provide AF/A4LR with AF wholesale retention data IAW DoDM 4140.01, Volume 6.

2.2.3.3. Retail Stockage Retention. For serviceable items used to support a weapon system or end item in use at the retail activity, retain:

2.2.3.3.1. Centrally procured investment ERRCD “XD2” items until the AFMC wholesale Inventory Management Specialist provides disposition instructions.

2.2.3.3.2. Centrally procured serviceable consumable budget code “8” and “9” (ERRCD code XB3, XF3, and NF1) items with a Date of Last Demand less than 10 years, assigned Stockage Priority Code (SPC) not equal to 5 or E, and the SPC date assigned is less than 9 years.

2.2.3.3.3. Other centrally procured serviceable consumable budget code “8” and “9” items (ERRCD code XB3, XF3, and NF1) not used to support a weapon system or end item in use at the retail activity, when date of last demand is less than 3 years, SPC assigned is not equal to 5 or E, and the Date SPC assigned is less than 2 years.

2.2.3.3.4. LP, LM, or non-national stock numbered items for 12 months.

2.2.3.3.5. Equipment authorization inventory data (EAID) items and specified non-EAID items (AS016) as long as authorized and required to perform assigned missions.

2.2.3.3.5.1. Authorization will be established based on an allowance standard or a special ASC, and recorded on the authorized/in use detail records.

2.2.3.3.5.2. Authorizations will be deleted when the equipment is no longer needed to perform the assigned mission. Retain EAID items carried on the "FB" or "FE" supply account as long as authorized to a support organization.

2.2.3.3.6. Serviceable non-EAID (retail outlet) equipment items authorized for stock for 30 to 39 months after the last demand or 24 months after the new item record is established.

2.2.3.3.7. Inventory Control Point (ICP) unserviceable assets until receiving disposition instructions from the wholesale manager.

2.2.3.3.8. Items on systems or end items no longer in use at activity or for which no item record is found in the materiel management IT system or requirement, report the items to AFMC and transfer or dispose of the assets as directed.

2.2.3.3.9. Assets may be transferred to disposal or to the wholesale supply point before the required retention period expires if they exceed shelf-life or storage space limits. Consult with the LRS CC/APO or equivalent to deviate from retention policy when storage space is a problem. Coordinate with AFMC before returning assets to the wholesale stock point.

2.2.3.3.10. Retail activities must retain secondary items applicable to weapon systems and end items in use at the retail activity, up to the total allowable AAO and ERS levels.

2.2.3.4. Review Potential Reutilization Stock (PRS) (Excess) prior to approval for disposal. All PRS (excess) items must be reviewed prior to disposal to ensure that no known or projected requirements exist. This review will include exploring possible needs due to next higher assembly (NHA) application, possible modification to a usable configuration, uses for other than its intended purpose and reclamation of component parts. This review may result in the retention of computed excess assets.

2.2.3.4. **(AFMC)** Centers responsible for wholesale item management will review all PRS (Excess) prior to approval for disposal to ensure that no known or projected requirements exist. This review will include exploring possible needs due to next higher assembly (NHA) application, possible modification to a usable configuration, uses for other than its intended purpose and reclamation of component parts. This review may result in the retention of computed excess assets. For assets managed in D035A, see AFMCMAN 23-501V1, Section 5 for future asset balance details.

2.2.4. Transfer Guidance. AFMC will ensure that AF materiel management IT systems' capabilities effectively support redistribution policy to effectively manage and execute the transfer of materiel.

2.2.4. **(AFMC)** AFSC/LG and AFLCMC/Integrated Logistics System-Supply (HIS) will ensure that AF materiel management IT system capabilities effectively support redistribution policy to manage and execute the transfer of materiel. **(T-2)**

2.2.4.1. Transfers within the DoD. It is DoD and AF policy that materiel assets be utilized within the DoD to the fullest extent practicable. Assets of one military service shall be transferred to fill requirements of another military service requirement. Transfer excess AF assets to DoD activities using Interservice Supply Support Procedures. Conduct Interservice Supply Support Procedures interrogations for asset availability, offers of excess assets, and transfers. Interservice transfers will be handled IAW AFMC guidance. **Note:** NWRM assets will not be transferred without written approval from the Wholesale IM IAW AFI 20-110.

2.2.4.2. Transfers to Allied Forces. Transfers to Allied Forces are accomplished according to FMS policy and procedures contained in Defense Security Cooperation Agency (DSCA) Manual 5105.38, *Security Assistance Management Manual (SAMM*) and DoD FMR 7000.14-R, Volume 15.

2.2.4.3. Cooperative Logistics Supply Support Arrangement (CLSSA).

2.2.4.3.1. Assets to support recurring CLSSA secondary item demands shall be stocked and maintained on order from procurement in anticipation of FMS country requisitions.

2.2.4.3.2. When assets are transferred under matured CLSSAs, the sales are made from DoD inventory financed by CLSSA funds, and the materiel cost shall be reimbursable at full stock list price.

2.2.4.3.3. Materiel sold through FMS under matured CLSSAs shall be given equal treatment with AF requisitions (within priority) for on-hand and on-order depot stocks.

2.2.4.3.4. Materiel requests received prior to maturation of the CLSSA are considered non- CLSSA requirements and shall not be provided the same priority as CLSSA requirements. Materiel may be released, but not normally below the control level to fill non-CLSSA requirements.

2.2.4.3.5. On an exception basis, materiel may be transferred from stocks below the control level to fill non-CLSSA requirements if release of the stocks will not adversely affect the support of U.S. Forces (such issues shall not be below the safety level**).**

2.2.4.4. Nonstandard Support. Under nonstandard support procedures the customer's materiel requirements are normally filled from procurement rather than from DoD stocks. Nonstandard support includes hardware or services required to support commercial end items; DoD obsolete end items, including end items that have undergone system support buy outs; and selected non-U.S. origin military equipment. In the event assets are available from DoD inventories, and the transfer out of stock will not adversely impact the support of U.S. Forces, materiel costs shall be reimbursable as follows:

2.2.4.4.1. When assets are within the AAO, materiel costs shall be recouped at full stock list price.

2.2.4.4.2. When assets exceed the AAO and have not been procured in anticipation of military assistance or sales requirements as a result of CLSSAs, or pursuant to a

military assistance or sales order, they are termed Excess Defense Articles and shall be sold in an "as is" condition at excess prices exhibited in DoD 7000.14-R, Volume 15.

2.2.4.4.3. All FMS requirements for nonstandard support will be excluded from the demand base of the respective computational systems. Materiel shall not be procured nor retained in stock in anticipation of FMS transfers under nonstandard support procedures.

2.2.4.5. Transfers to Federal Civil Agencies.

2.2.4.5.1. With the exception of DoD excess materiel, the transfer of assets to agencies outside the DoD shall require reimbursement IAW DoD 7000.14-R, Volume 11a and 11b.

2.2.4.5.1.1. Transfers of stock fund items shall be priced at the current stock list price.

2.2.4.5.1.2. Transfers of non-stock fund items below the AAO shall be priced at the estimated replacement cost of the item minus an adjustment for age and condition of the item being sold, if applicable.

2.2.4.5.1.3. Transfers of non-stock fund items above the AAO shall be priced at the current stock list price minus an adjustment for age and condition of the item being sold, if applicable.

2.2.4.5.2. Transfers of DoD excess materiel shall be non-reimbursable and are not normally authorized from DoD stocks. Such transfers are the responsibility of the DLADS IAW DoDM 4160.21, Volume 3, *Defense Materiel Disposition: Reutilization, Transfer, and Sale of Property.*

2.2.4.5.3. Transfers of DoD non-lethal surplus property may be made to the Department of State for humanitarian relief purposes pursuant to the Federal Used Property for Domestic Use Act of 1990 (reference Title 40, United States Code, **Chapter 48** (as amended), Section 203 - Federal Property and Administrative Services Act of 1949). Such transfers are the responsibility of the DLADS IAW DoDM 4160.21, Volume 3.

2.2.4.6. Transfer of Cryptologic Materiel.

2.2.4.6.1. Transfers of peculiar cryptologic materiel, including communications security materiel shall be accomplished IAW National Security Agency/Cryptographic and Cyber Systems Division regulations. AFMC has overall responsibility for cryptologic materiel management within the AF. This includes item management responsibility for cryptologic materiel and peculiar items related to cryptologic equipment.

2.2.4.6.1. **(AFMC)** Transfers of peculiar cryptologic materiel, including communications security materiel shall be accomplished IAW National Security Agency/Cryptologic and Cyber Systems Division regulations. AFLCMC/HNC has overall responsibility for cryptologic materiel management within the AF. This includes item management responsibility for cryptologic materiel and peculiar items related to cryptologic equipment. **(T-2)**

2.2.4.6.2. Transfers of common cryptologic materiel. Items of supply having application to both cryptologic and non-cryptologic equipment and obtained from supply sources other than AFMC shall follow normal AF policy and procedures.

2.2.4.7. Wholesale Level Redistributable Material.

2.2.4.7.1. Review PRS (Excess) prior to approval for disposal. All potential reutilization (excess) items must be reviewed prior to disposal to ensure that no known or projected requirements exist.

2.2.4.7.1.1. This review will include exploring possible needs due to NHA application, possible modification to a usable configuration, uses for other than its intended purpose and reclamation of component parts.

2.2.4.7.1.2. This review may result in the retention of computed excess assets.

2.2.4.8. Base level redistributable material guidance for AF Serviceable Centrally Procured Items.

2.2.4.8.1. Quantities with ERRC code of “XD2” which exceed the base requisitioning objective, are available for redistribution. This also applies to:

2.2.4.8.1.1. AFMC except for items contained in their storage account.

2.2.4.8.1.2. Equipment items (ERRCD coded ND2 and NF2), except for controlled item code either "N" or "4" (pilferable/sensitive), qualify for redistribution when assets on-hand, plus due-in, exceed quantities authorized to all activities supported by the base. Items coded either "N" or "4" (pilferable/sensitive) will be reported to the IM.

2.2.4.8.2. The quantity of materiel support division stock fund items above the requisitioning objective will be reported provided the extended line item value is $20 or greater.

2.2.4.9. Base level redistributable material guidance for AF Unserviceable (Reparable) Centrally Procured Items.

2.2.4.9.1. Items coded “XD2”, beyond base repair capability, will be processed as directed by AFMAN 23-122 or as indicated in the RIMCS.

2.2.4.9.2. Normally, items coded “XF3” and “XB3”, which are not feasible to repair or recondition at local level, are authorized for processing to DLADS without reporting to the IM. Ensure control codes do not require special actions/processing.

2.2.4.9.3. Items coded “ND”, beyond base repair capability, will be reported to the IM. Reparable “NF” items, controlled item codes either “N” or “4” (pilferable/sensitive) beyond base repair capability, will be reported to the item manager regardless of unit/extended dollar value. Reparable “NF2” items, other than controlled item code “N” or “4”, beyond base repair capability, will be processed to DLADS when the extended line item value is less than $100.00; items $100 and over will be reported to the IM.

2.2.4.10. Reporting redistributable serviceable AF centrally procured items.

2.2.4.10.1. Items coded “XD2” are to be reported to AFMC. Redistribution of these items is determined by AFMC.

2.2.4.10.2. Items coded “XF3” and “XB3” will be reported as detected by the materiel management IT system. **(T-1).** When items are in a buy position, the item manager will advise bases to report excess immediately. **(T-2).**

2.2.4.10.3. Items coded “ND” and “NF” will be reported as detected by the materiel management IT system. **(T-1).**

2.2.4.11. Reporting requirements for redistributable reparable AF centrally procured items.

2.2.4.11.1. Items coded “XD2” beyond base repair capability (NRTS will be shipped to the nearest specialized repair activity or contractor when authorized).

2.2.4.11.2. Item coded “XB3” and “XF3”, regardless of extended line item value, will not be reported to the item manager prior to transfer to DLADS unless special actions are prescribed.

2.2.4.11.3. Reparable “NF2” items, controlled item code “N” or “4” (pilferable/sensitive), which cannot be repaired at base (including base funded contracts) will be reported to the item manager regardless of unit/dollar value. **(T-1).** Reparable "NF2" items, other than controlled item code “N” or “4”, which cannot be repaired at base level (including base funded contracts), will be processed to DLADS when the extended line item value is less than $100.00; items $100 and over will be reported to the IM. **(T-1).**

2.2.4.12. Reporting Requirements for AF centrally procured materiel.

2.2.4.12.1. All AF centrally procured items will be reported when the total line item on-hand quantity is determined to be excess (total excess) to the needs of an activity and is valued at over $20. **(T-1).** Total quantities valued at $20 or less will be processed for disposal without reporting to AFMC for disposition instructions. **(T-1).**

2.2.4.12.2. When only part of the line item on-hand quantity is determined to be excess (partial excess) to the needs of an activity, and is valued at $50 or less, the stock will not be reported to the ICP and will be retained. **(T-1).** Partial excesses valued at greater than $50 will be reported to AFMC requesting disposition instructions. An exception is permitted when AFMC designates an item as critical. **(T-1).** Such items will be reported according to instructions issued by the wholesale manager.

2.2.4.13. Transportation.

2.2.4.13.1. All transportation costs for movement of AF materiel to centralized repair facilities or wholesale materiel management activity will be IAW AFI 65-601 Volume 1, *Budget Guidance and Procedures*.

2.2.4.13.2. The appropriate accounting classification will be cited on the shipping document issued to move the materiel.

2.2.4.14. Reporting Other Than AF Centrally Managed Items.

2.2.4.14.1. Specific instructions for these items are contained in the following references:

2.2.4.14.2. For DLA items, refer to DoDM 4160.21, Volume 1, and other applicable guidance.

2.2.4.14.3. Other Services have management responsibility for items in Federal Supply Classes which are used by the AF. Refer to the Service ICPs for disposition instructions within 30 days subsequent to the receipt of the excess report.

2.2.4.14.4. General Services Administration (GSA) items. Base closures or other actions that require exception to normal disposition procedures will be coordinated with GSA, Federal Supply Service through the MAJCOM before any associated reporting or shipments actions are taken. Procedures for reporting excess GSA managed items are in AFMAN 23-122.

2.2.4.14.5. Locally manufactured items and commercial vendor items will not be reported.

2.2.4.15. Special reporting instructions for certain types of excess.

2.2.4.15.1. Save list items are excess at base level and are not reported. The item manager directs distribution of these items through instructions contained in the original save list.

2.2.4.15.2. Items not identified by a NSN are included on an interservice/agency basis.

2.2.4.15.3. Industrial plant equipment identified only by plant equipment code/manufacturers part number. These items will be identified through DLA Aviation Engineering, Industrial Plant Equipment website.

2.2.4.15.4. Class V (W) ground (surface) ammunition process IAW AFMAN 21-201.

2.2.4.15.5. Items under Defense Threat Reduction Nuclear Agency management, such as, Federal Supply Group (FSG) 11 and all Energy Research and Development Administration (ERDA) Department of Energy (DOE) special design and quality controlled items (identified by manufacturer's code 87991 in DLA’s master item file), and all DoD items designed specifically for use on or processed IAW TO 11N-100-1, *Supply Management of Nuclear Weapons Materiel*.

2.2.4.15.6. Complete Aircraft and Missiles Except Ground Instructional Items. Local excesses will be reported IAW to AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination*. In no instance will complete aircraft be automatically returned.

2.2.4.15.7. Complete Aircraft Engines and Auxiliary Power Units. Base engine managers will issue instructions for local excess serviceable (reparable) engines units IAW AFI 20-115, *Propulsion Management for Aerial Vehicles.*

2.2.4.15.8. AF Vehicles and Attachments. These items will be processed according to AFMAN 23-122. **Note:** Vehicular equipment or special purpose vehicle attachments originally received with new vehicle, will be processed IAW AFI 24-302. Tires will be obtained IAW AFI 24-302.

2.2.4.15.9. Cryptologic materiel will not be abandoned, screened by any foreign government or international organization, nor will it be released to a state government or the general public. Exceptions to this guidance shall be addressed and coordinated with AF/A4L.

2.2.4.15.9.1. Where no special procedure exists for unclassified cryptologic items with materiel management aggregation codes (MMACs) “CI" and "CS" and Federal Supply Classes 5810 and 5811, the local excess will be reported to the applicable item manager for disposition instructions. No shipment is authorized until disposition instructions are received.

2.2.4.15.9.2. Both serviceable and unserviceable (reparable) local excesses of cryptologic spare parts and equipment with MMACs "CI" and "CS" and Federal Supply Classes 5810 and 5811 will be reported.

2.2.4.15.10. AF Medical Service Supplies and Equipment will be processed IAW AFMAN 41-209, *Medical Logistics Support*.

2.2.4.15.11. Subsistence. All local excesses of subsistence items will be processed according to Defense Commissary Agency operating policies.

2.2.4.15.12. Petroleum (to include packaged petroleum products), petroleum-based chemical items, oils, lubricants and chemical items will be processed IAW AFI 23-201, *Fuels Management.*

2.2.4.15.13. For Chapel and Chaplains Equipment and Supplies refer to AFI 52-105, *Chaplain Corps Resourcing.*

2.2.4.15.14. Report and process Class V (Munitions) excess IAW AFMAN 21-201.

2.2.4.15.15. For Information Technology equipment process see AFMAN 17-1203.

2.2.4.15.16. Flags, Pennants, Guidons, Streamers, and Aircraft Plates.

2.2.4.15.16.1. Retain Flags, Pennants, Streamers, and Guidons having AF historical or sentimental value as historical property IAW AFI 84-103, *United States Air Force Heritage Program*. For non-retained items of inactivated units, process IAW DoDM 4160.21 Volume 4, *Defense Materiel Disposition: Instructions For Hazardous Property And Other Special Processing Materiel*. Items no longer suitable for display will be completely destroyed by burning.

2.2.4.15.16.2. When an Air Force Reserve Officer Training Corps detachment is inactivated, unit U.S. flags will be turned in to the support base. Organizational flags with school specific emblems may be donated to the school. The military property custodian will clear equipment APSR asset records.

2.2.4.15.16.3. These type items of inactivated ANG units may be transferred to the state US property and fiscal officer as historical mementos. Those not retained will be processed IAW DoDM 4160.21, Volume 4.

2.2.4.15.16.4. Turn-in aircraft plates to DLADS as excess.

2.2.4.15.17. Process local WRM excess per AFMAN 23-122.

2.2.4.15.18. Redistributable and Excess Security Assistance Program Property. This property will be processed IAW DSCA Manual 5105.38, DoD 7000.14-R, Volume 15.

2.2.4.15.19. Containers (All Types). Process IAW AFI 24-602, Volume 2.

2.2.4.15.19.1. **(Added-AFMC)** Containers with an acquisition cost of $5K or more will be accounted for in the Defense Property Accountability System (DPAS).

2.2.4.15.19.2. **(Added-AFMC)** EAE will provide the Asset Id number to the Container Control Officer (CCO) after initial property records are established for update within the Joint Container Management System (JCMS).

2.2.4.15.19.3. **(Added-AFMC)** CCO/custodian will notify EAE of all accountable container movements to ensure property records are updated in DPAS.

2.2.4.15.19.4. **(Added-AFMC)** Global Ammunition Control Point (GACP) Container Management.

2.2.4.15.19.4.1. **(Added-AFMC)** GACP Owned Container Accountability. GACP owned containers will be accounted for on the using/stored unit's equipment account.

2.2.4.15.19.4.1.1. **(Added-AFMC)** Containers shipped to GACP will be accounted for on GACP's equipment account until follow-on movement is directed by GACP.

2.2.4.15.19.4.1.1.1. **(Added-AFMC)** DPAS transfer procedures will apply if the container is transferred to a DAF unit assigned to a DAF A-UIC.

2.2.4.15.19.4.1.1.2. **(Added-AFMC)** GFP loan procedures will apply if the container is shipped to a non-DAF unit or DAF unit not assigned to a DAF A-UIC.

2.2.4.15.19.4.1.1.3. **(Added-AFMC)** DPAS disposal procedures will apply if GACP directs permanent transfer to a non-DAF unit, i.e., removal from AF inventory.

2.2.4.15.19.4.1.2. **(Added-AFMC)** Containers shipped direct to a non-AF unit or DAF unit not assigned to a DAF A-UIC will be accounted for on GACP's equipment account using DPAS loan procedures.

2.2.4.15.19.4.1.2.1. **(Added-AFMC)** DPAS transfer procedures will apply if the container is transferred to a DAF unit assigned to a DAF A-UIC.

2.2.4.15.19.4.1.2.2. **(Added-AFMC)** DPAS disposal procedures will apply if GACP directs permanent transfer to a non-DAF unit, i.e., removal from AF inventory.

2.2.4.15.19.4.2. **(Added-AFMC)** GACP Equipment Account Inventory. GACP owned containers accounted for on GACP's equipment account will be inventoried annually according to the JCMS schedule of the using/stored location.

2.2.4.15.19.4.2.1. **(Added-AFMC)** EAE will coordinate with the custodian and provide a custom Date of Last Inventory (DOLI) based report the first duty day of the month. Completed JCMS inventory documentation will be uploaded to the applicable DPAS record and DOLI field updated within the month the inventory was initiated. Note: EAE may delay report initiation if the scheduled JCMS inventory date will not fall within 15 workdays; DOLI field must still be updated within month initiated.

2.2.4.15.19.4.2.2. **(Added-AFMC)** GACP custodian will coordinate inventory with the applicable CCO or designated POC. Custodian will adhere to **para 5.4.3.1.3** signature requirements.

2.2.4.15.19.4.2.2.1. **(Added-AFMC)** CCO/custodian will provide EAE supporting documentation for any JCMS container movement not reflecting in DPAS.

2.2.4.15.20. Aircraft Conversions or Program Changes. Expendable items may be transferred to the extent required at the gaining base. Replacement type items ("ND2" and "NF2") will be transferred IAW AFMAN 23-122.

2.2.4.15.21. Activities Scheduled for Inactivation. The commander responsible for affected activities (e.g. Wing Commander), immediately upon notification of inactivation, will:

2.2.4.15.21.1. Arrange for the redistribution of personal property within the MAJCOM.

2.2.4.15.21.2. Process all personal property (systems and equipment, materials, and supplies) as local excess according to applicable paragraphs of this chapter or other applicable instructions.

2.2.4.15.21.3. Process all authorized service excess personal property according to applicable paragraphs of this chapter or other applicable instructions. **Note:** When the activity will continue to be utilized or retained by any federal agency, items of personal property required for maintenance or protection will be retained and transferred at inactivation. Transfer other personal property as needed by the agency.

2.2.4.15.22. TCTO Kits and Parts Kits. Refer to **paragraph 4.2** of this instruction.

2.2.4.15.23. FSG 69 (Training Aids and Devices) and Ground Instructional Material. Using activities will coordinate transfer of serviceable and unserviceable (reparable) to the supporting Logistics Readiness Activity. Return unneeded materiel to the Materiel Management Flight.

2.2.4.15.24. AF vehicles will be processed IAW AFI 24-302.

2.3. Financial Management. The guidance contained in this section has been developed within the general guidelines of AFI 65-601, Volume 1. See **Section 1B** for roles and responsibilities.

2.3.1. WCF.

2.3.1.1. WCF must sustain itself through sales of materiel purchased or be authorized additional financial resources to invest in inventory levels or support issues that do not result in cash collections.

2.3.1.2. The intent of WCF pricing methodology is to neither lose money nor make a profit. Out year adjustments will be made to return profits or recover losses.

2.3.1.3. Identical items will not be simultaneously included in more than one AFWCF division.

2.3.1.4. Inventory Valuation. Serviceable and unserviceable assets will be valued at moving average cost, which is included in the asset record in the retail and wholesale supply systems.

2.3.1.5. Price Stabilization. Price stabilization is the policy wherein the Standard Price (SP) of each cataloged asset remains constant throughout each fiscal year. WCF prices for a given execution year are fixed to protect the customer funds from unforeseen fluctuations that would affect their ability to purchase the programs approved by Congress. The prices established for CSAG-S assets are set on an annual basis to recover the cost of doing business. There are instances where an error resulted in a gross misstatement of a price is identified and after analysis, may be changed if the magnitude to the customer or the WCF is significant and after weighing other circumstances. New assets that enter the supply system during the year have all prices computed and distributed through the next available monthly stock list change cycle. These changes for assets entering the inventory after the 1 October effective date along with significant price error changes are authorized deviations from the stabilized pricing concept.

2.3.1.6. Point of Sale. For non-fly AF customer orders and all non AF orders, customer funds are obligated at the time an order is placed with base or depot supply. For flying hour orders from approved AF flying hour customers, flying hour appropriated funds must be available before billings occur based on actual hours flown, and are obligated at the beginning of the month billings are to occur.

2.3.2. The GSD

2.3.2.1. The GSD includes all retail-managed (BC “9”) expense items acquired primarily from the DLA.

2.3.2.2. The local GSD outlet will act as the procuring agent for expense items required to satisfy either inventory levels or due-outs to customer organizations. Customer funds will not be cited for GSD items (unless specifically authorized by AFMC) on procurement documents issued to commercial vendors, DLA, GSA or other suppliers except for initial procurement by the AFWCF as authorized in AFI 65-601, Volume 1.

2.3.2.3. The designated accounting IT system consolidates general ledger balances, which are transmitted to DFAS for consolidating and reporting to MAJCOM, division and higher levels of authority. See DFAS-DE 7077.4, *Standard Materiel Accounting System User's Manual* for procedures.

2.3.2.4. Reimbursable Issues. All transactions by which customers obtain materiel from the GSD are considered issues or sales. All issues to authorized customers will be reimbursed to the GSD from appropriations or other approved sources of reimbursement

except for non-reimbursable issues specifically authorized by AFMC and SAF. Cost Per Flying Hour (CPFH) items ordered and filled will be reimbursed centrally by the customer on a monthly basis based on hours flown. Authorized customers include contractor, appropriated and non-appropriated fund activities. Expense items brought into the GSD Stock Fund from sources outside the normal AF supply channels at no cost to the GSD Stock Fund will be processed as a receipt without charge and issues require reimbursement, except as authorized.

2.3.2.5. Non-reimbursable Transactions.

2.3.2.5.1. The issue, shipment or transfer of GSD items are authorized without reimbursement for the following situations:

2.3.2.5.1.1. To approve Security Assistance Programs (SAP grant aid) when materiel is in excess of approved force acquisition objectives.

2.3.2.5.1.2. Excess property with a SP of less than $3,000 to an accountable materiel management officer of another military service or defense agency. This does not apply to issues within the AF.

2.3.2.5.1.3. Excess items resulting from base closure and identified as designated as personal property required by the community's land use plan. Transfers are coordinated through base civil engineering.

2.3.2.5.1.4. Equipment items are authorized free issue/shipment as follows:

2.3.2.5.1.4.1. Redistribution Order (RDO) of on-hand items that have completed the mandatory reporting cycle and are directed for disposal.

2.3.2.5.1.4.2. Issue of excesses received through the applicable materiel management IT system RDOs when the customer has a memo backorder established prior to receipt processing.

2.3.2.5.1.4.3. If the GSD Stock Fund is previously reimbursed, in-stock equipment may be free issued when the requesting organization has a valid authorization. **Note:** Verification must be performed to ensure a receipt-not-due-in or backorder cancellation without a direct customer charge was processed in the last 365 days. If either condition exists, the item cannot be free issued until the criteria identified in this instruction are met.

2.3.2.5.1.4.4. Prior to granting free issue, every attempt should be made to sell items at a reduced price. Equipment-in-stock without previous reimbursement from the customer must remain in stock for 365 days prior to free issuing. Free issues are authorized after 365 days. **Note:** The LRS APO or funds manager may elect to retain property, if they believe there is a potential future sale.

2.3.2.5.1.5. Items may be withdrawn from DLADS to satisfy specific customer requirements and issued without reimbursement regardless of supply asset position. Returns from DLADS to fill stock levels will require reimbursement upon subsequent issue.

2.3.2.5.1.5.1. Unserviceable assets may be withdrawn from the local DLADS without reimbursement regardless of the supply asset position. The LRS APO

or his/her designated representative will authorize all withdrawals to ensure that the requirement is valid.

2.3.2.5.1.5.2. Items located in other than the local DLADS may be withdrawn when a valid memo backorder exists and is issued without reimbursement. To ensure proper use of transportation funds, the following restrictions apply to withdrawals from other than local DLADS units:

2.3.2.5.1.5.2.1. The item must have a valid NSN.

2.3.2.5.1.5.2.2. The extended cost of the item requisitioned must be greater than $500. Exceptions to this must be approved by the LRS APO.

2.3.2.5.1.5.2.3. The requisitioner is responsible for providing transportation funds for movement of the assets requisitioned from DLADS.

2.3.2.5.1.6. If the entire on-hand quantity of an item is excess (i.e. its mandatory reporting cycle is completed and is authorized for transfer to DLADS) any portion of this quantity may be issued without reimbursement. Issue of partial excess items that are over and above a stock level for the same item requires reimbursement.

2.3.2.5.1.7. Shop/laboratory type equipment (NF2, BC “9”) with an established equipment authorization and immediate need may be issued without reimbursement when received from contract termination without cost to the GSD Stock Fund. This authorization does not apply to administrative and housekeeping type equipment.

2.3.2.5.1.8. Issue of an unserviceable GSD item for an unsatisfactory report exhibit or for shipments to another Service or contractor when the item will not be returned to the issuing activity.

2.3.2.5.1.9. Issue of an unserviceable GSD item for a Deficiency Report when the AF will not receive credit. The issue will be processed as materiel returns for credit. Current DLA credit return policy consists of the SP minus the DLA surcharge.

2.3.2.5.1.10. Non-reimbursable transactions will be reviewed to determine whether any were unauthorized. Unauthorized non-reimbursable issues will be reversed and the transaction processed correctly so that the appropriate customers are billed.

2.3.2.6. Procedures to free issue/ship assets are detailed in AFMAN 23-122.

2.3.2.7. Automatic Credit Guidance. Credit for items with Expendability, Recoverability, Reparability Category Designator (ERRCD) "XB" and "XF," BC “9” will be allowed for all serviceable assets as stated below and indicated in AFMAN 23-122. Credit is not allowed for other than serviceable “XB” and “XF” assets returned by any customer. See Credit Policy Table in AFH 23-123, Volume 1.

2.3.2.7.1. GSD “XB” automatic credit guidance. Grant 100% credit up to the requisitioning objective minus the on-hand plus due-in assets, and grant a graduated percentage of credit up to the requisitioning objective plus 2 years of demand (daily demand rate times 730). The percentage will vary by the amount of previous demands.

2.3.2.7.2. GSD “XF” automatic credit guidance. Returns of serviceable “XF” assets with a DIFM detail minus those as a result of DLADS withdrawals are considered

returns with a sale. These returns will be granted 100% credit up to the requisitioning objective minus the on-hand plus due-in assets. Returns of “XF” assets FOB or as a result of a DLADS withdrawal will be credited 100% up to the requisitioning objective minus the on-hand plus due-in assets and a predetermined percentage of credit up to the requisitioning objective plus 2 years of demand (daily demand rate times 730). The percentage will vary by the amount of previous demands.

2.3.2.7.3. The credit guidance on return of expense equipment (BC “9”) to the GSD is 100 percent for serviceable returns of non-EAID (retail sales) items if the quantity turned in is within the stock level or there is a known requirement.

2.3.2.7.4. Forced Credit Guidance. Forced credit, using credit code "Y" allowed for turn-in of items under certain conditions. The use of credit code "Y" is approved by the LRS/LGL prior to processing except for base service store, individual issue and tool issue turn-ins. Following are the criteria for using credit code "Y":

2.3.2.7.4.1. Turn-in of warranty items for shipment to contractor sources for correction as directed by the IM.

2.3.2.7.4.2. Turn-in of quantities issued to a customer in excess of customer request.

2.3.2.7.4.3. Turn-in of an item issued in error on the part of supply. When the error is caused by the customer, the customer will be charged for the item unless base supply has a need for the item. Such customer errors are to be processed as a turn-in with the credit code left blank.

2.3.2.7.4.4. Turn-in of excess repair parts caused by shipment of an awaiting parts reparable end item/assembly when items are required by the base. Items not required by the base will be processed as stated in TO 00-20-3. This procedure is limited to base level transactions only. Normal credit policies apply to the AFMC depot level repair activities.

2.3.2.7.4.5. Turn-in of a serviceable item from directed cannibalization to satisfy MICAP condition for shipment when credit would not otherwise be granted.

2.3.2.7.4.6. Credit will be allowed for turn-in of an item having a latent defect when issued (includes unsatisfactory report exhibits/product quality deficiency reports (PQDR). Credit code "Y" may be used to force credit at activities not under program control.

2.3.2.7.4.7. Turn-in of seasonal clothing items when there is a known requirement for the next season.

2.3.2.7.4.8. Process serviceable IEX E and K returns without a credit code, stock position will determine whether credit is allowed. Local authority can override this policy, judgment will be used to determine when there is a probable future requirement for the item before using credit code "Y". When there is no future need foreseen for the item, credit code "N" will be used.

2.3.2.7.4.9. Base/unit phase-out/down. GSD assets, which become excess and turned in to the GSD Stock Fund as result of base closure/phase down will be turned in without credit. ILS-S bases will use credit code "N," and retail depot supply will

turn-in under program control.

2.3.2.7.4.10. Any proposed additions to this list will be submitted to AFMC for review and recommended approval.

2.3.2.8. Conditional Policies for Special Areas of Support. Within the AF, there are various special procedures in existence that furnish logistics support for peculiar requirements that are not provided in the normal manner.

2.3.2.8.1. LP support for overseas activities. LP actions will follow procedures prescribed in AFMAN 23-122.

2.3.2.8.2. Local purchase minimum quantity buys. When the GSD is required to purchase a minimum quantity of an item that is greater than the actual need, only the quantity requested by the customer will be issued. The balance of the minimum quantity of purchase should be retained in the local GSD account. At the expiration of the retention period, disposition will be taken as prescribed in this instruction.

2.3.2.8.3. When items are to be assembled by an AFMC Air Logistics Complex, GSD items will normally not be requisitioned until 90 days prior to out shipment. Waivers for earlier requisitioning must be approved by AFMC or SAF.

2.3.2.8.4. Disaster preparedness decontaminants. All decontaminants for disaster preparedness will be expensed upon receipt to a designated/requiring organization.

2.3.2.9. Transfer of inventory responsibility for GSD items between Services, agencies, divisions etc., will be processed as capitalization/decapitalization transactions with funds provided by the capitalizing organization to reimburse the losing organization.

2.3.2.10. Disposition of GSD Items. Excess items managed by integrated managers (e.g., DLA) will be referred to the integrated item manager for disposition instructions when the item meets the reporting criteria of this instruction. The decision of the AFMC IM will be followed regardless if credit is or is not allowed for materiel returned. Transportation costs associated with return of excess materiel to the item manager will be borne by GSD. Refer to AFMAN 23-122 for stockage procedures.

2.3.2.11. Repair of GSD Items.

2.3.2.11.1. GSD items normally will not be subject to repair by the local GSD maintenance activity. Items in inventory, whose serviceability is determined doubtful by inspection due to mishandling while in stock such as being dropped, should be repaired as an O&M expense to the LRS APO’s account. Transportation costs for shipment of GSD items to a contractor for repair or servicing is charged to the O&M appropriation as stated in AFI 65-601, Volume 2.

2.3.2.11.2. The only items that are to be repaired at GSD expense are those items returned as unserviceable and later a subsequent requirement developed and repair of the item is authorized in lieu of new procurement. For assets not owned by the GSD, the owning organization pays all associated cost for repair, cleaning and transportation. When it is appropriate for the GSD to pay for repair of items in stock, the transaction should be processed as repair expense.

2.3.2.12. Assembly/Disassembly Involving GSD Items. Assembly is the process of combining two or more separately identified articles and the re-identification of this grouping to a new identity. Because the general type of item involved in the GSD is considered to be a "bit and piece," there should only be rare instances when the assembled item would be a GSD article. Normally, the resultant article will be identified as an investment item or a CSAG-S reparable item. The assembled article will be returned and processed as a return to the LRS/Materiel Management Activity. If the return is a GSD item, it will be subject to a credit determination under program control. When the assembled article is identified as an investment item it will process as a non-GSD transaction; therefore, it will not involve the credit determination. Disassembly is the reverse process of assembly. The "bit and piece" component part will be processed as a return subject to a credit determination under program control.

2.3.2.13. Contract Termination Cost Guidance. Termination costs for GSD commercial vendor LP items resulting from cancellation of LP items will be absorbed by the GSD.

2.3.2.14. Management of local manufacture and Life of System Stock (LSS) items. These stocks are normally bought as a package and furnished with an end article for the specific purpose of providing spares support for the life of the end article or system. Refer to AFMAN 23-122 for financial management information.

2.3.2.15. Temporary Loan of GSD Equipment. For loan policy, refer to AFI 23-119, *Exchange, Sale, Or Temporary Custody Of Nonexcess Personal Property.*

2.3.2.16. War Reserve Materiel/Readiness Spares Packages. WRM funds for procurement of new WRM requirements are specifically authorized through the budgeting process.

2.3.2.16.1. The approved WRM obligation authority provided by the GSD manager for ordering initial WRM shortages is a firm limitation and must not be exceeded. Requirements in excess of approved obligation authority must be forwarded to the AFMC GSD manager for additional authority.

2.3.2.16.2. When used to satisfy MICAP requirements, these items are replaced with initial GSD operating obligations authority procured with appropriation 3400 O&M, PEC 28031F or 41135F funds. WRM items should be rotated with like peacetime assets to the extent possible to assure their continued serviceability. When WRM assets become unusable or outdated, replacement is considered an initial procurement of new WRM and must be acquired with GSD WRM obligation authority and identified to AFMC GSD functional office on the GSD Operating Program for additional WRM funding. For WRM Funding Procedures refer to AFMAN 23-122. Also refer to AFI 25-101 for specific stock fund budgeting and programming procedures for WRM.

2.3.2.17. For Shipment/Disposition of Defective GSD Items. AFMC will determine when a defective GSD item should be returned to a vendor/contractor or other disposition. AFMC activities will assure that GSD items are properly accounted for when dropped from GSD inventory in order to prevent the loss of GSD property.

2.3.2.17.1. **(Added-AFMC)** In accordance with the Deficiency Reporting, Investigation and Resolution (DRI&R) process in TO 00-35D-54, program offices will determine how and when a defective GSD item should be returned to a vendor/contractor or other disposition. **(T-2)**

2.3.2.18. Unit Price. Unit prices for GSD items locally procured or manufactured will be developed at retail/base level using the instructions for computing SPs in subsequent paragraphs.

2.3.2.18.1. Use of SPs. Each item financed under a GSD shall have a SP which will be effecting reimbursements for sale or issue. There will be no reductions to the item record SPs in the GSD.

2.3.2.18.2. SPs for items will consist of the product cost, a percentage to recover transportation charges, inventory losses and other expenses authorized for payment by the GSD.

2.3.3. Consolidated Sustainment Activity Group (CSAG) - Supply Division Working Capital Fund (CSAG-S). CSAG-S is a division of CSAG of the AFWCF. The CSAG-S operates under a revolving fund or working capital fund concept whereby inventories are held and sold to customers. AF assets stocked at depots and bases belong to CSAG-S until sold to the customer. This includes RSP assets.

2.3.3.1. AF-managed reparable and design unstable consumable assets fall under the umbrella of CSAG-S. CSAG-S embraces a multi-tiered pricing framework to recover the cost of acquisition, repair, and related wholesale overhead expenses. CSAG-S prices are established annually.

2.3.3.2. Business Operations funds the day-to-day operating costs of CSAG-S. The BOCR recovers costs that CSAG-S pays for ICP and Headquarters (HQ) /Command level operations.

2.3.3.3. CSAG-S Scope.

2.3.3.3.1. CSAG-S encompasses all wholesale managed (BC "8") items acquired primarily from commercial suppliers and other DoD services. It also includes non-reparable fabricated (local manufacture) items when local manufacture by depot maintenance is the preferred means of procurement. Assets will be used by other than depot maintenance and most bases do not have the capability to fabricate.

2.3.3.3.2. Certain assets have been excluded from CSAG-S because of the special management procedures associated with them. Central procurement accounts continue to finance these assets. All requests for program exclusion from CSAG-S are processed through AFMC to SAF/FMBM for approval. Assets excluded from CSAGS are:

2.3.3.3.2.1. Classified Program Reparables. These assets have a BC "@." **Note:** This does not include assets that may be part of a program that is intended to be managed in a non-classified logistics support environment.

2.3.3.3.2.2. Assets Managed in the AF Combat Ammunition System.

2.3.3.3.2.3. All Federal Supply Class 1377 assets. These are cartridge and propellant actuated devices and components.

2.3.3.3.2.4. All BC "H" or "U" assets, which are budget program (BP) 35, otherwise referred to as munitions assets.

2.3.3.3.2.5. All BC "B" assets, which are BP 17, otherwise referred to as war consumable spares. These include auxiliary fuel tanks, missile launchers, pylons,

ejector racks, and adapters that are consumed during contingency operations and peacetime operations.

2.3.3.3.2.6. All BC "K" assets which are BP 83, otherwise referred to as cryptographic/cryptologic assets managed by AF Cryptographic and Cyber Systems Division.

2.3.3.3.2.7. Spares for government furnished re-competition support packages associated with contractor logistics support.

2.3.3.3.2.8. Aircraft whole engine spares (BP 16 only).

2.3.3.3.2.9. Missile/drone whole turbojet engine spares (BP 26 only).

2.3.3.3.2.10. Missile whole rocket engine spares (BP 25).

2.3.3.3.2.11. Missile Telemetry packages that are not recovered for repair (BP 25 only).

2.3.3.3.2.12. Quick Engine Change (QEC) kits.

2.3.3.3.2.13. Pods that are cataloged for control purposes only. These assets were procured with program funds, not replenishment spares funds, and will not be stocked, stored or issued.

2.3.3.3.2.14. Minuteman and Peacekeeper Missile Guidance Sets.

2.3.3.3.2.15. Contractor Inventory Control Point BC "S" assets**.**

2.3.3.4. Inventory and Capital Control.

2.3.3.4.1. The AF finances materiel support inventories using a revolving fund concept. When a customer orders and receives a CSAG-S non-fly asset (and all non AF customer orders), customer funds are used to reimburse the CSAG-S. For flying hour orders from approved AF flying hour customers, flying hour appropriated funds are billed (monthly) based on actual hours flown.

2.3.3.4.2. CSAG-S operates on the premise of self-replenishment without periodic appropriations. **Exception:** New weapon or operating systems that require cash infusion, through initial appropriations.

2.3.3.5. CSAG-S WCF Prices and Costs. CSAG-S uses a multi-tiered pricing and cost structure. Prices and costs are normally computed for all CSAG-S items once a year during the budget process utilizing the appropriate IT system computation cycle. All prices are updated annually and forwarded to the bases with a 1 October effective date. The SP, exchange price, and unserviceable asset price are part of the stock list records that are provided to the customer. There is one price and two costs for AF-managed ERRC "N" and "P" consumable items. There are four prices and six costs for ERRC "T" reparable items.

2.3.3.6. The various computed prices and costs are effective 1 October each year and remain constant throughout the fiscal year except for approved Price Verification challenges or significant cost updates/increases.

2.3.3.7. I&S Group. Each price and cost is computed once a year for each CSAG-S I&S Subgroup Master (SGM) stock number. If the subgroup is one-way interchangeable, each one-way interchangeable stock number will have its own price, unless someone (usually the Item Manager) changes them to be the same. If it is a two-way interchangeable, all items in the group will have the same price as the SGM that heads the two-way interchangeable group.

2.3.3.8. Price Corrections. Under certain very narrowly defined circumstances, AFMC can authorize immediate standard/exchange price reductions/increases on specific NSNs to promote better overall supply management and reduce excess inventory. However, usually price changes are only approved due to a gross error in the original price calculation.

2.3.3.9. Credit Indicators.

2.3.3.9.1. Credit indicators will be used to identify when credit can be given for return of an asset without an established DIFM.

2.3.3.9.2. Credit is allowed if an asset is in a projected buy in the apportionment year, budget year, or extended year. This means that credit is allowed if an asset is in a buy position projected from the current point in time to three years out.

2.3.3.9.3. LRS/Materiel Management Activities may force credit to retail customers, but local managers must consider the effect on CSAG-S to prevent skewing the overall buy computation process and the creation of imbalances in CSAG-S to the greatest extent possible.

2.3.3.9.3.1. To ensure integrity of the process, forced credit procedures will not be used at the retail level unless the forced credit is for the return of an item issued in error.

2.3.3.9.3.2. This procedure is applicable only if the LRS/Materiel Management Activity made the error and cannot perform a record reversal. All forced credit transactions must be approved prior to processing. For retail, the approving authority is the LRS/LGL and at the wholesale level it is the appropriate item manager. For all other circumstances, forced credit override must be approved by AFMC**.**

2.3.3.10. Free Issue. A non-reimbursable or free issue of an asset could potentially result in a lost sale that has a significant impact on the ability of CSAG-S to stock, store, and issue materiel for all customers. To this end, non-reimbursable issues of assets will be made only in exceptional circumstances. Retail WCF managers do not have the authority to free issue CSAG-S assets unless previously authorized by AFMC. Units must submit free issue requests to the AFMC. See AFMAN 23-122 for free issue procedures

2.3.3.10.1. **(Added-AFMC)** For exceptions identified in the following paragraphs, the 448 SCMW establishes procedural controls to ensure tracking of assets issued with Cost Codes D (Retail) or M (Wholesale) and the Cost Billing actions, when appropriate.

2.3.3.10.1.1. **(Added-AFMC)** Approved Under Secretary of Defense Comptroller USD(C) the exceptions for free issue are:

2.3.3.10.1.1.1. **(Added-AFMC)** When action is taken to provide civil emergency relief assistance to control a civil disturbance or when a certified

military emergency exists. Reimburse CSAG-S for any outstanding accounts receivable when funding is made available to cover the costs associated with the emergency situation. This requires action by CSAG-S and coordination with AFMC/FM to recover costs as appropriate.

2.3.3.10.1.1.2. **(Added-AFMC)** When there is a foreign disaster according to the Foreign Assistance Act of 1961 the required action by CSAG-S is to recover all associated costs.

2.3.3.10.1.1.3. **(Added-AFMC)** When the CSAG-S issue requirement is to a North Atlantic Treaty Organization (NATO) country under a replacement in-kind arrangement, change the issue costs to a reimbursable issue if not replaced by the NATO country within twelve months.

2.3.3.11. CSAG-S and Depot Repair. The AFMC depot maintenance function is financed under the CSAG-M Division of the AFWCF. CSAG-M finances depot operations in support of its customers. CSAG-M is both a customer of and a supplier to the CSAG-S.

2.3.3.11.1. CSAG-M as a Customer. One of the main tenets of CSAG is to eliminate internal billings between CSAG divisions. As a result, CSAG-M is provided serviceable spares for the repair of higher assemblies at no cost. Organic depot maintenance normally requisitions CSAG-S parts through depot supply using the DIFM process.

2.3.3.11.2. In order to recover the cost of CSAG-S assets used during repair, the cost of the assets used is included in the materiel portion of CSAG-M End Item Sales Prices.

2.3.3.12. Contract Depot Maintenance. CSAG-S also obtains repair services from non-Organic sources. The repair cost of an item repaired by contract is factored into the average latest repair cost (LRC) of an item that is recovered in the item's sales price. The LRC is a weighted cost determined by the cost to repair an item organically, contractually or dual sourced based on the percentage of repair accomplished by each.

2.3.3.12.1. Reparable item Contract Depot Maintenance contracts will be funded through CSAG-S or O&M, Depot Procured Equipment Maintenance funds. When a decision is made to provide CSAG-S assets on a Depot Procured Equipment Maintenance funded repair contract as Government Furnished Material (GFM), the CSAG-S must be reimbursed at the appropriate price (standard, exchange, unserviceable asset, etc.) depending on the maintenance being performed, the condition required, and whether a carcass is planned to be returned. CSAG-S absorbs the cost of GFM when the contract is for CSAG-S repair workload. This cost will be recovered at the time the asset is sold.

2.3.3.12.2. The wholesale IM must approve/disapprove release of CSAG-S asset for use as GFM.

2.3.3.12.3. Besides the above, consideration must be given for two categories of returned GFM.

2.3.3.12.3.1. Serviceable GFM Returns. These returns go through the normal issue and return process.

2.3.3.12.3.2. Excess GFM or Asset Removals. Excess GFM or asset removals, as

a result of 100% replacement or modification, will be returned IAW AFMC procedural guidance.

2.3.3.12.3.2. **(AFMC) Note:** Refer to AFMCMAN 21-149, *Contract Depot Maintenance (CDM) Program,* for additional guidance.

2.3.3.13. Missing Assets. AF activities will not return end items to the depot for repair with missing components or parts unless an exception has been negotiated with the AFMC end IM before movement of the end item from the activity to the depot. Likewise, AF depot repair activities will not return end items with missing components or parts to operational AF activities unless an exception has been negotiated with the AFMC end IM and the affected MAJCOM. Materiel costs for missing items are not normally contained in the CSAG-M rates since AF policy dictates that the above all components and parts will be returned with the end item unless otherwise negotiated as described above. As a consequence, replacement of missing parts would be considered a change to the negotiated work requirements and the CSAG-M is authorized to negotiate a change to the stabilized end item sale price of the workload being performed. Procedures to address missing assets are in AFMAN 23-122.

2.3.3.14. Stock Funding of Initial Spares. To obtain the necessary stock funding of initial spares, the program management community will identify the initial spares requirements in conjunction with developing the cost estimate for the program. Appropriated funds will reimburse CSAG-S as initial spares parts deliver.

2.3.3.15. AFMC Aerospace Maintenance and Regeneration Activity Assets. The removal or reclamation of reparable assets from the AFMC Aerospace Maintenance and Regeneration Activity to satisfy valid requirements is accomplished only through the wholesale IM in conjunction with the single manager. See AFMAN 23-122 for removal/reclamation procedures.

2.3.3.16. Contractor Logistics Support (CLS). CLS spare parts are budgeted and funded within the central procurement accounts, or as an alternative, can be replenished from Fund 3400, Element of Expense Investment Code (EEIC) 578. The AFMC CLS Manager needs to advise MAJCOMs of increased costs needed to cover any Depot Level Reparables currently being issued under CLS. There are two types of CLS requirements:

2.3.3.16.1. Stocklisted assets managed by AFMC that are used on CLS systems. Generally, this would be an asset common to both a CLS and non-CLS weapon system.

2.3.3.16.2. Non-Stocklisted assets bought as spares packages that are government owned materiel used by contractors in performance of CLS contracts. These requirements are funded with central procurement funds.

2.3.3.17. Foreign Military Sales (FMS). FMS customers can participate in the AF logistics system through the CLSSA. The AF also provides support for requirements that are not part of a CLSSA. The AF primarily uses a repair and replace concept where the country returns a reparable carcass and is issued a serviceable asset from the normal supply system.

2.3.3.18. Interim Contractor Support (ICS). The CSAG-S does not pay for the cost of depot repair of assets under ICS, nor does the CSAG-S collect repair cost from the customer for assets under ICS. Until the assets transition to organic depot repair, the carcass cost for

these assets is computed assuming a depot repair cost of zero. This prevents CSAG-S from collecting repair funds that are not required. Therefore, only the operational costs are recovered by CSAG-S. Given this, the IT system shows the LAC and carcass cost as equal until the asset transitions to organic depot repair. If any portion of an asset's repair is funded by ICS, the asset is treated as 100% ICS. When an ICS item is scheduled to transition to organic repair during a given fiscal year, the LRC is established as a percentage of the contractor's repair cost (dependent on when the item transitions).

2.3.3.19. Loans. A CSAG-S asset may only be loaned to activities for the purposes specified in DoD 7000.14-R, Volume 4. Loans must be for reverse engineering, sample parts, or if in the best interest of the CSAG-S. For specific loan procedures, refer to AFI 23-119.

2.3.3.20. Local Purchase/Local Repair. Local Purchase/Local Repair are not considered standard business practices within the CSAG-S. If these options are elected, they must follow the guidance of this instruction AFI 23-119. The wholesale IM must provide a CSAG-S funds cite.

2.3.3.21. Product Improvement. Product improvement supports selecting viable spares to finance. The IIRP combines the preferred spares and 100% replacement program into one integrated effort. IIRP offers the AF a way to correct deficiencies, replace obsolete assets, or introduce, through technology insertion, state-of-the-art components such as LRUs and SRUs that are stocked, stored, and issued as assets of supply. The IIRP covers both installs and spares in support of the installed assets. IIRP assets must be a form, fit, and function replacement for the old asset. See **Section 1B** for roles and responsibilities.

2.3.3.21.1. Criteria. IIRP candidates:

2.3.3.21.1.1. Represent Reliability and Maintainability (R&M) improvements, obsolescence resolution, or safety improvements over the existing items intended for replacement verifiable utilizing measures of merit (e.g., Mean Time Between Maintenance, MICAP avoidance, and mishap resolution, etc.). Additional consideration will be given to NSNs associated with the IIRP that may drive savings in a different NSN.

2.3.3.21.1.2. Show a positive Return On Investment (ROI) over the remaining Future Years Defense Program associated with the Program Objective Memorandum (POM) in which the candidate's funding will be included.

2.3.3.21.1.3. Be form, fit, function, and Interface compliant with the item intended for replacement and result in added performance or capability enhancements.

2.3.3.21.1.4. Measures of merit will be used to quantify R&M benefits.

2.3.3.21.1.5. **(Added-AFMC)** Improvements that correct deficiencies to safety, as well as parts obsolescence or diminished manufacturing capability, may be considered for IIRP as well, provided the rationale for why the use of IIRP is required is submitted and approved during the IIRP approval process.

2.3.3.21.1.6. **(Added-AFMC)** Although performance or capability improvements cannot be the principle purpose of IIRP projects, performance or capability enhancements derived as a secondary benefit of the IIRP improvement(s) are

permitted.

2.3.3.21.1.6.1. **(Added-AFMC)** Must be a CSAG-S asset.

2.3.3.21.1.6.2. **(Added-AFMC)** IIRP candidates must comply with the Competition in Contracting Act and the Federal Acquisition Regulation (FAR) Part 6. Any IIRP acquisition using other than full and open competition must comply with the requirements for a Justification Review Document and Justification and Approval, as set forth in FAR Part 6 and its supplements.

2.3.3.21.2. **(Added-AFMC)** IIRP packages will contain the following information:

2.3.3.21.2.1. **(Added-AFMC)** The deficiency which initiated the task. The types of deficiencies that are appropriate to be addressed through Improved Item Replacement Program are deficiencies in the areas of Reliability and Maintainability, obsolescence, or safety.

2.3.3.21.2.2. **(Added-AFMC)** A brief description of the improvements to be made to the items(s), and a synopsis on the benefits to be realized with this candidate, including any performance or capability enhancements that are derived as secondary benefits of the improvement.

2.3.3.21.2.3. **(Added-AFMC)** Identify any potential adverse impacts on the improved item's interaction with other items within the system it operates.

2.3.3.21.2.4. **(Added-AFMC)** If the engineering effort has been completed, indicate this in the Improved Item Replacement Program submittal package. If the engineering effort has not been completed, provide a status of the engineering activity associated with the candidate. Forecasted milestones for completion of all engineering actions are required. Include the forecast for the final approval of the new item by the Configuration Control Board, and the Lead MAJCOM commitment to install the item on their systems. When applicable, include the engineering project number(s). The risks associated with concurrent execution of the engineering effort and the IIRP process shall be identified, as well as any mitigations that are being used to manage such risk.

2.3.3.21.2.5. **(Added-AFMC)** The estimated timeframe and proposed strategy for the procurement and installation up to 100% of the improved item.

2.3.3.21.2.6. **(Added-AFMC)** The proposed timeframe and strategy to dispose up to 100% of the deficient item.

2.3.3.21.2.7. **(Added-AFMC)** The system or systems affected, percentage of use in the case of multiple systems, and the projected fleet sizes in the out years--for installation considerations. If assumptions are used, briefly explain their rationale.

2.3.3.21.2.8. **(Added-AFMC)** The projected service life of the affected system as determined by the System Program Manager. Consider engaging the responsible Product Support Manager if assigned to facilitate gathering this information.

2.3.3.21.2.9. **(Added-AFMC)** System or systems/mission impact if the IIRP candidate cannot be procured and installed.

2.3.3.21.2.10. **(Added-AFMC)** Identification of offices of primary responsibility.

Include the following offices of primary responsibility associated with the IIRP project: lead Program Manager who initiates the IIRP, Logistics Manager, Engineer, Equipment Specialist, Item Manager/Supply Planner, Funds Manager, Contracting Officer, Product Support Manager, System Program Manager, Program Executive Officer or equivalent and others as applicable.

2.3.3.21.2.11. **(Added-AFMC)** Brief description of improvements made to the CSAG-S managed item and any capability enhancements that are derived as a secondary benefit of the improvement.

2.3.3.21.2.12. **(Added-AFMC)** Proposed quantities, to include both Peacetime Operating Stock and Readiness Spares Packages.

2.3.3.21.3. **(Added-AFMC)** The following are required attachments for each IIRP package submitted for consideration:

2.3.3.21.3.1. **(Added-AFMC)** Economic Analysis (EA)/Evidence of Obsolescence/Safety Determination. Only one attachment is required, depending on the driver for the IIRP package. If the driver is cost savings, an Economic Analysis is required. If the driver is to resolve a parts obsolescence issue, an Evidence of Obsolescence is required. If the driver is to resolve a safety issue, a Safety Determination is required. If the IIRP has source selection sensitive material, the Procurement Contracting Officer will submit a signed nondisclosure agreement with the attachments.

2.3.3.21.3.1.1. **(Added-AFMC)** Economic Analysis. The EA will address costs savings, return on investment and the methodology for fielding the new item. It will address the installation strategy, impact on repair budgets, support equipment impacts, bit and piece part support, and the spares requirements. Refer to AFMAN 65-506, Economic Analysis, for additional guidance on generating the IIRP economic analysis.

2.3.3.21.3.1.2. **(Added-AFMC)** Evidence of Obsolescence. The evidence of obsolescence will demonstrate how the subject part's impending or existing obsolescence status was determined. It will also provide the rationale for why the use of IIRP is required to resolve the obsolescence issue. Obsolescence also includes the condition where the end-item component or its sub-components have short product life-cycles which preclude the end-item from being procured by attrition.

2.3.3.21.3.1.3. **(Added-AFMC)** Safety Determination. The safety determination will describe the safety concern and will detail how the engineering project resolves the safety concern. It will also provide the rationale for why the use of IIRP is required to resolve the safety concern.

2.3.3.21.3.1.4. **(Added-AFMC)** An EA is required for R&M IIRP candidates and will provide ROI methodology and results for the items.

2.3.3.21.3.1.5. **(Added-AFMC)** The following are exceptions to the requirement to show a positive ROI over the remaining FYDP:

2.3.3.21.3.1.5.1. **(Added-AFMC)** The project driver is cost savings and the

ROI is positive over the life of the system.

2.3.3.21.3.1.5.2. **(Added-AFMC)** The project driver is safety or obsolescence.

2.3.3.21.3.1.6. **(Added-AFMC)** If the project driver is cost savings; indicate the dollar value and quantity of the projected buy, and the repair requirements for the current year. Additionally, include data for each year, for the deficient items, until the return on investment becomes positive.

2.3.3.21.3.2. **(Added-AFMC)** Applicable AF approved Requirements Computation data system. Include the latest computation used to project the requirements for Peacetime Operating Stock and Readiness Spares Packages. If the item is not currently computing in an approved data system record, a like item possessing a similar application, projected usage rates, and lead time is to be used. File maintenance changes to the computation shall be documented and provided as backup information.

2.3.3.21.3.3. **(Added-AFMC)** Spares Requirements Review Board. Include a completed Spares Requirements Review Board template for IIRP (e.g. M or L template). If multiple templates are involved, provide all involved templates.

2.3.3.21.3.4. **(Added-AFMC)** Operational Safety, Suitability & Effectiveness Engineering Authority delegation. If the engineer responsible for Operational Safety, Suitability & Effectiveness authority has delegated the authority to someone else, provide the memo delegating the authority.

2.3.3.21.3.5. **(Added-AFMC)** All pertinent technical drawings, illustrating the hardware and software changes between the old and new items, will be included as an attachment. Level 3 engineering data is not needed, only schematics detailing the actual improvements to the existing design. The Program Manager who initiates the IIRP shall identify the organization which manages the technical data for the improved item, if it is different than the Planning & Execution Supply Chain Management Group procuring the assets.

2.3.3.21.3.6. **(Added-AFMC)** The IIRP candidacy information on AFMC Form 562 is generated by the Program Manager who initiates the IIRP. Once the AFMC Form 562 is approved, submit as an attachment with AFMC Form 563 to the Lead Command customers. These two forms can be submitted simultaneously. AFMC Form 564 is provided to all key stakeholders for formal coordination, and submitted to AFMC/A4R for final approval. AFMC Form 565, Section 1 shall be completed for initial package submittal. The full AFMC Form 565 is used to report effectiveness data to AFMC/A4R following implementation of the IIRP candidate and must be submitted after IIRP candidate implementation.

2.3.3.21.4. **(Added-AFMC)** A listing of the IIRP approval tracking forms can be found in **Table 2.1** Access to IIRP forms can be obtained at: **http://www.e-publishing.af.mil/**.

2.3.3.21.4.1. **(Added-AFMC)** Final Approval. Review and final approval of IIRP will be done by AFMC/A4R.

2.3.3.22. RSP Requirement and Funding Guidance. Refer to **paragraph 2.6** of this instruction for additional information and AFMAN 23-122 for procedures on deployed weapon/operating systems and their associated RSP assets.

2.3.3.23. Special Cases - Repair. Services in support of CSAG-S assets are funded by CSAG-S. These services include: first article testing, condition checks, TO verification and validation, reclamation, on-site test station refurbishment, and other services as approved on a case-by-case basis.

2.3.3.24. Special Purpose Recoverables Authorized Maintenance (SPRAM).

2.3.3.24.1. Initial/Increased SPRAM Requirement.

2.3.3.24.1.1. The initial issue of SPRAM will be provided free of charge by the PM. For the purposes of this instruction, initial issue of SPRAM is defined using the concept of new support. The following provide examples of the concept of new support.

2.3.3.24.1.1.1. The requirement is supporting a new aircraft.

2.3.3.24.1.1.2. New mission. The using organization is converting from one weapon system to another or the unit’s mission changes, requiring a change in the SPRAM mix.

2.3.3.24.1.1.3. New requirement. The TO has changed requiring a change in the amount of SPRAM.

2.3.3.24.1.2. The PM will fund the SPRAM buy requirement using initial Materiel Systems Division Cost Authority based on the end item (e.g., aircraft support or electronics and telecommunications) that the SPRAM is supporting. To accomplish the free-of-charge issue, the PM will work with the wholesale item manager to acquire the necessary SPRAM assets and have them direct delivered to the using base. Once the assets are received at the using base, the base supply receiving function will not process a receipt for the asset, but will place the asset directly on the customer's SPRAM detail (K detail).

2.3.3.24.1.3. Required initial SPRAM could be satisfied through on-hand supply balances, if the asset is in an excess position.

2.3.3.24.1.3.1. When assets are at bases other than the requesting base, the PM, working with the wholesale item manager, will process RDO for those assets. The receiving base supply will take the necessary action to place the asset on the customer's SPRAM detail. The PM will use O&M funds to support all RDO actions.

2.3.3.24.1.3.2. When assets are at the base requesting the SPRAM, the requesting base supply will issue the asset to the requesting activity, which will pay SP for the transaction. In turn, the PM will work with their FM offices to reimburse the base requesting the SPRAM using O&M funds.

2.3.3.24.2. Replacement/Replenishment SPRAM Requirements. For SPRAM supporting flying hour programs, all replacement/replenishment SPRAM requirements will be funded by Centralized Asset Management. All other replacement/replenishment

SPRAM requirements will be paid for by the MAJCOM or using organization. Replenishment is any asset that does not meet the criteria in SPRAM Materiel Systems Division charges Exchange Price if a carcass is returned, otherwise the SP will be charged.

2.3.3.25. TCTOs.

2.3.3.25.1. When in-stock CSAG-S assets require modification, the asset is issued using activity code "C" to the repair shop and the accompanying TCTO kit is free issued (one TCTO kit for each installed CSAG-S asset requiring modification).

2.3.3.25.2. CSAG-S is not responsible for funding the installation of modification kits when completed as a separate maintenance action. **Exception:** When a modification kit is being installed during depot overhaul of a Management of Items Subject to Repair exchangeable asset. The reason for this exception is that the cost of installation cannot be separated from the cost of the overhaul.

2.3.3.25.3. The CSAG-S will not finance the replacement of modification kit components, which are CSAG-S items that are lost or used for other purposes by a using organization. Replacement kits are financed by the modification account that originally procured the kit.

2.3.3.25.4. For kits that are cannibalized, the activity responsible for cannibalization is responsible for replacing the assets in the kit. As an example, if the base has a kit and needs to withdraw an asset to support a MICAP requisition, that base must order the asset at its expense to satisfy the kit shortage. If a wholesale IM directs the shipment of a kit asset to support a MICAP, then the wholesale IM must replace the asset in the kit.

2.3.3.26. Transient Aircraft Support.

2.3.3.26.1. Transient Aircraft Support for AF aircraft (to include ANG and AFR). Transient support is financed by the transient base. Parts will be backordered or issued from the LRS/Materiel Management Activity at the transient base, regardless of cost and source of supply, and normal sales and credit policies apply. **Exception:** En-route maintenance units that are funded and operated by AMC for strategic airlift aircraft.

2.3.3.26.1.1. Issuance and billings of reparable assets are managed the same as assigned aircraft maintenance. The transient base will support all transient aircraft using a Type Organization Code "3" organization cost center record (OCCR), preferably via a dedicated transient alert or "TA" OCCR. Naturally, the transient base has an opportunity to repair the asset if a repair shop is loaded on the repair cycle record. The repair shop returns serviceable assets at Exchange Price and unserviceable assets receive no credit.

2.3.3.26.1.1.1. If there is no repair shop loaded on the repair cycle record for that reparable asset at the transient base, the asset is tagged NRTS by maintenance. It is then shipped by supply directly to the depot maintenance facility for repair, or the CRF for those units under the alternate maintenance concept.

2.3.3.26.1.1.2. If the transient base has a repair shop, the unserviceable asset is transferred to that shop using the original document number of the asset that

was issued. The original issue document number should be used through the entire repair cycle until returned. The repair shop has the option to either NRTS the asset or it can repair the item and return the serviceable asset to supply. The cost of SRU/bits and pieces used is recorded against the transient base repair activity. For assets ordered in support of the flying hour program, there is no charge or credit at the item level as reimbursement to WCF is made through the CPFH process. For non-fly assets item level prices and credit return policies apply.

2.3.3.26.1.1.3. Aircraft deployed or temporarily transferred from another base for an exercise, deployed operations, or other reasons (such as runway repair at their home-station) are not considered transient and will not be issued parts using the above transient rules. Such deployed aircraft will be supported via establishment and use a dedicated Project Funds Management Record (PFMR) and Type Org Code "3" OCCR.

2.3.3.26.1.1.3.1. The one exception to the deployed aircraft rule is when aircraft are deployed to or operating from another base with a PFMR and OCCR linked to that same MDS and MAJCOM already loaded at the operating site. If a PFMR and OCCR are already in place for the same MDS and MAJCOM, there is no need to create a new PFMR & OCCR for the deployed aircraft, though the local LRS/Materiel Management Activity has the option of directing the customer to create and use a new OCCR linked to the preexisting PFMR.

2.3.3.26.1.1.3.2. Centralized Asset Management (CAM)-type PFMRs & OCCRs will be established for "regular" customer Wings which are deployed to or receive transient support at a given base three or more times in a calendar year. See above for guidance on MAJCOM/MDS business rules.

2.3.3.26.2. Transient Aircraft Support for other Services (US Navy, Army, etc.) and Agencies (National Aeronautics and Space Administration), Department of Homeland Security, etc.). Transient aircraft support is financed by the transient base. If parts are issued from base supply at the transient base, normal sales and credit policies apply, except other services or agencies will always pay SP for assets issued.

2.3.3.26.2.1. The home base is responsible for reparable support for its aircraft, which require repair at a transient location when both of the following conditions occur: (1) the spare part is not available at the transient location and 2) the Exchange Price for the reparable is greater than $20,000.

2.3.3.26.2.2. The two options available to home bases are:

2.3.3.26.2.2.1. Lateral support from the nearest location, enabled by the home base providing a funding document to the support location. This allows standard MICAP procedures to occur, or maintenance-to-maintenance channels.

2.3.3.26.2.2.2. Using maintenance-to-maintenance procedures, the serviceable and reparable part originates and returns to the home base. This allows for DIFM control and associated financial transactions to be processed at the home base.

2.3.3.27. Initial issue of Depot Level Reparable spares in Support of Cost per Flying Hour, Non-Cost per Flying Hour and Contractor managed items.

2.3.3.27.1. Justification letters for the initial issue of DLRs are required to support the requirement and are signed by the requesting organization commander.

2.3.3.27.2. Requesting organization submits justification letter to LRS Materiel Management Flight. LRS will review justification and funding prior to approval/disapproval. LRS will provide MAJCOM A4R visibility of the initial issue transaction requests. **(T-2).**

2.3.3.27.2. **(AFMC)** LRS will provide AFMC/A4F Centralized Asset Management (CAM) division and AFMC/A4R Logistic Readiness Division visibility of the initial issue transaction requests. **(T-2)**

2.3.4. Flying Hour Reimbursement.

2.3.4.1. The flying hour reimbursement concept allows CSAG-S and GSD to sell flying hour related consumable/reparable spares and management services to the customer based upon hours supported with those parts and services.

2.3.4.2. Each flying hour customer manages their cost per flying hour (CPFH) funding centrally with a single focal point loading and executing funds with no funds being distributed to the operating units/bases. Funds are loaded centrally into the applicable Accounting and Finance IT system so that monthly consolidated billings can occur.

2.3.4.3. An obligation will be established at the beginning of each month using projected hours flown by each weapon system multiplied by the current, approved Air Force Cost Analysis Improvement Group CPFH rates. At the end of the month, the WCF will bill each weapon system for actual hours flown multiplied by the approved Air Force Cost Analysis Improvement Group CPFH rate.

2.3.4.4. New Project Funds Management Records (PFMR) for each weapon system will be assigned as flying hour program only. No funds targets will be loaded nor will funds checks be performed for these OCCR/PFMR(s).

2.3.4.5. Billing for the flying PFMRs will be by the actual flying hours flown and not by individual stock numbers. The revenue will be recorded into one billing stock record account number per customer for CSAG-S and for GSD for by the associated element of expense identification code for the appropriated funds reimbursing each WCF activity.

2.3.5. SE Funding.

2.3.5.1. SE is procured with O&M (EEIC 3400) or central procurement (appropriation 3010/3011/3020/3080) dollars depending on the unit cost.

2.3.5.1.1. SE items with a unit/system cost less than $250K are funded with O&M dollars. AFMC provides the POM input for O&M requirements to AFMC/A4F.

2.3.5.1.2. Those SE items with a unit/system cost of $250K and above or exempted items are funded with central procurement dollars. Exempted items are all vehicles, items in support of Program Executive Office programs, munitions and associated equipment, automatic test systems, and night vision goggles. Requirements for central procurement dollars for the items/programs that fall into this category are placed in the

POM by the MAJCOM. These items are budgeted using Procurement Documents submitted to Congress through SAF/AQX. Procurement Documents reflect the decisions of the POM submissions.

2.3.5.1.3. RegAF O&M funding for the procurement of support equipment requirements (EEIC 63812, 63883, 63884) will be centralized under the CAM structure Operating Agency Code (OAC) 87. HQ AFMC/A4 will submit SE funding in their POM submission and manage it from an RegAF perspective.

2.3.5.1.4. ANG and Air Force Reserve (AFR) will POM their funding and manage their SE requirements. AFR and ANG funding will not be centralized with DAF RegAF funding and will be managed by the AFMC accordingly.

2.4. War Reserve Materiel (WRM).

2.4.1. AF WRM consists of an enterprise managed global strategy, dynamically positioned, equipment, vehicles and consumables, to support operations across the full Range of Military Operations (ROMO). It enables the Air Force Forces (AFFOR) to reduce the time required to achieve an operational capability or produce an operational effect.

2.4.2. WRM Program (includes Fuels Support Equipment and Basic Expeditionary Airfield Resources (BEAR)). See **Section 1B** for roles and responsibilities.

2.4.3. WRM Requirements.

2.4.3.1. WRM authorizations will not affect the peacetime stockage objective. WRM assets are not subject to automatic redistribution.

2.4.3.2. WRM requirements will be transmitted to the IM annually by 15 May using the appropriate format.

2.4.3.3. BEAR unconstrained FY buy requirements will be identified to AFLCMC BEAR PMO by the WRM GMO per AFI 25-101.

2.5. Degraded Operations.

2.5.1. Governing materiel management support processes must be performed in the event the materiel management IT system (in whole or in part) is not available. A degraded operation condition exists when automated systems are inoperative or other circumstances significantly impede normal materiel management processing.

2.5.1.1. Materiel management support operations are degraded when automated systems are not accessible; are temporarily down due to power failure, environmental condition, hardware/software problem, etc.; or during normal offline periods (end-of-day, end-of-year).

2.5.1.2. Manual accounting procedures must be used during degraded operations. See **Section 1B** for roles and responsibilities.

2.5.2. Degraded Operations Planning.

2.5.2.1. COOP. To the maximum extent feasible redundancies and failsafe capabilities will be included in materiel management systems to prevent outages. However, system outages will still occur. In anticipation of such outages, each materiel management activity will maintain a COOP that addresses situations when normal system processing is

unavailable and manual accounting will be required. Not all situations addressed in the COOP will require manual accounting.

2.5.2.2. Materiel Management Contingency Team. As part of a base's materiel management contingency plan, a contingency management team will be established to maintain control of overall materiel management operations. The composition of the management team may vary, but normally it will include the LRS APO or equivalent, the Control Team Chief, and representatives from each affected elements. The initial team meeting will focus on assessing the situation and reviewing the contingency plan. This team will conduct situation assessments, identify problems, and make recommendations for operation changes throughout the exercise/situation.

2.5.2.3. System Transaction Recovery (STR). Occasionally problems will occur that cause database errors in Materiel Management IT systems. When this happens the system will be restored to the last back-up and thorough research must be conducted to determine what transactions must be replayed/reprocessed. Materiel management activities will be prepared to respond to these situations that require STR. These situations may drive the need for manual accounting during the database recovery.

2.5.2.4. Support to Contingency Operations. Support to contingency operations may or may not involve manual accounting operations. Most contingency sites will have access to materiel management automated systems so normal transaction processing will apply. However, when systems are not available manual accounting procedures will apply.

2.5.3. Manual Accounting.

2.5.3.1. Materiel management activities will establish a Control Team capable of executing and managing degraded operations. **(T-1).**

2.5.3.2. Materiel management activities will maintain applicable data prepositioned for degraded operations. **(T-1).**

2.5.3.3. Materiel management activities (base retail and wholesale) will follow procedures in AFMAN 23-122. **(T-1).**

2.5.3.4. Materiel management manual accounting operations are mandatory for UND A issues and MICAP reportable transactions (e.g., backorders, shipments, receipts, due-out releases (DORs)).

2.5.3.4.1. Transactions are assessed on a case by case basis with close coordination between materiel management activities as needed.

2.5.3.4.2. After 72 hours, impacted materiel management activities will perform a daily assessment and adjust transaction processing as needed to support mission requirements (e.g., begin accepting and processing requests for RSP replenishment, single point failure, UND B, receipt, turn-in).

2.5.3.5. Exercises directed by AF/A4LR, end-of-year closeout, and real world outages may be counted as a local degraded operations exercise.

2.5.3.6. After a degraded operations exercise, QA will submit an After Action Report to the LRS/CC no later than 10 working days after completion of recovery. **(T-1). Note:** Operating in a degraded/manual mode does not supersede the need to ensure special

handling is enforced. Each functional area will ensure that special handling continues to be applied as warranted. Special emphasis will be placed on the control of classified and NWRM items.

2.6. RSP and Kits.

2.6.1. RSP Overview. See **Section 1B** for roles and responsibilities.

2.6.1.1. Readiness Spares Packages. RSPs are used to support deployments of AF weapon systems. AF doctrine is to establish immediately premium transportation based air routes for eligible Class IX (a) and Class VII (x) assets from point of use to repair node and retrograde to point of use to achieve consistent resupply within 72 hours. Fundamental logistics warfighting doctrine and assumptions are found in the AF War and Mobilization Plan (WMP), Volume 1. Over time, as force structure and operational planning change, authorizations for RSP change also.

2.6.1.2. Authorization Document.

2.6.1.2.1. Authorizations are based entirely on formal wartime tasking in the WMP. That tasking is determined by agreement between AF/A3 (or equivalent for non-airborne authorizations) and the appropriate MAJCOM operational OPR. Authorizations for RSP resulting from those wartime taskings are listed in the RSP Authorization Document. Volume 3, **Part III** provides authorization for airborne RSP and Volume 2 provides authorization for non-airborne RSP. MAJCOMs are authorized RSP for allocation to specific units/bases. The only effective avenue for the update/correction of Volume 3, **Part III** of the authorization document is for the using MAJCOM operations community to advocate such an update/correction to the appropriate Air Staff OPR.

2.6.1.2.2. For airborne systems, since the PM must build RSPs IAW the published authorization document. MAJCOMs, in conjunction with AFMC, develop the spares lists, which make up the RSP. The RSP will be adapted to fit the peculiar mission requirements of each individual organization to which it applies. Squadron specific contingency packages may be developed for all aircraft weapon systems other than strategic airlift aircraft. Either MRSP or In-Place Readiness Spares Package (IRSP) will be authorized against a single requirement, but not both. End items (including communications security items) with ERRC Code "S" or "U" will not be included in RSP.

2.6.1.2.3. A separate unit-specific contingency package may be established for each unit authorized an MRSP or IRSP. AMC strategic airlift aircraft are exempted from unit specific contingency package development per policy waiver granted by AF/A4LR. When required, MAJCOM will assign discrete identification numbers to contingency authorizations provided to field units.

2.6.1.2.4. When an RSP authorization is permanently transferred from one command to another, the MRSP bins and assets will be transferred intact to the gaining command. Those items of RSP that are not transferred will be made available for redistribution. When an RSP authorization is deleted from AF requirements, the using command will inform the storing command materiel management activity. Disposition instructions will be requested through the MAJCOM to AFMC to determine appropriate

disposition. The RSP Authorization Document will identify transfers and deletions wherever possible. Any omissions or conflicts with the document must be addressed from the using command's operations staff to the authorizing OPR at HAF, with information copies to AF/A4LR.

2.6.2. Spare Parts program objective. The major objective of the RSP program is to support national strategy in consonance with the guidance issued by OSD. Specifically, the AF objective is to authorize, acquire on time, preposition, pre-stock, and maintain in a serviceable condition ready for use, all RSP needed to support the wartime activities specified in the Defense Planning Guidance and the WMP.

2.6.3. Contingency support for AF and the Air Reserve Components (ARC) is provided through the utilization of on-hand Peacetime Operating Stock (POS) and RSPs. Contingency support can come from RSP or POS through many supply chain processes, such as special levels, CHPMSKs, MSKs, and CRSPs to ensure that stocks are in place at the right time to support the contingency mission. The RSP is prepositioned at or near the base of intended use or airlifted to the employment bases prior to, concurrently with, or following the deploying forces.

2.6.4. The only items authorized in airborne RSP are those listed on the Minimum Essential Subsystem List (MESL). These items support a specific weapon system and generate a Non-Mission Capable (NMC) grounding condition. **Note:** Safety-of-flight items are authorized even if not listed on the MESL and must be computed to the maximum extent possible.

2.6.5. Funding for RSPs.

2.6.5.1. Operating commands conduct RSP reviews annually in association with AFMC PM RSP Managers. To update the types and number of parts needed for right sizing is based on modifications, force structure, direct support objectives, Mean Time Between Demand (MTBD) changes, cannibalization indicators, and maintenance experience with past deployments. New requirements are computed by the AFMC logistics systems and validated by MAJCOM. Programming and budgeting for RSP and HPMSK annual adjustments is the responsibility of AFMC. AFMC will include these requirements in the AFWCF budget as part of the Materiel Support Division buy requirement. See **paragraph 2.3** of this instruction for further information.

2.6.5.1. **(AFMC)** AFSC/LZRB will conduct RSP reviews annually in association with PM RSP Managers.

2.6.5.1.1. New RSPs and authorization changes required for modification of current weapon systems or mission changes are funded through the 3010/3080 procurement accounts. New authorizations can be driven by new weapon systems entering AF inventory, modification of current weapon systems, or mission changes.

2.6.5.1.2. Mission changes include changes in operational requirements (e.g., conventional vs. nuclear), changes in number of Primary Aircraft Assigned supported, changes in the WMP-3, Part III, such as independent vs. dependent kits or in-place vs. mobility kits.

2.6.5.1.3. New authorizations and mission changes will be carried in an “unfunded” status until verification of funding/asset source. The presence of an authorization in an

"unfunded" status reflects the lead Commands' commitment to advocate for the requirement in their POM for all users of the new kit requirement. The lead command's A8 is responsible for the POM process.

2.6.5.1.4. Lead MAJCOM A4 notifies the MAJCOM/A8 of new RSP authorization requirements and justifying the new authorizations to the A8 for prioritization in the MAJCOM POM request. The lead command is responsible for addressing the total force RSP requirement. Responsibility for determination of the total force POM requirement is with the lead command in conjunction with AFMC.

2.6.5.1.5. AFMC determines the net buy and repair cost of new MRSP authorizations.

2.6.5.1.5. **(AFMC)** AFSC/LG will determine the net buy and repair cost of new MRSP authorizations. **(T-2)**

2.6.5.1.6. The AFMC will pass the net cost to the lead command A4/A8, so programming actions can be undertaken during the POM.

2.6.5.1.6. **(AFMC)** AFSC/LG will pass the net cost to the lead command A4/A8, so programming actions can be undertaken during the POM. **(T-2)**

2.6.5.1.7. Once funding is approved through the POM/BES/President's Budget, the lead MAJCOM/A4/A8 should notify AF/A3OD (through AF/A4) to have the authorization moved to the funded section.

2.6.6. New Weapon Systems.

2.6.6.1. The initial step in RSP development will be a preliminary meeting between the PM and MAJCOM, chaired by the PM or delegated alternate, to determine when and by what method the initial RSP provisioning quantities will be computed and passed to the PM RSP manager. Minutes of the meeting will be prepared to document the specific ground rules and method of operation. Copies of the minutes will be provided to AFMC, the MAJCOM RSP manager, AF/A4L, and all attendees.

2.6.6.1. **(AFMC)** New weapon PM will provide AFMC/A4R a status update on all approved minutes. Send copies of the meeting minutes to the AFMC/A4RM Workflow at **AFMC.A4rm.workflow@us.af.mil.** See AFMCMAN 20-106 for further details. **(T-2)**

2.6.6.2. Selection of newly designed non-stocklisted items for inclusion in RSP must be a joint decision of the PM and the MAJCOM.

2.6.6.3. The provisioning quantities will be computed to the greatest extent possible using ASM.

2.6.6.4. Close coordination in this process is required by AFMC and the MAJCOM OPRs.

2.6.7. Accountability

2.6.7.1. Equipment items, including support equipment, will not be included in applicable non-airborne RSPs. Spare parts to repair support equipment may be included in the RSP.

2.6.7.2. All investment items, regardless of authorization source, will be carried on stock record account "FB" and "FE" detail records.

2.6.7.3. Allowance Standard items (equipment items -- ERRC code "S" and "U") will be accounted for the appropriate equipment APSR. Spares to support equipment packages such as BEAR and Fuels Support Equipment must be accounted for on a RSP detail records. These types of RSP must be managed per AFMAN 23-122 and AFI 25-101.

2.6.7.4. RSPs are prepositioned as follows:

2.6.7.4.1. The using command will be responsible for arranging logistics support for its activities at non-AF locations in the continental United States. Arrangements with ANG units will be negotiated through the National Guard Bureau. This will be coordinated with storing/reporting commands (as appropriate), AFMC, and any other AF command, military service or governmental agency concerned. When the designated storing/reporting command has an RSP prepositioning requirement at a non-AF location and does not have the capability to support that requirement, the using command and AF/A4LR will be advised. The using command will evaluate the requirement for prepositioning the RSP and, if valid, will negotiate an alternate method of support. When a solution to the problem cannot be found, the issue will be elevated to AF/A4LR for final resolution.

2.6.7.4.2. When RSPs cannot be prepositioned at AF locations, the storing command will select alternate storage locations in coordination with the using command, AFMC, and any other affected commands.

2.6.7.5. The peacetime deployment of an MRSP or MRSP segment will be transferred to the host account if the deployment is for greater than 30 days. RSP will not be transferred if the deployment is for less than 30 days. The using command or subordinate headquarters will coordinate all support requirements in advance with the command providing computer support for the deployment (and the command providing home-station support, if different than the using command). Temporary package transfers involving packages assigned to ARC units will also be coordinated with AFR or ANG, as appropriate. In addition, the using command or subordinate headquarters will publish detailed guidance in appropriate deployment planning and implementation documents to ensure adequate controls over the deployed assets.

2.6.7.5.1. For deployments (less than 30 days), details will contain deployment indicators, and accountability for the items will remain at the home-station. Establish deployment indicators as follows:

2.6.7.5.1.1. CONUS deployment indicators will be established no earlier than nine (9) days prior to deployment.

2.6.7.5.1.2. OCONUS deployment indicators will be established no earlier than 14 days prior to deployment.

2.6.7.5.2. For temporary transfer, the designated CSB will assume RSP accountability. However, the owning base still retains MRSP Resource Readiness reporting responsibility unless Resource Readiness reporting is done by a centralized agency.

2.6.7.5.3. Deploying units will submit requests to transfer supply kits and packages to AFMC. AFMC will provide detailed kit transfer and specific redeployment instructions, to include a request for the latest results of the PC-Aircraft Sustainment

Model assessment. AFMC will coordinate with the gaining Contingency Operations Activity (servicing the deployment theater) as required.

2.6.7.5.3. **(AFMC)** Deploying units will submit requests to transfer supply kits and packages to 435 SCOS.

2.6.7.6. The deployed unit CC assigns supervisory responsibility to a deployed unit member when no forward supply account exists. Accompanying personnel may be collocated with the aviation package under control of the deployed unit CC.

2.6.7.7. Use and peacetime replenishment of MRSP assets while deployed will be as specified in MAJCOM to MAJCOM operations orders and agreements.

2.6.7.8. Items consumed while the MRSP is on temporary loan will be replaced by the using organization, insofar as possible, prior to return of the package. When time does not permit, it will be returned to the organization with the existing shortages, and action taken to replace items.

2.6.8. Review Process.

2.6.8.1. Review Schedule and Milestones.

2.6.8.1.1. The PM and affected MAJCOMs will review RSP annually. The review cycle will be timed to conclude in time for Air Staff approval of the requirement prior to the March IT system cycle RSP overlay. The purpose of the review is to update the range of items in authorized RSPs and verify the complete set of data used to compute quantities for those items. The review will include all recoverable items. Stock class 1377 cartridge actuated devices and propellant actuated devices are exempt from annual review. Selected EOQ items, to include the following categories, must also be reviewed: aircraft guns, gun components, aircraft wheels, aircraft tires, aircraft brakes and brake components, and others, as agreed between the PM and affected MAJCOMs. Reviews may be formal (face-to-face and unit funded) or informal (by correspondence). A formal review will be held for all new weapon systems or end items and for all weapon systems or end items undergoing significant changes in configuration or demand rates. The decision to hold a formal or informal review will be made jointly by the PM and affected MAJCOMs. When a weapon system or end item has been reviewed informally for three consecutive years, a formal review will be held. The scheduling of a review is done jointly by the PM and the using commands; the PMs decision is final. Once the review is scheduled, all using commands must provide their required inputs IAW the milestones.

2.6.8.1.2. For major milestones and additional details for the MRSP review process, refer to AFH 23-123, Volume 2.

2.6.9. Asset Reporting. Levels and assets will be reported in the Air Force Recoverable Assembly Management System (AFRAMS) or equivalent system using document identifier "9QN" format contained in AFH 23-123, Volume 1.

2.6.10. Storage Management.

2.6.10.1. Maintain all RSP and peacetime assets in serviceable condition. MAJCOMS requiring RSPs to be stored at non-AF locations will be responsible for its maintenance. RSPs are considered supplies of vital importance and must be stored in facilities that meet

the fire protection standards identified in the MIL-STD-3007F, *Standard Practice for Unified Facilities Criteria and Unified Facilities Guide Specifications*.

2.6.10.2. Tenant organizations required to maintain a deployment capability will keep the required manpower authorizations to support the mobility requirement. Host/tenant support agreements will be established to specify who will store and maintain the RSP.

2.6.10.3. Assets authorized for IRSP may be commingled with POS. Assets in MRSP may not be commingled with POS, they should be segregated and clearly marked within the warehouse location.

2.6.10.4. MRSP will be stored in mobility bins or in segregated base warehouse locations. Items too large for mobility bins may be stored on 463L pallets for immediate movement.

2.6.10.5. The maintaining activity must ensure that proper shelf-life control, rotation, TO compliance, and inventory practices are followed.

2.6.10.5.1. IAW AFMAN 23-125 (IP), COSIS, shelf-life controls and other inspection functions established for like peacetime assets will be applied to RSP items. All expendables owned by the materiel management activity will be rotated with similar peacetime items to protect their continued serviceability.

2.6.10.5.2. TO and Functional Check. Complete TO compliance actions for RSP assets in the same manner as peacetime stocks and IAW applicable TOs. Functional check requirements, as identified in **paragraph 5.7** of this instruction will be performed prior to the item being placed in RSP. The frequency of subsequent inspections or checks will be as specified in the governing TO.

2.6.10.5.3. Inventory. All configurations of RSP and MSK's will be inventoried within 10 calendar days after return from deployment or transfer. Submit inventory parameter request to AFMC IAW AFH 23-123, Volume 2 to update detail Date of Last Inventory. All classified assets will be inventoried and stored IAW with this instructions and AFMAN 23-122. Inventory all other assets annually. The materiel management activity will seal MRSP bins at the time of deployment. In addition, the gaining materiel management activity will inventory an MRSP when it is received on a transfer or loan from another unit.

2.6.10.5.3. **(AFMC)** Inventory. All configurations of RSP and MSK's will be inventoried within 10 calendar days after return from deployment or transfer. Submit inventory parameter request to the 437 SCOS IAW AFH 23-123, Volume 2, to update detail Date of Last Inventory. All classified assets will be inventoried and stored IAW with this instructions and AFMAN 23-122. Inventory all other assets annually. The materiel management activity will seal MRSP bins at the time of deployment. In addition, the gaining materiel management activity will inventory an MRSP when it is received on a transfer or loan from another unit.

2.6.11. RSP Packages

2.6.11.1. Packages are developed to support the force as it is planned to exist at several specific points in time.

2.6.11.1.1. Contingency packages are built to support the force as it will exist at the end of the current review cycle; therefore the review contingency package will be built to match authorizations for the next fiscal year.

2.6.11.1.2. A buy package is to be input to the next budget cycle after the current review cycle is completed. The review buy package will be built to match authorizations three fiscal years into the future.

2.6.11.2. Independent/Dependent Concept. The independent/dependent squadron is a mobility concept designed to recognize wartime deployment and beddown plans for aircraft units. When two aircraft squadrons having the same MDS are programmed to deploy and operate from a single wartime beddown location, an attempt will be made to draw those squadrons from a single wing and tailor unit equipment and manning to recognize the efficiencies inherent to multiple squadron beddown.

2.6.11.3. Regardless of how the authorized MRSP is warehoused or packaged for deployment, it will be reported as a single MRSP of the Primary Mission Aircraft Inventory. The dependent MRSP must be combined with the independent MRSP and will be Resource Readiness reported as a single MRSP of the combined Primary Mission Aircraft Inventory.

2.6.11.4. When units operate under the independent/dependent concept, a "working package" of the combined Primary Mission Aircraft Inventory must be built. This package will not be listed in the RSP Authorization Document, and must always have an authorization factor of zero, because no such unit actually exists. It is built solely to aid in determining the quantities for NSNs in the dependent package. The working package and dependent MRSP will be built after all file maintenance has been done on the independent package. See AFMAN 23-122 for procedures detailing the creation of the working package and associated computations.

2.6.12. Airborne MRSP:

2.6.12.1. In-Place Readiness Spares Package (IRSP). The IRSP includes only the parts needed over and above the normal POS levels expected to be available to a unit during wartime. IRSP use POS for wartime requirements. The AF offsets the Total Wartime Requirement by subtracting the amount of POS it expects to be serviceable on-hand, which becomes the additive IRSP Authorized Quantity.

2.6.12.2. The CRSP concept allows MAJCOMs to use either MRSP or IRSP details to manage consumable item support for contingency deployments. The CRSP process provides requirement and asset visibility, has automated transfer and deployment procedures, the capability to provide the correct priority and project-coded replenishment requisitions.

2.6.12.2.1. AF units will maintain all approved CRSP authorizations in the retail systems and in a constant state of readiness to deploy in support of contingency operations. When reconciliation/approved authorization files are received from MAJCOM they will be loaded and requisitioned immediately. The CRSP levels for AF units will be based upon 2 years of demand history data, retrieved using the 7SC data for ERRC “XB3”/”XF3”. Where possible and applicable, MAJCOMs should use demand history from multiple bases using the same MDS weapon system.

2.6.12.2.2. MAJCOMs will use 7SC data to create a list of consumables candidates. MAJCOMs will compute all EOQ requirements and for those items required for the LRU (attaching hardware) apply the higher of the computed quantity versus the quantity per aircraft required quantity. MAJCOM's will conduct an annual base level review to determine the range of items to be included in the CRSP. Units will provide a valid justification for out-of-cycle changes or items that are not on the 7SC list of candidates.

2.6.12.3. Non-Airborne MRSP:

2.6.12.3.1. Non-airborne requirements are determined by the MAJCOM. The concurrence of the Inventory Management Specialist/Equipment Specialist (ES) will be obtained for AF-managed assets.

2.6.12.3.2. The RSP will include spares necessary to support all end items in the deploying non-airborne UTC. Equipment items, including support equipment, may not be included in RSPs. Spare parts, to repair support equipment, may be included in RSP.

2.6.12.4. End Item Serial Number /Package Serial Number (ESN/PSN) Structure.

2.6.12.4.1. A standard thirteen-digit serial number structure will be used to identify all RSPs. The PM RSP managers (or subsystem program manager for end items not managed under a PM office will assign serial numbers in appropriate IT systems. Refer to AFH 23-123, Volume 1, for ESN/PSN structure definition.

2.6.12.4.2. Non-airborne reparable authorizations are shown for the “Purpose” or “Mission” they are designed to perform, such as a CRE (Control Reporting Element), or an individual combat communication system (such as GRC-239, Troop-Satellite Support Radio). “Purpose packages” composed of end item packages for individual components are built in D087H and their supported relationships are established in the ESN/PSN Relationship Table.

2.6.12.5. PM RSP managers will perform file maintenance of the relationship table. MAJCOMs will provide updates to PM RSP managers as required.

2.6.12.6. Mission Support Kit (MSK).

2.6.12.6.1. A MSK is a transportable package of expendable supplies and spares, parts for aircraft, engines, aerospace ground equipment, and communications end items. These items are required to support an AF unit or segment of a unit when deployed for short durations. If deployed for less than 30 days and support (the levels and replenishment requisitions) is from the home base or no replenishment is necessary, then a MSK can be used.

2.6.12.6.2. Deployed MSKs cannot be replenished from the deployment location, nor is replenishment for spares pulled from home-station to fill MSKs authorized. Special priority or Joint Chiefs of Staff (JCS) project codes are not authorized for home-station requisitions generated because assets were pulled for an MSK (e.g., if a part is cannibalized to fill a kit, then a MICAP is generated to replace the part). MSK detail records are usually kept on home-station record with a deployed indicator.

2.6.12.7. High Priority Mission Support Kit.

2.6.12.7.1. A HPMSK is an additive air-transportable package of expendable supplies and repair cycle assets designed to support a weapon system at a deployed location. The HPMSK supports selected units by providing a spares package which contain assets that are additive to the base demand level and to worldwide requirement in D200A. The HPMSK is built to support units with unique peacetime operational profiles that cannot support with unit Based Levels. HPMSKs are funded by the owning MAJCOM.

2.6.12.7.1. **(AFMC)** The HPMSK supports selected units by providing a spares package which contain assets that are additive to the base demand level and to worldwide requirement in the applicable AF approved Requirements Computation data system.

2.6.12.7.2. AF/A4LR is the approval authority for all HPMSKs. MAJCOMs will forward HPMSK requests directly to AF/A4LR. Only in unique situations, and with the approval of AF/A4LR, will units with authorized MRSP be authorized an HPMSK. Once approved, HPMSK authorization will be documented in the WMP 3, Part 3, "RSP Authorization Document." All approved HPMSKs will be loaded into the appropriate IT system. The ASM will compute HPMSKs using the Direct Support Objective and flying profiles provided in the WMP or OPLAN. RSP Non-optimized rules will also apply to HPMSK computations. Any exceptions to computation policy and parameters will be approved by AF/A4LR.

2.6.12.8. Temporary High Priority Mission Support Kit (THPMSK).

2.6.12.8.1. A THPMSK is an MSK built to support short term deployments (generally more than 30 days and less than 90 days) and the level/details records are transferred to the gaining host base. Requisitioning action comes from the contingency site to the source of supply. The "transferred to" base increases its Requisitioning Objective (RO) for the THPMSK and the home base RO is reduced by the amount of the THPMSK levels. When THPMSK is an option, MSKs should not be used. The THPMSK is similar to the CHPMSK, except it is used to support contingency operations for a period less than 90 days or to support quick reaction contingencies (when there is no time to get a CHPMSK approved or when it is unknown if the contingency will last more than 90 days). Also THPMSK levels come only from the deploying unit, the home-station RO is reduced for all NSNs loaded in the THPMSK. THPMSKs can become CHPMSKs if the contingency is extended beyond 90 days.

2.6.12.8.2. The Host LRS APO can approve deployed MSK. When the THPMSK option is available to MAJCOMs, MSKs will not be transferred (deployed only). Exceptions must be granted by AF/A4LR. **(T-1).**

2.6.12.9. CHPMSK.

2.6.12.9.1. CHPMSK levels are provided from the overall worldwide POS requirements not just from the home-station of the deploying aircraft. Readiness Base Levels are allocated in a way that minimizes worldwide expected backorders. Refer to AFMAN 23-122 for approval procedures and transaction processing to establish CHPMSK.

2.6.12.9.1. **(AFMC)** CHPMSK levels for Air Force managed items are provided from the overall worldwide POS requirements not just from the home station of the deploying aircraft. RBL levels are allocated in a way that minimizes worldwide expected backorders. Therefore, the approval process is unique for CHPMSK authorizations of AF managed NSNs. Refer to AFMAN 23-122, *Materiel Management Procedures*, paragraph 2.6, Readiness Spares Packages and Kits for transaction processing to establish CHPMSK.

2.6.12.9.1.1. CHPMSKs are authorized for tactical JCS coded units supported by IRSP offset levels.

2.6.12.9.2. CHPMSK Approval Authority.

2.6.12.9.2.1. AFMC is the approving authority for CHPMSK requests.

2.6.12.9.2.1. **(AFMC)** Submit CHPMSK requests to the 635 SCOW for review and approval.

2.6.12.9.2.2. Requests for new CHPMSKs or additions to existing CHPMSKs will flow from the requesting MAJCOM through the applicable Lead Command to AFMC for approval.

2.6.12.9.2.3. AFMC/SCOW will analyze the impact (increase in worldwide expected backorders) if the CHPMSK is fielded and will approve, disapprove or recommend adjustments to range and depth or requested quantities. **Note:** CHPMSKs will be reviewed at least annually.

2.6.12.9.2.4. Information Requirements for CHPMSK Requests. Requesting Lead Command will provide AFMC/SCOW with justification to support establishing a new CHPMSK or adding to an existing CHPMSK. The justification provides information why an existing MRSP cannot meet/support the peacetime or contingency needs and include the following information to compute a CHPMSK: the expected mission duration, primary/secondary units tasked, the number of weapon systems tasked, the number of that weapon system in the AF fleet, MDS tasked (model and block specific if necessary), as well as operational flying hour program, required operational support objective (i.e., aircraft availability target) the range/depth of NSNs required, deployed location (including stock), and the recommended MRSP to apply as the offset. Under no conditions will the CHPMSK and the MSRP support the same portion of the requirement.

2.6.12.9.3. CHPMSK and deployed MSK are separate and distinct from HPMSKs. When a deployment or tasking can be accomplished within existing flying hour programs (i.e. aircraft are flying peacetime hours at a site away from home-station), the CHPMSK or deployed MSK are the options to use. A CHPMSK should be used when transferring the assets to a contingency and support (replenishment and requisitioning) will come from the contingency base. These packages provide support to tasked units without increasing the worldwide requirement and are not additive requirements. Therefore, additional funding is not required.

2.6.12.9.3.1. CHPMSK may also support CRF until demands are sufficient to establish peacetime levels.

2.6.12.9.3.2. AF units supporting split operations (deploying a unit to more than one location) or rainbow unit deployments (aircraft from different units deploying to one location) to support recurring deployments may use CHPMSKs. Using CHPMSKs for this purpose reduces redundant airlift requirements, alleviates support problems associated with the lack of depth in RSPs for split operation deployments, and minimizes home-station support degradation for lead unit rainbow deployments.

2.7. Contingency/Wartime Planning.

2.7.1. General Considerations. Planning shall be done IAW AFI 10-401, AFI 10-403 and AFMAN 10-409-O, *Support to Adaptive Planning*. This section provides the basis for developing and providing materiel management inputs for this planning. See **Section 1B** for roles and responsibilities.

2.7.2. The AF materiel management IT system must support wartime combat operations from any location, whether it is a bare base, a collocated operating base, or an existing theater main operating base (MOB) in OCONUS or any other contingency area identified in published operational plans. It must also support the worldwide deployment commitment of tactical and strategic forces as specified in the AF 10-series instructions. During contingencies, maximum materiel management IT system processing support must be provided for direct mission requirements. For degraded operations refer to **paragraph 2.5** of this instruction.

2.7.3. Wartime support for AF forces is provided through the use of peacetime assets plus WRM. On-hand base primary operating stocks will be used to support WRM requirements when sufficient WRM assets are not available to support implementation of an approved AF war plan. The WRM is prepositioned at or near the base of intended use or is transported to the employed bases before, concurrently with, or following the deploying forces. During contingencies, all WRM assets will be integrated with and used as operating stocks.

2.7.4. The LRS APO must ensure prompt and accurate reporting of wartime stocks IAW AFI 10-201, Chapter 4 to facilitate stockpile readiness decisions. **(T-2).**

2.7.5. Mobility equipment required to meet wartime taskings will be identified by the MAJCOM and incorporated in either the Weapon System Allowance Standard or a general allowance standard. All mobility equipment authorizations are mandatory and will either be on-hand, on-order, or contained in appropriate budget documents (unless centrally procured). Air Reserve Component (ARC) units tasked to fulfill the same UTC deployment requirements will be similarly equipped so they can be used interchangeably. These requirements are identified by gaining MAJCOMs and incorporated in the Weapon System Allowance Standard.

2.7.6. The Concept of Operations (CONOPS) developed by AF/A4LX, outlines materiel management operations to support sustained combat operations across the entire spectrum of hostilities.

2.7.7. The base-level materiel management planner will:

2.7.7.1. Coordinate with MAJCOM counterparts and the Plans and Integration Section. **(T-2).**

2.7.7.2. Comply with OPLAN support requirements IAW AFMAN 10-409-O. **(T-2).**

2.7.7.3. Comply with BSP requirements IAW AFI 10-404, *Base Support And Expeditionary (BAS&E) Site Planning*. **(T-2).**

2.7.7.4. Ensure materiel management inputs are provided IAW AFMAN 10-206, *Operational Reporting (OREP)*. **(T-2).**

2.7.7.5. Monitor Designed Operational Capability Statement and Resource Readiness IAW AFI 10-201. **(T-2).**

2.7.7.6. Identify training requirements for assigned UTCs and ensure LRS/CC or equivalent cognizance for necessary action. **(T-2).**

2.7.7.7. Identify and prioritize all Limiting Factors/shortfalls to LRS Plans and Integration Section. **(T-2).**

2.7.8. The base materiel management planner will prepare for the actions required of deployed materiel management units deployed and absorbed as component forces in the theater. **(T-2).**

2.7.8.1. Home-station pre-deployment actions will be IAW AFI 10-403 for the movement of equipment custodians and WRM (RSP, equipment, facilities, and WCDO) and the preparation of the deployment location (bare base or collocated operating base).

2.7.8.2. After full-up communication connectivity, the materiel management UTC will establish accountability of deployed RSP and equipment using the materiel management IT system tied to the host computer for the deployed location. In-line processing by the host computer starts and normal base materiel management operations begin.

2.7.8.3. Bulk shipments of Chemical, Biological, Radiological, Nuclear IPE and weapons will be received and stored by the deployed LRS/ Materiel Management Activity until issued. **(T-2).**

2.7.8.4. Planning For Redeployment/Reconstitution. This involves redeployment of forces within the Area of Responsibility to forward operating locations (FOLs) or to home-station. The materiel management planner will be aware of the following:

2.7.8.4.1. FOL support will come from the main deployed base. FOLs will be considered off-base organizations of the main base. Support and accountability of assets will be provided and maintained by the main base.

2.7.8.4.2. Redeployment will be accomplished by deployed teams who handle WRM. Property will be shipped in UTC configuration with shortages identified and inventory lists attached to designated locations for reconstitution. Reconstitution will be accomplished at specified sites by deployed or home-station reconstitution teams. After reconstitution, assets will be forwarded to prepositioning sites.

2.7.8.4.3. Deployed or homes-station functional agencies/custodians are responsible for inventorying and processing the accountability of assets through materiel management. Materiel management will then transfer accountability back to the original unit/prepositioning site, and direct property flow of RSPs and equipment.

2.7.8.5. Reconstitution will be conducted/accomplished for all equipment, and RSPs, upon return of WRM assets to the storing units as money and contractual limitations permit.

2.7.9. Planning guidelines for materiel management support at deployed locations.

2.7.9.1. The following general guidelines will be used by the base materiel management planner for operating at the deployed location.

2.7.9.2. The LRS APO will ensure maximum survivability of WRM assets and critical peacetime operating stocks, preferably by storing in hardened shelters. In wartime, critical assets must be dispersed and not stored in a single location. Potential sortie delays caused by dispersal can be tolerated as opposed to total loss of critical spares. The planner will ensure planning is based upon anticipated wartime vulnerability rather than peacetime efficiency.

2.7.9.3. The base materiel management planner will designate alternate demand processing and LRS readiness locations. COOP planning is essential for materiel management operations.

2.7.9.4. A large workload is generated by break-out and issue of WRM, especially auxiliary fuel tanks. Planners will ensure break-out/movement of WRM is practiced and publish adequate procedural guidance. WRM break-out and movement may be the largest materiel management workload early in a contingency.

2.7.9.5. Materiel management planners will identify all buildings projected for materiel management use and, if none exist, plan for storage/work area alternatives. Storage space requirements depend upon the aviation packages being supported. Special care will be given to wartime use of WRM facilities for conversion to general materiel management storage. MAJCOM planners will pre-identify these buildings and MMHS/SAS required to convert from WRM to standard materiel management warehouses.

2.7.10. Logistics Support Decisions.

2.7.10.1. Materiel management planning requires a review of logistics support decisions prior to deployments to ensure selected procedures are consistent with the planned logistics support concept. As a minimum, these decision elements are:

2.7.10.2. Length of deployment (if known).

2.7.10.3. Identification of owning and supporting materiel management IT system accounts. Unless deployed asset accountability transfers at time of deployment, the home base materiel management IT system will be the owning account. Otherwise, the gaining materiel management IT system must be identified as the owning materiel management IT system. Provide designated lateral materiel management IT system support bases including communication routing identifiers, DoDAAC and system designators.

2.7.10.4. Spares Replenishment. Specify when and if replenishment is authorized.

2.7.10.5. Specify if special vehicle or general purpose vehicle requirements will be identified and sourced.

2.7.10.6. Requirement for base service store support and scope of operations. This requirement must address whether stocks are planned for initial lay-in and means for replenishment considering length of deployment.

2.7.10.7. The force activity designator (FAD) of unit(s) to be supported.

2.7.10.8. The planned maintenance concept, e.g. remove and replace or remove, repair, and replace or if a transition from former to the latter is planned.

2.7.10.9. The movement of retrograde (reparable) must not be delayed. Deployed units must be aware of where to send reparable.

2.7.10.10. The frequency/method for sending materiel management transactions must be determined.

2.7.10.11. Contracting support and associated funding. Identification shall be made of needed contracting support to provide for local purchase materiel management capability.

2.7.11. Other Planning Tasks.

2.7.11.1. Depending upon geographic location, MAJCOM, and mission, the LRS/CC may be responsible for planning actions other than reception. Some of these may include:

2.7.11.2. Planning for Contingency Operating Bases or Bare Bases. Main operating bases are usually tasked to accomplish base-level deployment/reception planning for contingency operating base and bare bases. The base logistics plans office/wing plans office can identify contingency operating base/bare base support responsibilities.

2.7.11.3. Noncombatant Evacuation Operations (NEO) or Noncombatant Emergency & Evacuation Plan. In areas of hostility and natural disaster, the US military may be tasked to assist the Department of State to evacuate, shelter, and provide for noncombatant personnel. For guidance, contact the installation base support planning manager within the LRS or the MAJCOM base support planning POC within the A4 directorate.

2.7.11.4. Host Nation Support Agreements. At overseas locations, LRS planners will be aware of Host Nation Support Agreements. The host nation may agree through negotiations with the Department of State, Service components, and MAJCOMs to provide materiel/services to the US Government for use during a war or contingency. Knowledge of Host Nation Support Agreements significantly enhances planning efforts. However, the planner will have a back-up plan in the event host support does not materialize.

2.7.12. Materiel Management Wartime CONOPS.

2.7.12.1. CONOPS development will be done in IAW AFI 10-401. CONOPS assumptions include:

2.7.12.1.1. Materiel management operations will be based upon a combination of self-sufficiency and responsive resupply management. Forward stockage, in-theater/regional repair capability, and theater-wide asset management will be employed, when appropriate, to support materiel management operations. Materiel management support systems will be deployed as soon as possible prior to or after the onset of hostilities or contingency and IAW current Operations Plan (OPLAN) taskings.

2.7.12.1.2. Deployable communications to support stand-alone materiel management operations with an eventual communications link for upgrade to on-line operations, in conjunction with resupply management, are critical to combat capability. Communications and resupply management, therefore, must be established as early as possible. Since communication availability is never assured in wartime, data will be accumulated and transmitted by whatever means are available.

2.7.12.1.3. Logistics support may be limited during the initial deployment period. Not all essential materiel can be initially deployed. Therefore, critical spares identified after arrival in the area of hostilities/contingency must be supported through expedited resupply management.

2.7.12.1.4. Materiel management processing by deployed locations will be phased in by site as hardware and communications become available. The centralized capability provided by AFMC is particularly appropriate for supporting combat operations from bare bases or locations that are too far from an established materiel management IT system.

2.7.13. Contingency materiel management support requirements.

2.7.13.1. The materiel management system must be structured to provide uninterrupted support for both in-place and deploying forces. How materiel management support processing is facilitated is largely driven by the scenario. Coordinate with AFMC to ensure uninterrupted materiel management support.

2.7.13.1. **(AFMC)** Coordinate with 635 SCOW to ensure uninterrupted materiel management support.

2.7.13.2. Day-to-day operations must mirror contingency operations to the greatest extent possible to minimize disruption and training disconnects.

2.7.13.3. Base self-sufficiency and resupply management responsiveness must be maximized.

2.7.13.4. In-place and deployed materiel management activities will maintain an audit trail on all transactions.

2.7.13.5. Theater resource allocation decisions must be made within the theater command structure.

2.7.13.6. Support must include the entire spectrum of combat materiel including aircraft spares, equipment, vehicles, communications, civil engineering items, Chemical Warfare Defense Equipment, uniform items, and base reconstitution supplies.

2.7.13.7. Prepositioning WRM, surging depots, and resupply management efforts must be based on coordinated actions between AFMC, the lead command and operating commands.

2.7.13.8. Range and depth of support will depend upon the nature/anticipated length of the contingency and total units to be supported, i.e. deployed units as well as those already in place (support infrastructure).

2.7.13.9. Coordination with AFMC must be standardized as much as possible to accommodate any MAJCOM or contingency.

2.7.13.10. Contingency materiel management concept.

2.7.13.10.1. In-place units will operate with materiel available at the onset of hostilities and critical parts secured by whatever means is available after the contingency operation begins.

2.7.13.10.2. Employment of mobile units will be comprised of two phases. The first phase involves deployment of a materiel management advance echelon team (LRS/CC

and materiel management infrastructure) to include capability of processing materiel management IT system transactions in a degraded operations mode. The second phase involves arrival of materiel management augmentation teams and connectivity with AFMC.

2.7.13.10.3. From the beginning of a contingency until normal materiel management operations are resumed, materiel management support will consist of POS, RSPs, follow-on RSPs and responsive "Express Delivery Service" of high priority items.

2.8. Life Cycle Product Support Planning.

2.8.1. The PSM is responsible for developing a program's product support execution plan and documenting it in the Life Cycle Sustainment Plan. The Life Cycle Sustainment Plan specifically addresses materiel management support. It delineates the PSM's plan for identifying, resourcing and implementing actions to acquire and repair spares, and all classes of supply to ensure the best equipment/capability is available to support the user. For additional detail, reference AFI 63-101/20-101 and AFPAM 63-128, *Integrated Life Cycle Management.*

2.9. AF provisioning policies. AF provisioning policies will comply with requirements in DoDM 4140.01; DoDI 5000.02, Operation of the Defense Acquisition System; DoDM 4100.39, DoDM 4140.27, Volume 1 and 2, MIL-HDBK-502, AFPD 23-1; and AFI 63-101/20-101. Refer to **Chapter 1** for delegation of authority.

2.10. Participation in the WSSP.

2.10.1. AF participation in this DLA-managed program is required by DoDM 4140.01, Volume 2, and is essential to receiving the required level of DLA support for AF weapon systems. WSSP provides Services the capability to identify DLA-managed NSNs required to support specific weapon systems. AF weapon systems using DLA-managed NSNs are identified in the program by a WSDC. DLA-managed NSNs are loaded in WSSP against the specific WSDC on which the NSNs are used and each NSN is assigned an essentiality code (EC). EC's indicate the degree to which failure (shortage/stock-out) of a WSSP item affects the ability of a weapon system to perform its intended operation. See **Section 1B** for roles and responsibilities.

2.10.2. WSSP Eligibility. Only those weapon systems requiring DLA parts support will be registered in the DLA WSSP. Also, support systems/subsystems providing direct and immediate support to weapon systems (e.g. trainers, simulators, engines, support equipment, communications-electronic systems/subsystems) relating to a priority weapon system may be nominated for WSSP inclusion.

2.10.2.1. The following guidance will apply for nominating weapon systems:

2.10.2.1.1. All new WSDC requests will initially be assigned WSGC level C Upgrade to WSGC level A or B will be made, if required, during the next annual WSDC WSGC review.

2.10.2.1.2. WSGC level A will be limited to weapon systems designed as instruments of combat, either offensive or defensive, issued to destroy, injure, defeat, or threaten the enemy. These systems require the most intensive management to support performance goals and readiness objectives. WSGC level A may also include weapon

systems experiencing long-term readiness problems or failures of supply support where the condition can be improved by management and resource reallocation with DLA.

2.10.2.1.3. WSGC level B will be limited priority systems that are designed for and have a primary combatant function, or provide supplemental, direct, and immediate support to a combatant weapon system or situation. These systems require intensive management to support performance goals and readiness objectives.

2.10.2.1.4. WSGC level C will be assigned to systems not requiring intensive management to reach assigned performance goals and readiness objectives.

2.11. Spare Parts Breakout Program.

2.11.1. The objective of the AF Spare Parts Breakout Program (AFSPBP) is to reduce costs by purchasing parts from other than prime weapon-system contractors. See **Section 1B** for roles and responsibilities.

2.11.2. The DFARS PGI 217.7506 requires DoD personnel involved with design control, acquisition, and management of any centrally managed replenishment or provisioned part to evaluate the part for competitive buy to reduce its cost. AFMC must buy parts without compromising configuration integrity, safety, and performance.

2.11.2.1. AFSPBP applies to any centrally managed replenishment or provisioned part for military systems and equipment. All DoD personnel involved with design control, acquisition, and management of such parts including, but not limited to project, program, and system managers, technical personnel, contracting officers, legal counsel, inventory managers, inspectors, and small business specialist and technical advisors.

2.11.2.2. The AFSPBP does not apply to:

2.11.2.2.1. Foreign military sale peculiar items.

2.11.2.2.2. INS items.

2.11.2.2.3. Local Purchase.

2.11.2.2.4. Obsolete items.

2.11.2.2.5. Phase out parts.

2.11.2.2.6. Parts acquired under other specifically defined initial support programs.

2.11.2.2.7. Items with annual buy values below the threshold developed by DoD components or field activities.

2.11.2.2.8. Component breakout.

2.11.2.3. An AMC and AMSC are assigned to provide the best possible technical assessment of how a part can be procured. The technical assessment will be based on factors such as: the availability of adequate technical data, the government’s rights to use the data, technical restrictions placed on the hardware, and breakout cost versus projected savings. A part does not have to be coded as noncompetitive based on an initial market survey that only uncovers one interested source. When sufficient technical data is in the government’s possession to enable other sources to manufacture an acceptable part and there are no technical restrictions on the part which would preclude other sources from

manufacturing it, the part should be coded competitive. **Note:** Component breakout under DFARS 207.171.

2.11.3. General Guidance:

2.11.3.1. The breakout program develops supplemental procedures, processes and policies to accomplish the screening process detailed in DFARS PGI 217.7506.

2.11.3.2. To aid breakout to competition or direct purchase, AFMC identify, select, and screen parts for breakout as early in an acquisition as possible. This AFMC review should occur during the provisioning cycle. When parts are not fully standardized early in the acquisition process, the optimum solution may be breakout to the actual manufacturer.

2.11.3.3. AFMC Breakout Program Managers apply resources and assign priorities to those parts that have the greatest opportunity for breakout and potential savings.

2.11.3.4. The AF may not deny any firm the opportunity to demonstrate its ability to furnish a part that satisfies AF needs. For specific guidance regarding qualification, refer to Federal Acquisition Regulation (FAR) 9.202.

2.11.3.4.1. The evaluating AF activity expedites its evaluation and gives a decision to the demonstrating firm or provides status within 60 days. The contracting officer need not delay a proposed award to give a potential offer or an opportunity to demonstrate its ability to meet the qualification standards.

2.11.3.4.2. The AFMC Air Logistics Complex may consider parts manufactured by approved sources, and then offered by surplus or other nonmanufacturing sources. Restrictive codes or low annual buy value does not preclude such consideration.

2.11.3.4.3. Dealer or other nonmanufacturing sources must give the AF all necessary facts to prove that the proposed parts meet the AF's needs. The AF considers authorized dealers and distributors identified through appropriate contracting documents as nonmanufacturing sources of commercial items.

2.11.3.5. To aid breakout decision making, the AF may use contractors' experience in developing, designing, manufacturing, and testing equipment.

2.11.3.5.1. The AF may get technical information from the contractor through the GEIA-STD-007 as part of the provisioning process or directly from the contractor, applying DFARS PGI 217.7506.

2.11.3.5.2. The AF designates contractor technical information as CTIC. The AF may not delegate responsibility for determining AMC and AMSC to a contractor.

2.11.3.5.3. AFMC request contractor help in screening selected parts only after weighing the benefit expected from the contractor's technical information and the cost to the government of obtaining such help. Program managers may not request contractor help for:

2.11.3.5.3.1. Parts covered by government and industry specifications.

2.11.3.5.3.2. Parts that are commercially available.

2.11.3.5.3.3. Non-developmental items.

2.11.3.5.3.4. Parts for which data is already available.

2.11.3.5.4. Contracts to obtain technical information require impartial technical evaluations conducted by competent personnel using applicable technical data. The government incurs no cost for duplicate screening of parts.

2.11.3.6. Upon receipt of a funded requisition from an authorized AF activity or a Military Interdepartmental Purchase Request from an authorized agency/service, AFMC will screen for items that the AF has engineering responsibility and are not assigned an Acquisition Method Code.

2.11.3.7. Inadequate or incomplete procurement data packages limit competition for future procurement candidate items. Buying required data or acquiring the necessary data through reverse engineering may relieve the limitations. The life-cycle savings should clearly exceed the expected cost of acquiring data, or reverse engineering.

2.11.4. Identifying, Selecting, and Screening Parts:

2.11.4.1. Provisioned parts are subject to breakout.

2.11.4.1.1. Throughout this breakout process, the AF should purchase items directly from the actual manufacturer whenever possible to avert added distributor and retailer costs.

2.11.4.1.2. Actual screening of provisioned parts is not normally practical because the parts lack design stability.

2.11.4.2. Generally, program managers need to periodically replenish provisioned parts.

2.11.4.2.1. Managers may use provisioning lists or similar lists of new parts for selecting parts for screening.

2.11.4.2.2. Managers base screening priorities on design stability, performance stability, and anticipated replenishment. They also consider buy values, buy quantities, and the availability of technical data.

2.11.4.2.3. Managers should make efforts to fully screen parts as they enter the inventory.

2.11.4.2.3.1. Parts should meet the above criteria.

2.11.4.2.3.2. The managing activity should program parts for replenishment procurement.

2.11.4.3. AMCs and AMSCs are valid until the next assigned review date. The review may vary by organization and part. Coding activities may assign a review date of less than 5 years if available information indicates that no change in code is expected.

2.11.4.3.1. Suspense dates may vary with the circumstances surrounding each part.

2.11.4.3.1.1. AMSCs may receive suspense dates of: 24 months or less, 3 years, 5 years or 10 years.

2.11.4.3.1.2. Items with a 1G or 2G code do not require a suspense date. Management may dictate a periodic review of the parts assigned these codes.

2.11.4.3.2. Program managers track the availability of data and the technical status of proposed actions to improve the competitive status until completion.

2.11.4.4. When an activity generates a buy requirement estimated to be over the screening threshold for a part without the current AMC or AMSC, the part is submitted for screening actions according to either the full or limited screening procedures IAW DFARS PGI 217.7506.

2.11.4.5. Challenges to a suspect AMC/AMSC will be reviewed to verify the code.

2.11.4.6. When events occur which may improve the competitive condition of a part and may result in recoding, management must conduct the screening and subsequent recoding promptly without waiting for future procurement requests. Examples of actions that fall into this class are:

2.11.4.6.1. Receipt of a technical data package.

2.11.4.6.2. Release of proprietary rights.

2.11.4.6.3. Completion of a reverse engineering project.

2.11.4.7. Screening procedures for parts may vary depending on circumstances. No set of rules cover all conditions. Program managers may make an informed decision to breakout without following the procedures step-by-step in every case. They should do the following in all cases:

2.11.4.7.1. Obtain, consider, and record the necessary supporting facts.

2.11.4.7.2. Involve contractors in the decision-making process only to the extent of providing technical information.

2.11.4.7.3. Document any coding conferences with industry.

2.11.4.7.4. Determine through screening whether a part is suitable for competitive acquisition.

2.11.4.7.4.1. It may be possible to break out the part for direct purchase from the actual manufacturer.

2.11.4.7.4.2. Parts with data belonging to the actual manufacturer and not likely to be procured by the government are particularly suited to direct purchase. Such direct purchase is particularly appropriate if the manufacturer assumes total responsibility for the part, including its design, quality control, and testing.

2.11.4.7.5. For each screened part, establish a file to document and justify the decisions and results of all screening efforts. Keep this file on-hand to supply historical data for subsequent screening.

2.11.4.7.6. After a part gets an AMC and AMSC, screening does not cease. The screening process continues as the AF receives documentation or contractor responses until management assigns a competitive code or exhausts all efforts to improve the code status.

2.11.4.7.7. Before completing the recoding action, the responsible engineering activity reviews and concurs with proposed changes to all screening packages.

2.11.5. Reporting Instructions:

2.11.5.1. *The Spare Parts Breakout Screening Report* (RCS DD P&L [QS&A] 714A) is a cumulative semiannual report detailing the accomplishments of the breakout program. The report describes full and limited screening for provisioning and replenishment parts by the number of different NSN for each AMC.

2.11.5.2. *The Spare Parts Acquisition Report* (RCS: DD P&K [QS&A] 714B) is a cumulative semiannual report documenting all spare part purchases during the current fiscal year. The report describes the number and extended-dollar value of different NSNs purchased for each AMC.

2.11.5.3. The AF maintains actual cost-savings (or cost avoidance) data attributable to the AFSPBP and include the data in the semiannual *Spare Parts Acquisition Report.*

2.11.5.4. The AF purchases reported in the *Spare Parts Acquisition Report* may not match the screenings reported in the *Spare Parts Breakout Screening Report* because of time differences between screenings and actual purchases and procurement lead-times.

2.11.5.5. The AFSPBP Costs required for the *Spare Parts Breakout Screening Report* come from the SH069-LO3, *RC Managers Cost Center Report*. Activities should use EEIC 392, *Other Civilian Personnel Compensation, Gross Obligation* to reflect their costs.

2.11.5.6. Reports are due to AF/A4LR 30 days after the end of each reporting period (October through March and April through September).

2.11.5.6.1. **(Added-AFMC)** AFSC will provide a consolidated report NLT the 20th of the month after the end of the last month of the reporting period (20 Apr and 20 Oct), to AFMC/A4R and the AFMC/A4RM Workflow (**afmc.a4rm.workflow@us.af.mil**). **(T-2)**

2.11.5.7. Correct and revise the midyear reports in the year-end reports. Year-end reports may not be revised.

2.12. TRAP. See **Section 1B** for roles and responsibilities.

2.12.1. TRAP Categories.

2.12.1.1. WRM. WRM TRAP assets include the following subcategories: combat, current operations, and forward presence.

2.12.1.2. Peacetime Operating Stocks. POS TRAP assets include the following subcategories: AME, NIE, Test and Evaluation, and training. **Note:** All categories of TRAP assets are subject to consumption during wartime and peacetime operations.

2.12.2. Funding.

2.12.2.1. TRAP items are procured with 3400/72834/63817 CAM funds; LEAN Support Equipment (SE). This includes TRAP war consumables previously procured with aircraft 3010/BP17 funds. Care must be exercised to ensure TRAP procurement funds (3400/72834/63817) can be executed within the FY they are received since these funds are one (1) year funds.

2.12.2.2. WRM is war consumables equipment purchased with 3400/72834/63817 CAM (LEAN SE) funds. These additional TRAP items are used to replenish projected losses that are forecast to occur during wartime operations.

2.12.3. TRAP Requirements Determination.

2.12.3.1. WRM TRAP requirements will be determined annually through a year-long process that begins with the Munitions Working Group. Attendees will include various representatives from Air Staff, AFMC TRAP Activity, applicable sustainment depots, the combat MAJCOMs, and other key personnel.

2.12.3.2. The latest theater war plans, force structure documents, operational, and other pertinent inputs will be reviewed at the TWG meeting(s) to develop and determine WRM TRAP requirements.

2.12.3.3. Modeling, war plan review, current and projected force structure review, and manual inputs will be used to develop viable, defendable WRM TRAP requirements.

2.12.3.4. WRM TRAP requirements will be published in the NCAA. The NCAA provides near term (budget year) WRM requirements; out year (6 years hence) WRM TRAP requirements; TRAP Inventory Objectives (IO); and midterm TRAP requirements.

2.12.3.4.1. Budget year requirements will be considered in determining near term stockage levels.

2.12.3.4.2. The out year WRM requirement is based on projected inventories of TRAP items and supported munitions; it is the basis for determining excesses for demilitarization, foreign military sales, etc., when compared to IOs.

2.12.3.4.3. The out year TRAP IO supports an optimum mix of existing and developing weapons and is used as a basis for procurement decisions. The IOs may be less than the sum of MAJCOM-identified WRM TRAP requirement.

2.12.3.4.4. The midterm WRM TRAP requirements will be used for continuing trend analysis.

2.12.3.5. WRM TRAP item apportionment will be computed in the NCAA and identified as theater starter objectives.

2.12.3.6. TRAP requirements will be forwarded to the AFMC TRAP Activity and TRAP IMs. TRAP requirements will be file maintained and implemented in the applicable AFMC materiel management IT system’s instructions for scheduling TRAP depot repair actions. These coordinated instructions, along with the current near and out year NCAA TRAP requirements, will be transmitted to each applicable AFMC Air Logistics Complex for review.

2.13. Base Closures/Weapons System Transfers. Base closures and associated weapon system transfers due to mission changes involve numerous actions outside the Logistics Readiness Squadron (e.g., medical and library accounts, etc.) and are rarely alike. Close coordination with all key players (e.g. MAJCOM, Maintenance, Comptroller, Materiel Management, etc.) is essential. Because of these characteristics, this paragraph provides only general base closure policy for stock record accounts B and E maintained under the ILS-S and its satellites. References for base closure policy and procedures are further outlined in AFMAN 23-122; AFH 23-123, Volume 2, for IT

procedures; AFI 65-301, *Internal Audit Services*; DFAS-DE 7077.10-M, *DoD Financial Management Regulation*; AFI 25-201, *Intra-Agency, and Inter-Agency Support Agreements Procedures*; TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, and other directives. Major command headquarters will answer questions about base closure policy and procedures not outlined in this section or the above-referenced directives. See **Section 1B** for base closure and weapon system transfer roles and responsibilities.

Chapter 3

SOURCING OF MATERIEL

3.1. Overview. This chapter outlines AF guidance for the supply chain materiel management processes associated with the sourcing of materiel activities. These activities include Local Purchase and Retail Sales; Receipt Processing, Item Management; and Diminishing Manufacturing Sources and Materiel Shortages. For this chapter, DoDM 4140.01, DoDM 4140.26-M, Volume 1, serve as primary DoD sources and various AF publications also serve as references.

3.1.1. **(Added-AFMC)** AFMC materiel management organizations will implement sourcing strategies that are based on an understanding of the supplier base and establish mitigation controls for potential contracting issues associated with items and supply chain risks. Strategies will maximize security and reduce the risk of procuring tampered parts from foreign suppliers IAW DoDM 4140.01, Volumes 3 and 9 and Paragraph 5.10 of DAFI 23-101 and this Supplement.

3.2. Local Purchase and Retail Sales.

3.2.1. LP is a request for supplies and equipment that is initiated from a materiel management information technology system and transmitted through an interface with the local Contracting office or equivalent. Requests for items of supply to be locally procured may be requested only after all government supply and mandatory sources have been exhausted. Public law requires all federal agencies to purchase products at or below the micro-purchase threshold IAW FAR Part 13. The procurement of Local Purchase items will comply with the Air Force Green Procurement Program which supports Executive Order 13834, *Efficient Federal Operations*; the FAR, Subpart 23.4—*Use of Recovered Materials and Biobased Products*; and AFI 32-7001, *Environmental Management*. See **Section 1B** for roles and responsibilities.

3.2.2. For AF retail supply accounts, the use of LP is defined for the following customer requests:

3.2.2.1. Cataloged NSNs with a unit price over $5,000 with an Acquisition Advice Code of “L”.

3.2.2.2. Non Cataloged items requiring equipment accountability with a unit price over $5,000.

3.2.3. Base-level Requests.

3.2.3.1. Originators of LP requests will ensure funding is available, provide a full description of the requested item, provide required multiple commercial sources as defined by the FAR and if requested, justification letters through the organization commander or designated authority. For HAZMAT, the originator must obtain HMMP authorization IAW AFI 32-7086 for the specific hazardous item prior to procurement. **(T-1).**

3.2.3.2. LRS/Materiel Management Activity personnel will validate documentation and process the LP requests in a materiel management IT system and provide item descriptions to base contracting. **(T-2).**

3.2.3.3. Contracting Office or equivalent approves and procures the item.

3.2.3.3.1. **(Added-AFMC)** For non-cataloged items, the majority of components procured in the LP/1348-6/Part Number Requisition Process (PNSSR) processes do not go through contracting. **Note:** Some PNRs do go through contracting. PNSSRs will be worked through AFSC and the Part Number Offices (PNOs). If under the micro-threshold, the PNOs can use the Government Purchase Card (GPC) to procure assets, based on the recommendations of the Owning Engineering Authority or approved Technical Authority.

3.2.3.4. Contracting Response/Assistance on LP requisitions. MILSTRIP processing time standards do not apply to LP requisitions.

3.2.4. Management Method for AF-Managed Items.

3.2.4.1. AFMC will not catalog items as LP if they are end items or if any of the following conditions exist:

3.2.4.1.1. The item is coded NWRM and COMSEC/CCI.

3.2.4.1.2. The item affects safety of flight.

3.2.4.1.3. The item affects the configuration of the NHA.

3.2.4.1.4. The item is design unstable, i.e. number of design changes may occur in the future

3.2.4.1.5. The item requires inspection and QA in the manufacturing process to comply with specific government technical specifications and standards.

3.2.4.1.6. The item requires technical data beyond the normal commercial handbook or operating instructions and parts list.

3.2.4.1.7. The item is classified or requires special security characteristics.

3.2.4.1.8. The item is required to support a number of end items or locations to make central procurement more cost effective.

3.2.4.1.9. The items are on hand in depot stock.

3.2.4.2. AFMC will catalog item as LP if none of the conditions above apply, and if one or more of the following conditions exist:

3.2.4.2.1. The item is available as a standard commercial item.

3.2.4.2.2. The item is an investment item that is required for initial installation.

3.2.4.2.3. The item is a non-logical spare that is procured on a one-time basis.

3.2.4.2.4. The item is a system designated as command supported.

3.2.4.2.5. The item has a base identifiable source other than a prime AF contractor (Lockheed, Boeing, Pratt and Whitney, etc.).

3.2.5. LP of AF Centrally Managed Items. The policy for LP of centrally managed items comes from the DFARS. LP of centrally managed items is authorized if judged to be in the best interest of the government in terms of quality, timeliness, and cost.

3.2.5.1. Exceptions. It is not necessary that every item be advantageous. This exception does not apply to:

3.2.5.1.1. Items necessary for war reserve or war mission requirements, required for unit deployment, or to support the industrial base. This includes weapons of military application.

3.2.5.1.2. The item is coded NWRM and COMSEC/CCI.

3.2.5.1.3. Items with special security characteristics.

3.2.5.1.4. Items which are dangerous such as explosives or munitions. Refer to AFMAN 21-201 and AFMAN 21-202, *Missile Maintenance Management*.

3.2.5.1.5. Drugs or pharmaceuticals.

3.2.5.1.6. Items directly related to the operation of a weapon system, subsystem, or its support equipment. Weapon systems include aircraft, space, missile, engine or ground command/control/communication. Approval to purchase weapon system items will be accomplished IAW AFI 64-117.

3.2.6. Retail Sales functions (formerly known as Base Service Store (BSS)).

3.2.6.1. Operational Scope. Retail Sales items are defined as Commercial type items, including items obtained from commercial sources and GSA. These items fall within the LP micro purchase threshold outlined in the FAR 2.101, 13.2 and 13.301.

3.2.6.2. Use of the GPC card, GSA Stores or other contracted operations are the primary and preferred method to support Retail Sales items. MAJCOM's must obtain approval from AF/A4LR to establish operations in support of Retail Sales items.

3.2.6.3. Use of Materiel Management IT systems for Retail Sales items is restricted to TO weapon system assets.

3.2.6.4. Retail Sales at Contingency locations.

3.2.6.4.1. Request for items which are defined as Retails Sales will be supported by use of GPC, Blanket Purchase Agreements or other methods defined by DoD Contingency Contracting Policy.

3.2.6.4.2. AF personnel supporting contingency operations in the Area of Responsibility are authorized to purchase assets from local DoD materiel management activities (e.g., U.S. Army). Prior to going to the local DoD materiel management activities, all AF units in the Area of Responsibility will obtain written approval from the AF activity responsible for materiel management support within the Area of Responsibility (e.g. the host Expeditionary Logistics Readiness Squadron).

3.3. Receipt Processing.

3.3.1. AF/A4L shall retain final approval authority for receipt processing policy.

3.3.2. Delegation of Authority. Reference **Chapter 1**.

3.3.2.1. **(Added-AFMC)** AFMC-operated and AFMC-owned/contractor operated wholesale receiving operations will comply with the receiving, handling, and processing requirements in:

3.3.2.1.1. **(Added-AFMC)** DoDM 4140.27, Vol. 1, Shelf-Life Management Program: Program Administration.

3.3.2.1.2. **(Added-AFMC)** MIL-STD-129, Military Marking for Shipment and Storage.

3.3.2.1.3. **(Added-AFMC)** AFJMAN 23-210, Joint Service Manual (JSM) for Storage and Materials Handling.

3.3.2.1.4. **(Added-AFMC)** DAFI 23-101, *Materiel Management Policy*.

3.3.2.1.5. **(Added-AFMC)** AFMAN 23-125 (IP), *Stock Readiness*.

3.3.2.1.6. **(Added-AFMC)** AFJMAN 23-209, *Storage and Handling of Hazardous Materials* and AFMAN 32-7002, *Environmental Compliance and Pollution Prevention.*

3.3.2.2. **(Added-AFMC)** Handle and process materiel with the appropriate level of protection to preserve each asset's reliability and maintainability.

3.3.2.3. **(Added-AFMC)** Electro-Static Devices (ESD) will be handled and properly packaged IAW Technical Order (TO) 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance, and Test of Electrical Equipment*.

3.3.2.4. **(Added-AFMC)** Adhere to the safety requirements in AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, to ensure a safe and healthy work place.

3.3.2.5. **(Added-AFMC)** During in-checking, open packages and physically compare stock number/part number, serial number (if required), unit of issue, quantity, and condition identified on the receiving documents to the actual property received.

3.3.2.5.1. **(Added-AFMC)** In-checkers may use electronic counting scales for large quantity receipts (e.g., nuts, bolts, etc.) at the discretion of the Accountable Officer.

3.3.2.6. **(Added-AFMC)** Process short receipts immediately with the short or partial indicator, as appropriate. Assets will not be held pending arrival of the missing packages/quantities.

3.3.2.7. **(Added-AFMC)** Document receipts utilizing one of the following authorized forms and obtain signatures from all contractors and vendors:

3.3.2.7.1. **(Added-AFMC)** DD Form 1348-1A, *Issue Release/Receipt Document*.

3.3.2.7.2. **(Added-AFMC)** DD Form 250, *Material Inspection and Receiving Report*.

3.3.2.7.3. **(Added-AFMC)** DD Form 1155, *Order for Supplies or Services*.

3.3.2.7.4. **(Added-AFMC)** Wide Area Work Flow (WAWF) electronic form.

3.3.2.7.5. **(Added-AFMC)** DD Form 1149, *Requisition and Invoice/Shipping Document* (for Vendor Shipments and FMS Repair and Return).

3.3.2.8. **(Added-AFMC)** Establish/maintain accountability of property by recording receipt-related processing actions in an AF-approved APSR IAW DoDI 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property*, and AFI 23-111, *Management of Government Property in Possession of the Air Force*.

3.3.2.9. **(Added-AFMC)** Submit and reply to Supply Discrepancy Reports (SDR) IAW DLM 4000.25, *Defense Logistics Management System: Concepts and Procedures, Vol. 1* and AFMAN 23-125 (IP), *Stock Readiness*.

3.3.3. Retail materiel management receiving tasks are performed by the Deployment and Distribution Flight (LGRD). Reference AFI 24-602, Volume 2, for additional information on receipt processing.

3.3.3.1. Local Manufacture. In order to reduce transportation and handling costs, the FSC will process receipts for local manufacture items. **(T-2).**

3.3.3.2. Excluding Local Manufacture, performance of receipt process duties other than by Receiving Element (LGRDD) of the Deployment and Distribution Flight (LGRD) will only take place to maximize efficiencies and only if approved in writing by the Installation Transportation Officer and unless otherwise exempted in AFI 24-602, Volume 2.

3.3.3.3. Materiel Management IT systems will acknowledge receipt processing and respond to follow-ups from wholesale activities. See AFH 23-123, Volume 2, for IT guidance.

3.4. Item Management. Item Management includes world-wide distribution and redistribution, quantitative materiel requirements determinations, budget estimates, provisioning, cataloging, repair programs, marketing and other related functions (e.g. Reliability Improvement Warranties [RIW], Plant Clearance Automated Reutilization Screening System (PCARSS), Special Tooling/Special Test Equipment [ST/STE]). AF IM policies will comply with requirements in DoDM 4140.01; DLM 4000.25, DLM 4000.25-1, *Military Standard Requisitioning and Issue Procedures* (MILSTRIP); DLM 4000.25-2, *Military Standard Transaction Reporting And Accountability Procedures (MILSTRAP)*; DoDM 4100.39*;* DoDM 4140.26-M*;*Volumes 1-6, DoDM 4140.27, Volume 1 and 2; DoDM 4140.68 *Integrated Materiel Management of Nonconsumable Items*, Federal Acquisition Regulation (FAR); Defense Federal Acquisition Regulation Supplement (DFARS); DoDM 5010.12, *Procedures for the Acquisition and Management of Technical Data*; AFPD 23-1*;* AFI 20-110; and AFMAN 23-120, *Spares Requirement Review Board (SRBB)*. See **Chapter 1** for Delegation of Authority reference.

3.5. Diminishing Manufacturing Sources and Material Shortages (DMSMS). DMSMS is the loss or impending loss of manufacturers of items or suppliers of items or raw material. DMSMS is caused when manufacturers of items or raw material suppliers discontinue production. DMSMS policies will comply with requirements in DoDM 4140.01; DoD Standardization Document 22 (SD-22), *Diminishing Manufacturing Sources and Material Shortages*; DoD SD-5, *Market Research*; and AFI 63-101. Reference Chapter 1 for delegation of authority.

Chapter 4

MAKE AND MAINTAIN MATERIEL

4.1. Overview. This chapter outlines AF guidance for the supply chain materiel management processes associated with the making and maintaining of materiel. These processes include Time Compliance Technical Order; Repair and Time Change Items. For this chapter, DoDM 4140.01 serves as a primary DoD reference source.

4.2. Time Compliance Technical Order (TCTO).

4.2.1. TCTOs are intended to expedite the accomplishment of retrofit changes to end articles/items, parts, and materiel within specific time periods and reduce the probability of accidents/unreliability of systems or equipment due to non-compliance IAW TO 00-5-15, *Air Force Time Compliance Technical Order Process,* AFMAN 21-202, and AFI 21-101. For maintenance activities that are non-Aircraft, refer to AFPD 21-1, *Maintenance of Military Materiel*, for the governing maintenance publication. See **Section 1B** for roles and responsibilities.

4.2.2. TCTO Kit Monitor Files. The LRS/Materiel Management Activity manages documents pertaining to the TCTO upon notification from PS&D. The TCTO Kit File will contain:

4.2.2.1. The TO publication.

4.2.2.2. AF Form 2001, *Notification of TCTO Kit Requirements*.

4.2.2.3. Copy of receipt documents.

4.2.2.4. Kit availability notice or copy of transaction history showing transaction (latest notice only).

4.2.2.5. Notification of kit shipments. These notifications may be maintained in a central file provided that the letters, messages, and the AF Form 2001 are cross-referenced.

4.2.2.6. TCTO kit reconciliations. These assets are reconciled with the LRS/Materiel Management Activity on a monthly basis. The purpose of this reconciliation is to validate kit availability, shortages, excesses, due-outs, and due-ins.

4.2.3. Kit Guidance.

4.2.3.1. TCTO kits will contain all parts/material necessary to accomplish the modification, except as noted in TO 00-5-15.

4.2.3.2. Kitted TCTOs are assembled at the wholesale level and provided free of charge to base units.

4.2.3.3. Non-kitted TCTOs are assembled by the end user or customer at the base level when directed by AFMC and lead command concurs.

4.2.4. Assembly of Kits.

4.2.4.1. TCTOs will indicate how the kits will be assembled, obtained, and funded.

4.2.4.2. Billing Base-Assembled TCTO Kits. To make it easier to bill expenses incurred for the base assembly of TCTO kits, an OCCR and Project Funds Management Record (PFMR) are loaded for each kit or source of funds. The supply activity will load the OCCR

using an organization code in the 100-999 series and type organization code “K”. The responsibility center/cost center code will be 99xxxx, as provided by Accounting & Finance (A&F). Upon receiving authority to assemble a kit at base level, the TCTO Kit Monitor will furnish A&F the TCTO kit number, the appropriate funding source, and the A&F disbursing station number.

4.2.4.3. Inclusion of Unauthorized Materiel in TCTO Kits. When a modification requires materiel not authorized for inclusion in the kit--such as explosives, NWRM, munitions, or medical items; the item or system manager (IM/SM) responsible for the modification will provide appropriate funding for the required materiel to the activity developing or assembling the kit. The end user activity will then obtain the required materiel. All such items will be kitted separately and identified as part of the total TCTO kit so that proper safety measures can be taken.

4.2.4.4. Deviations from the Complete Kit Guidance. Deviations from the complete kit guidance require waivers agreed to by the lead command. Host command LRS/Materiel Management Activities will accept responsibility for kit buildup of incomplete TCTO kits waived by a tenant unit's MAJCOM. **(T-2)**. Items excluded from TCTO kits by waiver are acquired from existing organizational resources or purchased through regular supply channels as necessary. Waivers may be approved by the Cryptologic and Cyber Systems Division, IAW TO 00-5-15. **Note:** When the need is urgent and a using command has adequate materiel assets but not at the requiring bases, it may be necessary to redistribute the materiel laterally to complete the TCTO kits.

4.2.5. Shelf-Life Item Control.

4.2.5.1. Kitted TCTOs containing shelf-life items will be assigned a shelf-life code of the shortest shelf-life item in the kit.

4.2.5.2. When shelf-life items become outdated, normal shelf-life control procedures will apply IAW AFMAN 23-122.

4.2.6. TCTO Release. TCTO items will only be released for MICAP conditions.

4.2.7. Incomplete Kits. AF bases/activities will notify the PM/Technical Content Manager responsible for the TCTO of any kit shortages.

4.2.8. Rescission of TCTO. Rescission of the TCTO will be done IAW TO 00-5-15.

4.2.9. Completed TCTO Kit Files. Upon completion of TCTO, the completed jacket file will be retained as specified in the AF Records Disposition Schedule.

4.3. Repair.

4.3.1. Overview. The repair cycle includes involves the LRS/Materiel Management Activity, FSC, Documented Cargo, Maintenance and Base Repair activities. See **Section 1B** for roles and responsibilities.

4.3.2. DIFM management. The materiel management IT system establishes a DIFM record and tracks the unserviceable asset until it is repaired, evacuated, or condemned.

4.3.2.1. All DIFM monitors will attend Block IIB Repair Cycle Training. **(T-2).**

4.3.2.2. Multiple DIFM indicators. The materiel management IT system will reject a DIFM issue processed for a quantity of more than one each. If more than one of a particular item needs to be requested, the customer will submit a multiple DIFM request (with document justification, e.g. TO reference) to the LRS/Materiel Management Activity for approval. The LRS will retain document justification for duration of the DIFM indicator.

4.3.2.3. Maintenance (TRN). The LRS/Materiel Management Activity will maintain close coordination with maintenance activities to expedite turnaround processing.

4.3.2.3.1. DIFM turn-ins. All DIFM assets will be returned to the LRS/Materiel Management Activity in the appropriate reusable container with the required documentation IAW **paragraph 6.2** of this instruction. **(T-1).**

4.3.2.3.2. The LRS/materiel management activity will appoint a primary and alternate TRN manager in writing to act as the single point of contact for all TRN actions.

4.3.2.4. Reparable items will be returned by Maintenance Activities. **(T-1).**

4.3.2.4.1. Repair Cycle items identified as Direct NRTS will be returned by the end of the 4th duty day from the date of issue. **(T-1).**

4.3.2.4.1.1. **(Added-AFMC)** Direct NRTS DIFM items not turned in within the 4 duty-day time frame require coordination and approval of the Materiel Management Leadership of the organization the DIFM is charged to. AFMC LRSs who provide logistics support to other Major Commands will adhere to that MAJCOM's DIFM turn-in standards. **(T-2)**

4.3.2.4.2. Base reparable assets assigned to back shops will be returned by the end of the 45th duty day from the date of issue. **(T-2). Note:** Failure to return reparable items to LRS in a timely manner will delay replenishment of serviceable items to the installation.

4.3.2.5. DIFM status/location update. To accurately control DIFM assets, the status and location of the item will be known and appropriately reflected at all times.

4.3.2.5.1. Base reparable assets – Within 4 duty days from the date of issue, the correct DIFM status code shall be applied to accurately reflect the status and location of the asset.

4.3.2.5.2. Customers with a maintenance information system will update DIFM location and status daily.

4.3.2.5.3. Customers without a maintenance information system will notify FSC of any status changes so appropriate inputs are reflected in the materiel management IT system.

4.3.2.6. DIFM inventory. A repair cycle asset management list will be used to manage and control DIFM assets on a daily basis. A DIFM inventory will be conducted on a quarterly basis with the appointed DIFM monitor and FSC personnel. **(T-1). Note:** When discrepancies are discovered between DIFM record balances and the physical count, the LRS/Materiel Management Activity will request a special inventory. For further details refer to **paragraph 5.7** of this instruction.

4.3.2.6.1. **(Added-AFMC)** FSC DIFM monitor will annotate discrepancies and corrective actions on the repair cycle listing. **(T-2)** FSC Section Chief or equivalent will review the results and sign the repair cycle listing. **(T-2)** Upon receipt of the inventory results, the Physical Inventory Control Section Chief or equivalent will prepare and sign a memo for record indicating the inventory was performed and properly documented. **(T-2)** Maintain the signed MFR and repair cycle listing IAW the Air Force Records Disposition Schedule.

4.3.3. Base contract maintenance. Any item in stock requiring contract maintenance will be controlled using DIFM procedures. Items processed to contract maintenance will not update historical demand data in the materiel management IT system.

4.3.4. Product Quality Deficiency Report items. Guidance regarding these items can be found in TO 00-35D-54, *USAF Deficiency Reporting, Investigation, and Resolution*. Deficiency report exhibits. Items identified to show materiel deficiency conditions will be processed as unserviceable deficiency report exhibit turn-ins IAW with TO-00-35D-54. The LRS/Materiel Management Activity will store deficiency report exhibits until final disposition instructions are received. **(T-2).**

4.3.5. AWP Management. AWP procedures are detailed in AFMAN 23-122. See **Section 1B** for roles and responsibilities pertaining to AFMC, LRS/Materiel Management Activity and Maintenance.

4.3.5. **(AFMC)** AWP Management. AWP procedures are detailed in DAFMAN 23-122. See **Section 1B** for roles and responsibilities pertaining to 635 SCOW, LRS/Materiel Management Activity and Maintenance.

4.3.6. CRF.

4.3.6.1. Purpose of CRF.

4.3.6.1.1. Centralized repair consolidates maintenance and supply resources at designated locations. These services are available to an organization that cannot service its own equipment or cannot perform intermediate level maintenance on AF reparable assets.

4.3.6.1.2. To provide intermediate level maintenance of unserviceable assets, centralized repair offers the following resources: tools, test equipment, spare and repair parts, and skilled personnel.

4.3.6.1.3. Centralized repair sustains or enhances logistics responsiveness and effectiveness while reducing costs.

4.3.6.2. Guidance. MAJCOM, AFMC, Host and Supported CRF LRS Commander/Accountable Property Officer roles and responsibilities are outlined in **Section 1B**. Responsibilities for Maintenance personnel at CRFs and supported units are outlined in AFI 21-101 and AFI 20-117.

4.4. Time Change Items.

4.4.1. Time Change management. A time change manager will be assigned from the Flight Service Center and be appointed in writing by the Materiel Management Flight Chief or equivalent.

4.4.2. The time change manager will coordinate time change requirements with maintenance and will maintain supporting documentation IAW AFI 21-101 and TO 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items.* **(T-2).** For maintenance activities that are non-Aircraft, refer to AFPD 21-1 for the governing maintenance publication.

Chapter 5

DELIVERY OF MATERIEL

5.1. Overview. This chapter outlines AF guidance for the supply chain materiel management processes associated with the delivery of materiel. These processes include Order and Requisitioning; Physical Asset Management; Equipment Management; Document Control and Detail Records, Record Reversal and Correction, Physical Inventory and Inventory Adjustments; SPRAM; Inspection and Related Operations; Management of Discrepant, Counterfeit and Suspect Counterfeit Materiel; Stock Positioning; and Materiel Disposition. As listed in **Attachment 1**, *References*, various DoD and AF publications are reference sources for this publication. For this chapter, DLM 4000.25, Volume 6, *Logistics Systems Interoperability Support Services*, DLM 4000.25-1, DLM 4000.25-2, DoDM 4140.01, DoDM 4140.27, Volume 1 and 2.

5.2. Order and Requisitioning.

5.2.1. Requisition Management.

5.2.1.1. Guidance. To ensure order fulfillment, AFMC Activities and LRS/Materiel Management Activities not centralized under AFMC:

5.2.1.1. **(AFMC)** 635 SCOW, and LRS/Materiel Management Activities not centralized under the 635 SCOW, will: **(T-2)**

5.2.1.1.1. Receive and process customer requisitions (to include modifiers and cancellations) and provide status. Ensure any issues that affect aircraft readiness are addressed before cancellation/termination action is initiated, as the items under contract could be used for future demands.

5.2.1.1.2. Track requisitions through completion (e.g. cancellation, receipt, receipt acknowledgement, among other actions) with some requiring special emphasis (e.g. overdue/lost shipments, MICAPs, AWP).

5.2.1.1.3. Reconcile requisitions with the SOS quarterly via automated response using the appropriate materiel management IT system to ensure requisitioned materiel is still required and valid.

5.2.1.1.4. Oversees airlift challenges, centrally managed exception codes, supply difficulty requests, and the special requirements programs.

5.2.1.2. LRS/Materiel Management Activities manage requisitions and will:

5.2.1.2.1. Manage local purchase/local manufacture requisitions, cancellations and status. Ensure any issues that affect aircraft readiness are addressed before cancellation/termination action is initiated, as the items under contract could be used for future demands. **(T-2).**

5.2.1.2.2. Validate requisition requirements with requesting activities monthly.

5.2.1.2.3. Manage due-ins with overdue shipment status.

5.2.1.2.4. Submit non MICAP part number requests to the SOS.

5.2.1.2.5. In support of DoD's Tire Commodity Management Privatization, order aircraft tires IAW DLA's Tires Successor Initiative. The procedures in AFMAN 23-

122 outline how residual AF stocks will be ordered "free issue" until depleted and how tires will be ordered IAW with this initiative.

5.2.1.2.6. Manage locally assigned Issue Exception (IEX) codes. **(T-2).**

5.2.1.2.7. Ensure Unit Commanders with assigned individuals as organizational resource advisors and organizational materiel control personnel attend Block I, General Materiel Management Indoctrination.

5.2.1.3. Materiel Management Customers will:

5.2.1.3.1. Submit, validate, and request modifications/cancellations of backorders (e.g. orders, requisitions or due-outs) per AFMAN 23-122. **(T-2).**

5.2.1.3.2. Requisition submission. The establishment and transmission of AF-generated materiel management requisitions will comply with DLM 4000.25-1, DLM 4000.25-2, and DoDD 8190.01E, *Defense Logistics Management Standards (DLMS)*. **(T-0).**

5.2.1.3.3. MICAP Management. MICAP customer backorders are one of the highest forms of expedite backorder established in customer retail supply systems. MICAP conditions require intense scrutiny and verification to ensure item shortages are satisfied locally by all means possible prior to backorder establishment.

5.2.1.4. AFMC manages MICAPs and will:

5.2.1.4. **(AFMC)** 635 SCOW will: **(T-2)**

5.2.1.4.1. Validate base level MICAP checks (e.g. TO, NHA, Percent Base Repair, etc.) are accomplished prior to requisitioning.

5.2.1.4.1.1. **(Added-AFMC)** For MICAPs that are auto-sourced, 635 SCOW will validate base level MICAP checks after requisitioning. If MICAP is satisfied through the auto sourcing program, validation will occur after auto sourcing. **(T-2)**

5.2.1.4.2. Review all Program Depot Maintenance cannibalization and AFMC Maintenance and Regeneration Activity pull requests.

5.2.1.4.3. Direct overall weapon system operational support, to include current unsupportable MICAPs and AWP Management. **Note:** AFMC will coordinate with Lead Command Weapon System Personnel and affected Command HQ to follow the AFH 23-123, Volume 2, to establish SPRS when deemed in the best interest of the global enterprise. **(T-1).**

5.2.1.4.4. **(Added-AFMC)** Fleet Distribution: AFMC Weapon System Management (WSM) has authority to make certain assets Fleet Distributed Items (FDI) when lack of assets from the supply chain is affecting aircraft availability. WSM will coordinate with Lead Command and Commodity SCM and affected MAJCOMs on any decision to make an item FDI. If all parties agree Commodity SCM will assign Management Review Code "L" to restrict release via Spares Priority Release System (SPRS). Commodity SCM will coordinate with WSM for distribution decisions for common items. For platform unique items, the MAJCOM will retain distribution decisions.

5.2.1.4.5. **(Added-AFMC)** SPRS Deviation: AFMC Weapon System Management (WSM) determines if it is appropriate to deviate from SPRS. If appropriate, coordination with Lead Command and Commodity SCM will occur to pre-position the appropriate backorder for release. Where a deviation from SPRS is justified the WSM may authorize a deviation without assignment of MRC "L". The Commodity SCM will pre-position the appropriate backorder and time the action to coincide with release of a serviceable asset from the repair line.

5.2.1.5. AFMC and LRS/Materiel Management Activities will:

5.2.1.5. **(AFMC)** 635 SCOW and LRS/Materiel Management Activities will:

5.2.1.5.1. Reconcile MICAP requirements with the appropriate maintenance IT system.

5.2.1.5.2. Ensure lateral and depot requisition action are not active simultaneously for the same MICAP request.

5.2.1.5.3. Requisition MICAP requirements from the SOS or satisfy through lateral redistribution. Update current status in the applicable materiel management IT system. **Note:** Units will follow the MICAP lateral support and sourcing logic procedures outlined in AFMAN 23-122. **(T-1).**

5.2.1.5.4. Coordinate sourcing and movement of all MICAP requirements at Forward Supply Locations (FSLs) with 618 Air Operations Center (TACC).

5.2.1.6. LRS/Materiel Management Activities manages MICAPs and will:

5.2.1.6. **(AFMC)** 635 SCOW and LRS/Materiel Management Activities manage MICAPs and will:

5.2.1.6.1. Confirm supported end-item is not MICAP.

5.2.1.6.1.1. **(Added-AFMC)** Receive confirmation from the Maintenance Production Superintendent or use Integrated Maintenance Data System (IMDS).

5.2.1.6.2. Verify all local resources are exhausted prior to submitting and reporting MICAP backorder.

5.2.1.6.3. Ensure MICAP verification (e.g. TO, NHA, Percent of Base Repair, etc.) is accomplished prior to submitting request IAW AFMAN 23-122.

5.2.1.7. Transient Aircraft Support for AF aircraft (to include ANG and AFR). Transient parts will be requisitioned (or issued) by the base supply activity at the transient base (where the aircraft is physically located), regardless of cost and SOS. **(T-2).** Reference the Financial Management and Special Logistics Support Sections of this instruction for more details.

5.2.1.8. The following applies for MICAP reporting of aircraft possessed by depot maintenance Depot Field Team or Programmed Depot Maintenance:

5.2.1.8.1. Depot Field Team/Programmed Depot Maintenance requirements will continue to be satisfied using AFI 21-101 and this instruction.

5.2.1.8.2. MICAP requests submitted prior to depot possession will remain valid if the programmed possession time is less than 5 days for Continental United States units or 10 days for overseas units. When programmed possession time is longer, all MICAPs will be downgraded when depot possession occurs.

5.2.1.8.3. **(Added-AFMC)** New MICAP requests, due to authorized cannibalizations, may be submitted during PDM, when the programmed possession time is less than 5 days for CONUS units or 10 days for overseas units from the date of cannibalization.

5.2.1.8.4. **(Added-AFMC)** When an aircraft or engine is undergoing PDM, a backorder may be upgraded to MICAP when the condition is within 31 days of a particular system operational check (critical path). This applies to both the PDM line and to commodity repair in support of the PDM line. Use the aircraft tail number or engine serial number for these MICAPs.

5.2.1.8.5. **(Added-AFMC)** Urgency of Need Designator (UND) A is authorized for depot maintenance activities parts requests when a work stoppage situation occurs or when the scheduled critical path of repair is affected by the lack of an asset.

5.3. Physical Asset Management.

5.3.1. General Management Guidance. The care and safekeeping of AF and DoD property is the materiel manager's primary responsibility IAW DoDM 4140.01. **(T-0).** The following general policies will be applied to all aspects of physical asset management.

5.3.2. Safety. All managers and supervisors must incorporate Operational Risk Management (ORM) within the workplace. Identify, eliminate or control, and document hazards to minimize risk associated with uncertainty in the decision-making processes. Safety procedures established in AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, will be adhered to.

5.3.2.1. Personnel will wear the proper safety clothing and equipment when handling hazardous material.

5.3.2.2. Leakage or spillage of hazardous commodities. If leakage or spillage occurs, follow the installation and facility/site-specific Spill Response Plan or HAZMAT Emergency Response Plan IAW installation procedures.

5.3.3. Storage Policy. The provisions of DLM 4000.25-2, and AFJMAN 23-210 control the storage of all supplies and equipment unless amended by this instruction. Because of safety and environmental considerations, some items may need to be stored separately by commodity. When there is a conflict between the general storage provisions contained in AFJMAN 23-210 and the specific storage directions in a TO, the specific provisions of the TO will apply.

5.3.3.1. Item Accountability and Control.

5.3.3.1.1. Security of Materiel and Storage. All physical asset management operations will follow the standards of security of materials and storage locations IAW DoDM 4140.01.

5.3.3.1.2. Classified or Sensitive Materiel. Guidance for handling classified material is found in **paragraph 10.2** of this instruction.

5.3.3.1.3. NWRM. NWRM will be handled IAW AFI 20-110. Additional information can also be found in **paragraph 10.2** of this instruction.

5.3.3.1.4. Pilferable Materiel. Items coded with a pilferable Controlled Inventory Item Code (CIIC) will be afforded adequate protection IAW **paragraph 10.2** of this instruction and AFJMAN 23-210.

5.3.3.1.5. Hazardous Material. These assets will be authorized, input in EESOH-MIS, and tracked IAW AFI 32-7086.

5.3.3.1.6. Property Locations. Warehouse personnel will assign and maintain permanent (primary) warehouse locations for each serviceable item stocked per AFJMAN 23-210. **(T-0).** Every attempt will be made to consolidate property storage to a single location. These locations will provide the appropriate level of protection and safeguard property from any unnecessary deterioration and damage. When possible, material will be kept in covered storage areas/facilities. Those items maintained in outside storage areas will be afforded proper protection which may include the use of plastics, tarps, or portable shelters.

5.3.3.1.7. Discrepancies. When any item identity or condition discrepancies exist, a fully qualified inspector will resolve the discrepancy. More information concerning inspector responsibilities can be found in **paragraph 5.9** of this instruction.

5.3.3.1.8. TNB will be maintained IAW AFI 21-101.

5.3.3.1.9. Suspect materiel. For base suspect materiel, a qualified inspector will determine if the materiel is unsuitable and pursue appropriate actions. **(T-2).** More information concerning inspector responsibilities can be found in instruction AFI 21-101, *Aircraft and Equipment Maintenance Management.*

5.3.3.2. Documentation. Ensure appropriate documentation is accurately prepared and maintained IAW DoD and AF applicable guidance.

5.3.3.3. Movement. LRS/Materiel Management Activity personnel will ensure assets are properly protected and accounted while in transit. Specifically, they will secure the assets to prevent excessive movement, properly package for movement, and protect assets (to include recovery and re-use of reusable containers) from inclement weather. Personnel will also follow all applicable TOs and Transportation regulatory guidance. **(T-1).**

5.3.3.4. Preservation.

5.3.3.4.1. Functional Check. When materiel is identified as requiring functional check materiel management personnel will coordinate with appropriate maintenance personnel to ensure proper serviceability of assets.

5.3.3.4.2. Shelf-life management policies and procedures are contained in DoDM 4140.27, Volume 1 and 2, and will be followed for stocking, storing and issuing shelf-life designated material. Additional information can be found at the DoD Shelf-Life Program web site. The material owning organization, regardless of material origin, is responsible for costs related to assets Shelf-Life testing.

5.3.3.4.2.1. Inspection Element will serve as POC for base shelf-life program. It ensures unit shelf-life monitors are properly trained in all aspects of shelf-life

management.

5.3.3.4.2.2. Supported Organizational commanders will appoint shelf-life monitors and ensure they are properly trained in all aspects of shelf-life management for items in their care.

5.3.3.4.3. Electro-Static Devices (ESD). All ESD items will be handled and stored IAW TO 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance, and Test of Electrical Equipment*. Additionally, ESD will be consolidated for placement in storage and as feasible segregated from other items.

5.3.3.4.4. Precious Metals. These items will be handled and stored IAW DoDM 4160.21, Volume 1 and IAW **paragraph 6.3** of this instruction.

5.3.3.4.5. TCTO. For TCTOs refer to **paragraph 4.2** of this instruction.

5.3.3.4.6. Warranty/Guarantee. A qualified inspector will determine if the item is warranty/guarantee and will initiate action to assign the appropriate exception code to the item record in the applicable materiel management IT system. **(T-2).** Refer to **paragraph 5.9** of this instruction for further guidance.

5.3.3.4.7. Materiel management activities will comply with the AF Reusable Container Program as detailed in AFI 24-602, Volume 2, to ensure high levels of protection for assets during storage or shipment **(T-1).**

5.3.4. Manage Materiel in Stock.

5.3.4.1. Storage Guidance. Items with safety and environmental considerations will be stored separately by commodity.

5.3.4.1.1. Host LRS units supporting Forward Supply Locations will store supported aircraft wheels and tires in a built-up configuration. **(T-2).**

5.3.4.1.2. SA/LW Storage/Security Requirements. For SA/LW storage/security requirements, refer to AFI 31-101, *Integrated Defense* and DoDM 5100.76, *Physical Security Of Sensitive Conventional Arms, Ammunition, And Explosives (AA&E)*.

5.3.4.2. Warehouse planning. AFMC will be informed when a base warehousing facility, operating under the retail materiel management system, plans to build or redesign a warehouse. Warehouse planning will include Mechanized Materiel Handling System (MMHS) consideration. Reference **paragraph 7.2** of this instruction for further details.

5.3.4.2. **(AFMC)** AFLCMC/EZPAE will be informed when a base warehousing facility, operating under the retail materiel management system, plans to build or redesign a warehouse. Warehouse planning will include Mechanized Materiel Handling System (MMHS) consideration.

5.3.4.3. Storage locations. Property will be maintained in fixed warehouses, supply points, transportable spares packages/support kits, or in maintenance activities to include in-use assets.

5.3.4.3.1. Assigning Primary Storage Locations. Warehouse personnel assign and maintain permanent (primary) warehouse locations for each serviceable item stocked IAW AFMAN 23-122.

5.3.4.3.2. Assigning Reserve Storage Locations. Warehouse personnel may establish temporary reserve (secondary) locations on an as-required basis.

5.3.4.3.2.1. The LRS APO will establish controls to ensure reserve locations are assigned only as a last resort and that they are promptly deleted when no longer needed.

5.3.4.3.2.2. Warehouse personnel cross-reference bin labels or the bin label/holder of both permanent (primary) and reserve (secondary) locations.

5.3.4.3.3. Items under detail record management (e.g. RSPs, unserviceable details, in-use equipment, etc.) may contain duplicate storage locations; the storage facility must have the capability to cross-reference the applicable document number to maintain the audit trail and item accountability at all times.

5.3.4.3.4. Warehouse personnel will obtain the inventory schedule, conduct and document warehouse validations within 10 workdays prior to the inventory start date.

5.3.4.4. Supply points. Supply points are an extension of warehouse stock. The supply point authorization will not exceed the RO. Organizational Requests to exceed the RO must be submitted to the LRS/Materiel Management Activity. The organizations requesting a supply point will coordinate with LRS/Materiel Management Activities and provide the necessary space and facilities. The LRS/Materiel Management Activity will maintain overall accountability and control of supply point assets. Supply point monitors will be appointed in writing by their organizational commander to manage and account for supply point assets.

5.3.4.4.1. Supply point reconciliation. Semiannual reconciliations of all supply points are mandatory. Reconciliations will be performed by Supply Point Monitors. **(T-2).** The reconciliation will review items less than authorization, verified excesses, and balance discrepancies. One of the semiannual reconciliations will be done at the same time as the annual supply point inventory.

5.3.4.4.2. Buildup items. Repair cycle items requiring buildup before use will be identified and accounted for on supply point records by LRS.

5.3.4.5. Warehouse change documents. Warehouse personnel will validate warehouse change documents and take appropriate action within one duty day. **(T-1).** Warehouse personnel will confirm changes on the Daily Document Register and resolve any uncompleted actions. **(T-1). Note:** NSN Catalog updates (e.g. Unit of Issue Changes, Price Changes, etc.) are transmitted to ILS-S systematically. Reviewing the Daily Document Register daily will ensure all warehouse change actions are completed.

5.3.5. Select and Move Materiel.

5.3.5.1. Selecting assets for issue. Warehouse personnel will take prompt action to select and move assets for issue within the following designated timeframes based on issue priority: **(T-2).**

5.3.5.1.1. Over the counter requests will be selected immediately. **(T-2).**

5.3.5.1.2. Expedite requests for delivery will be selected within 30 minutes. **(T-2).**

5.3.5.1.3. Routine requests will be selected within 12 hours from the initial point of request.

5.3.5.1.4. Warehouse Refusals. When a warehouse location does not contain sufficient assets to fill the order, warehouse personnel will initiate warehouse refusal procedures IAW AFMAN 23-122. **(T-1).** When assets are not located within 24 hours, initiate a special inventory.

5.3.5.1.5. Zero Balance Validation. Warehouse personnel will validate zero balances and if stock remains, request a special inventory. **(T-2).**

5.3.5.1.6. Delivery of large, bulky or heavy items will be accomplished IAW AFI 24-301, *Ground Transportation*. **(T-1).**

5.3.5.1.7. Controlled materiel. All materiel management personnel will ensure proper custody chain of the item is maintained IAW **paragraph 10.2** of this instruction. **(T-1).**

5.3.5.1.8. Organizational Refusals. Customers may refuse to accept an item because it is misidentified, unserviceable, damaged, unsuitable substitute or issued in excess quantity at time of delivery. Wrong item customer orders or items received due to customer failure to cancel a due-out do not constitute an Organizational Refusal. The document and property will be returned to Inspection personnel for further processing IAW **paragraph 5.9**.

5.3.6. Shipments.

5.3.6.1. Inspection and marking. Warehouse personnel will ensure the correct item and quantity are selected prior to shipment. One hundred percent inspection action will be applied to all items shipped. **(T-1).**

5.3.6.2. Inspector/Limited Inspector will verify shipments to ensure proper identification, security classification, marking, labeling and tagging IAW MIL-STD 129. **(T-1).** All shipments will be inspected prior to shipment. Particular attention will be given to dated items to ensure fulfillment of criteria in DoDM 4140.27, Volume 1. The inspector will sign or stamp the materiel management IT system document. **(T-1).**

5.3.7. Bench Stock.

5.3.7.1. General. Bench Stock items are physically stored in the customers work area to give greater access to certain high demand items. Roles and responsibilities are located in **Section 1 B**. Organizations requiring a bench stock will:

5.3.7.1.1. Request to establish bench stock. The supported organization commander will submit a letter to the LRS APO requesting the establishment of a bench stock. The letter will also specify a maximum dollar threshold for the unit price on bench stock details. Organizational bench stock request letters will be maintained by the LRS/Materiel Management Activity for as long as the organization is authorized a bench stock. **(T-1**)**.**

5.3.7.1.2. Dollar Thresholds. Exceeding the established dollar threshold for any item requires a letter of justification from the supported organization commander. This letter

will be maintained on file in the LRS/Materiel Management Activity attached to the original bench stock request letter.

5.3.7.1.3. Bench stock storage. Organizations will provide secure storage facilities for each bench stock IAW AFI 23-111.

5.3.7.1.4. Appointing bench stock monitors. The supported organization commander will appoint a bench stock monitor in writing. The letter will be maintained by the LRS/Materiel Management Activity until superseded by appointment of a new bench stock monitor. **(T-1).**

5.3.7.2. Bench Stock Monitors will:

5.3.7.2.1. Complete Supply Customer Training, Block I (General Supply Indoctrination) and Block IIA (Bench Stock Management). **(T-2).**

5.3.7.2.2. Establish controls for shelf-life IAW DoDM 4140.27, Volume 1. **(T-0).**

5.3.7.2.3. Monitor bench stock item balances and flag items for replenishment. Reorder through appropriate IT system when the on-hand balance is less than or equal to 50% of the authorized stock level.

5.3.7.2.4. Review bench stock transactions (e.g. backorders).

5.3.7.2.5. Perform monthly review of recommended additions, changes and deletions to the bench stock using an M04 report furnished by Customer Support.

5.3.7.2.6. Perform a semi-annual bench stock review and an annual validation of the bench stock IAW AFMAN 23-122. One of the semi-annual reviews may be conducted in conjunction with the annual validation. These reviews and validation are documented.

5.3.8. Individual Protective Equipment.

5.3.8.1. Physical Management. LRS/Materiel Management Activities are responsible for the physical management of select IPE materiel. See **Section 1B** for roles and responsibilities.

5.3.8.1.1. Assets will be maintained per AFJMAN 23-210, and DoDM 4140.27, Volume 1 and 2, and TO's: 11D1-3- 11-1, *Operators Manual, Individual Equipment Decon Kit, M295*; 11H2-14-5-1, *Operating Instructions, Paper, Chemical Agent, M8*; 11H2-2-21, *Operators Manual, Paper, Chemical Agent Detector, M9*; 14P3-1-131, *Operation and Maintenance Instructions with IPB, Aircrew Chemical-Defense Ensemble*; 14P3-1-141, *Operation and Maintenance Instructions, Chemical Protective Ensemble*; 14P4-1-151, *Chemical-Biological Canisters and Filter Element*; 14P4-15-1, *Operator Instructions, Mask, Chemical Biological, Land Warrior, M45*; 14P4-18-2, *Unit Maintenance Manual For Mask, Chemical Biological, Land Warrior, M45*; 14P4-20-1, *Mask, Chemical Biological, Joint Service Purpose Field, XM50*, TO 33A4-7-10-1, *Operator's Manual v3.0 for Tester, Leakage, Protective Mask: M46 (Joint Service Mask Leakage Tester [JSMLT])*, TM 10-8470-208-10, *Technical Manual Operator Manual for Improved Outer Tactical Vest (IOTV)*, and TM 10-8470-208-24&P, *Technical Manual Field and Sustainment Maintenance Manual for Interceptor Body*

Armor System, for shipment, movement, inspection, and storage of Enhanced Small Arms Protective Insert and Side Plates. **(T-0).**

5.3.8.1.2. All IPE assets will be bulk stored. Kits are not authorized.

5.3.8.1.3. Physically separate operational and TPO IPE assets. **(T-1).**

5.3.8.1.3.1. TPO IPE must be marked and identified IAW applicable T.O. **(T-1).**

5.3.8.1.3.2. Notify MAJCOM/A4R and AFMC/A4R when TPO IPE becomes unserviceable to begin disposal and procurement process. Initiate disposal of TPO Chemical Warfare Defense Equipment utilizing approved DARD form and forward to MAJCOM and AFMC/A4R

5.3.8.1.3.3. Report changes in TPO IPE requirements to AFMC and MAJCOM.

5.3.8.1.3.4. Annually coordinate with host installation commander to validate TPO IPE requirements and develop process to support all tenant units via host tenant support agreement.

5.3.8.1.4. IPEE personnel will coordinate with Inventory personnel to ensure all mobility assets are inventoried in the approved mobility IT system per **paragraph 5.7** of this instruction. The Inventory Section will perform annual inventories to ensure segregation of duties. **(T-1).**

5.3.8.1.5. Account for AFMC/A4R specified IPE replacement parts in the approved mobility IT system. **(T-1).** IPEE may process an inventory adjustment to account for routine usage of parts, these daily usage adjustments may be omitted from monthly M-10 analysis. IPEE will not perform adjustments during Inventory Sections scheduled complete inventory. **(T-1).**

5.3.8.1.6. Utilize expired shelf-life assets for training to the maximum extent possible per AFI 10-2501. **(T-1).**

5.3.8.1.7. Fill system generated redistribution orders within five duty days or notify MAJCOM within five duty days if redistribution orders cannot be satisfied.

5.3.8.1.8. Materiel Management Flight will request corrected erroneous mobility IT system data from the EM via coordination through the respective MAJCOM. This action will only be accomplished when the erroneous data cannot be resolved using existing mobility IT system processes. **Note:** Refer to ILS-S User's Manual, **Chapter 40**, for resolution alternatives.

5.3.8.1.9. Coordinate with Force Support Squadron (FSS) for Linen Exchange and Laundry and Dry Cleaning. O&M funds are authorized for standard service as part of the base linen contract per AFMAN 34-135, *Air Force Lodging*. FSS manages the Wing linen program, authorized items are included in this instruction.

5.3.8.2. Authorizations. AFMC/A4R pre-populates planning factors on the Stock-level Authorization Calculators using World-Wide UTA and/or PAS Code Registry. Stock-level authorizations will be calculated for select Class II IPE materiel. Calculators will be made available to MAJCOM A4Rs for validation NLT 15 November of each year.

5.3.8.2.1. IPE Element, in conjunction with the Logistics Plans and Integration Section will validate pre-populated planning factors, document any requested adjustments, and provide to MAJCOM A4Rs NLT 1 December of each year per AFI 10-403. **(T-1).**

5.3.8.2.1.1. **(Added-AFMC)** Mission Support Group Commander or Deputy will validate numbers prior to sending to AFMC/A4RX.

5.3.8.2.2. MAJCOM A4Rs will validate LRS adjustments to the pre-populated planning factors added by the unit. MAJCOM A4Rs will work with Logistics Plans and IPE Elements to resolve any differences, and provide finalized calculators to AFMC/A4R NLT 15 December of each year. MAJCOM A4Rs will provide AFMC/A4R with justifications for any changes to the pre-populated calculator.

5.3.8.2.3. AFMC/A4R will validate any updates to the pre-populated planning factors and/or any adjustments added to the calculators. Any differences will be resolved by working with respective MAJCOMs. When proper justification cannot be provided for adjustments, the original pre-populated planning factors will be used.

5.3.8.2.4. All authorization updates to the approved mobility IT system will be completed by AFMC/A4R NLT 15 January of each year.

5.3.8.3. Stock Levels. Select Class II IPE materiel and SA/LW stock levels are based on:

5.3.8.3.1. The applicable percentages in **Table 5.1** of the total number of positions in the installations/base single most stringent deployment requirements (authorizations).

5.3.8.3.2. Requirements defined in AFI 10-2501.

5.3.8.3.3. SA/LW and accessory requirements are defined in AFI 10-403.

5.3.8.3.4. Sustainment Groups are based primarily on Threat Area assessments, priority or pacing unit support requirements, and consultation with the AF Civil Engineer Center Emergency Management Division (AFCEC/CXR). The EM considers MAJCOM prioritization recommendations and maintains site sustainment group assignments.

Table 5.1. Individual Protective Equipment Stock Levels.

Sustainment Group	Location	Authorization Level	A-Bag	B-Bag	C-Bag	M50 Mask	SA/LW Accessory
Group 1	OCONUS	All Military Authorizations and Civ/Cont Emergency Essential Personnel	100%	100%	100%	100%	100%
Group 2	OCONUS		100%	100%	100%	100%	100%
Group 3	CONUS	All AW / DW P-Codes and Percent of Institutional Forces Based on Historical Tasking	100%	25%	100%	100%	100%
Group 4	CONUS		60%	25%	100%	100%	100%
Group 5	CONUS		60%	25%	100%	100%	100%
Strat Reserve	Differences between AFI 10-403 defined Worst Case Scenario (WCS) and stock maintained at Low Threat Area LRS/IPEEs						
Note 1: MAJCOMS may authorize additional, but not less, equipment by increasing stock level percentages based on historical tasking or expected tasking as the baseline. MAJCOMs must provide justification for increased stock level percentages to the Enterprise Manager. MAJCOMs may not authorize additional equipment for UTC Posture Codes not listed in AFI 10-403 WCS computation for installation single most stringent deployment requirement without coordination and approval of Enterprise Manager.							
Note 2: A and B-Bag contents are located in **Tables 5.2**, **5.3**, and **5.4**.							
Note 3: C-Bag contents are specified in AFI 10-2501. If an A-Bag is not issued, then a web belt and canteen will be issued with the C-Bag.							
Note 4: Red Horse units will maintain a 100% Stock Level per AFI 10-209							
Note 5: Outer Tactical Vests (OTV) are not to be issued to deploying personnel.							
Note 6: The EM may authorize increased stock levels in order to support approved Home Station Use requirements.							
Note 7: SA/LW Accessory authorizations are based off SA/LW equipment authorizations. The EM stocks SA/LW accessories to support LRS managed weapons. Equipment authorizations/stock levels are prescribed per **Figure 5.1**							
Note 8: CWDE Training Gear will be authorized no lower than 60% AW/DW P-Code positions and no higher than 100% MILPERS for all Sustainment Groups. MAJCOMs must provide justification for increased stock level percentages above 100% AW/DW P-Code positions to the Enterprise Manager. Training Basis of Issue as referenced in AFI 10-2501, **Table 9.3**							
Note 9: AFCENT authorizations can deviate from stock level percentages listed above based on historical taskings.							
Note 10: M50 Joint Purpose General Service Mask: The Enterprise Manager may authorize increased stock levels in order to support Full Spectrum Readiness, CBRN Defense Training, and sustainment requirements.							
Note 11: AFRC and ANG may reduce Joint First Aid Kits stock level to 40%, if required.							

Table 5.2. General Purpose Mobility Bag Contents (Type A).

Item	Quantity
Advanced Combat Helmet (ACH) Cover	1
Advanced Combat Helmet (ACH) w/Suspension System	1
Canteen Cover	1
Canteen Cup	1
Canteen, 1 Quart	1
Enhanced Side Ballistic Insert (ESBI)	2
Enhanced Small Arms Protective Insert (ESAPI)	2
Flyers Kit Bag	1
Improved Outer Tactical Vest (IOTV)	1
Joint First Aid Kit (JFAK) w/Tourniquet	1
Modular Sleep System	1
Night Vision Device (NVD) Helmet Bracket	1
Web Belt	1

Table 5.3. Small Arms/Light Weapons Accessories (Type A).

Item	Quantity	Remarks
M4/16 Double Magazine Ammo Pouch	3	Per mobility weapon authorization. Two triple ammo pouches can be substituted for three double magazine pouches.
M4/16 Magazine	7	Per mobility weapon authorization.
M4/16 Sling	1	Per mobility weapon authorization.
M9 Single Magazine Ammo Pouch	3	Per mobility weapon authorization. Two double magazine pouches can be substituted for three single magazine pouches.
M9 Holster	1	Per mobility weapon authorization.
M9 Magazine	4	Per mobility weapon authorization.
Note: AF modernization and new SA/LW fielding initiatives may effect item basis of issues. The EM will prescribe updated guidance per location, for accessories and quantities associated with new SA/LW conversions.		

Table 5.4. Extreme Cold Weather Mobility Bag Contents (Type B).

Item	Quantity
Kit, Bag	1
Mitten Set	1
Balaclava	1
N3B Parka	1
Mukluks	1
Mukluk Liners	1
Note 1: Substitution is allowed for older N3B Parkas	
Note 2: Extreme Cold Vapor Barrier Boots and socks (1PR) can be used as substitute for Mukluks and Mukluk Liners.	
Note 3: As B-Bags are modernized, Extended Cold Weather Clothing System equipment is an acceptable substitute for legacy B-Bag assets.	

Figure 5.1. Small Arms/Light Weapons Stock Level.

Location	Weapons	High/Medium Threat Area	Low Threat Area
CONUS/OCONUS	Weapons (Rifles - combination of M16 and M4)	100%	33%
Note 1: Percentage identified in this Figure prescribe stockage quantity and not authorization levels.			
Note 2: MAJCOMS may request additional, but not less, equipment using historical tasking history or expected tasking as the baseline by increasing stock level percentages. MAJCOMs must justify and document increased stock level percentages. MAJCOMs may not authorize additional equipment for UTC Posture Codes not listed in AFI 10-403 Worst Case Scenario computation for installation single most stringent deployment requirement without coordination and approval from AFMC.			
Note 3: MAJCOM and AFMC equipment managers can source remaining 67% of Regular Air Force low threat area stockage levels to support simultaneous deployment.			

5.3.8.4. Funding. Air Force Installation and Mission Support Center centrally funds select Class II IPE materiel. AFMC/A4R will centrally requisition all IPE components and determine annual procurement requirements

5.3.8.5. Enterprise IPE Inspection and Repair Programs.

5.3.8.5.1. AF Mask Inspection Repair Program. Regular AF IPE activities will participate and support program in accordance with procedures per T.O. 14P4-20-1. **(T-1).**

5.3.8.5.2. AF Hard Armor Non-Destructive Test Equipment Program. Regular AF IPE activities will support and participate in testing. **(T-1).** All hard armor plates must be NDTE scanned, prior to issue to an Airmen for operational use in accordance with the EM defined schedule/CONOPs. **(T-1).**

5.3.8.5.3. Hard to Fit Program. AFMC/A4R centrally manages stock of extra small M45 masks for the purpose of supporting the Hard to Fit Program. These masks will be distributed at the request of the LRS and returned to AFMC/A4R upon customer return.

5.3.9. SA/LW Storage Management. SA/LW will be stored and handled IAW AFI 31-101, AFI 31-117, *Arming and Use of Force by AF Personnel*, AFI 36-2654, *Combat Arms Program*, AFMAN 21-209 Volume 1, *Grounds Munitions*, AFMAN 31-129, *USAF Small Arms and Light Weapons Handling Procedures*, Defense Transportation Regulation (DTR) 4500.9-R, **Part 1**, *Passenger Movement*, DoDM 5100.76 and current Special Package Instruction (SPI) or TO. **(T-0).**

5.3.9.1. IPE is responsible for storage of SA/LW assigned to the LRS and IAW Host/Tenant Support Agreements.**(T-2).** When requested and storage is available, IPE may provide courtesy storage of SA/LW for other organizations.

5.3.9.2. LRS/CC will designate in writing personnel authorized to perform Armorer and Clearing Barrel Attendant duties associated with firearms protection and control IAW AFMAN 31-129.

5.3.9.3. Access to SA/LW storage facilities.

5.3.9.3.1. Personnel authorized unescorted access will be identified by the LRS/CC or equivalent by letter. The letter will include: individual names, rank/grade, duty title, security clearance, and units of assignment.

5.3.9.3.2. A current, signed copy of the authorization letter will be posted within the SA/LW storage areas and on file.

5.3.9.3.3. Each organization utilizing the SA/LW storage vault for courtesy storage will provide a letter identifying authorized personnel responsible (e.g. inspections) for their courtesy stored SA/LW. **(T-2).**

5.3.9.4. Inspection of SA/LW.

5.3.9.4.1. The owning activity is responsible to coordinate with Base Combat Arms for ensuring maintenance and inspection requirements are met, as well as cleaning and packing, regardless of the storing activity. **Note:** A formal MOA/MOU should exist that states other SA/LW in storage.

5.3.9.4.2. SA/LW will be inspected as prescribed in AFI 36-2654. **(T-1).**

5.3.9.5. Shipment of SA/LW. The owning organization and Traffic Management package SA/LW for shipment IAW current SPI or TO, AFMAN 10-409-O, *Support to Adaptive Planning*, AFI 24-602, Volume 2, DTR 4500.9-R *and* DoDM 5100.76.

5.3.9.5.1. Under normal processes, custodians will not use DD Form 1149, *Requisition and Invoice/Shipping Document* to transfer equipment, it bypasses programmatic controls. However, the following are exceptions to the usage of DD Form 1149. **(T-1).**

5.3.9.5.1.1. Deployment Transition Center (DTC) attendees will turn in their weapons to the Distribution Section, Cargo Movement Element at the Expeditionary Theater Distribution Center. These weapons will be shipped via DD Form 1149. **(T-1).**

5.3.9.5.1.2. General Officers will ship their weapon via DD Form 1149. **(T-1).** This weapon may be shipped via this mode during initial receipt from Small Arms Program Office and permanent change of station.

5.3.9.5.1.2.1. **(Added-AFMC)** RDO paperwork is not required for transferring GO PDWs.

5.3.9.5.2. Deployed members returning due to confirmed Red Cross Emergency Leave may turn-in their SA/LW to ELRS when available.

5.3.9.5.3. Extended Deployment Advance Assignments (365-Day). Deployed locations and gaining activities will secure custody and coordinate weapon transfer to the appropriate property account with the CEMF.

5.4. Equipment Management.

5.4.1. Equipment management guidance covers Class VII support equipment. Vehicles are excluded from this guidance and are contained in AFI 24-302.

5.4.1.1. ERAAs are a collection of technically qualified individuals or organizational representatives responsible to determine if requested equipment meets engineering, economic, and mission requirements.

5.4.1.2. ERAAs are assembled at multiple levels of operation to assist the facilitation of equipment management. The host base-level or HHQ supply chain organization is designated as the ERAA-lead and will collaborate actions with the CEMF on behalf of the ERAA.

5.4.1.3. Lead Command ERAAs will perform CEMF roles for new and emerging command weapon and support systems when allowance standards have not been formally established. Once allowance standards are established, CEMF will assume ERAA responsibility from Lead Commands. Air Reserve Components (NGB and AFRC) ERAAs will perform all CEMF roles emerging and existing weapon and support systems. **(T-1). Note:** Logistics Readiness Divisions for Air Education and Training Command (AETC), USSF, Air Force Special Operations Command (AFSOC) and AMC are Core Functional Leads (CFL) and will assume CEMF responsibilities for peculiar Allowance Standards identified in Table X-1 of Program Action Directive D16-03.

5.4.1.3.1. New and emerging command weapon system and support systems are those in the initial stages of determining support equipment forecasting, programming, assessment, disposition, and readiness requirements.

5.4.1.3.2. Program Office, lead command, and CEMF will determine an appropriate date to transfer responsibilities after allowance standards are capable of supporting sustained operations.

5.4.1.4. Waivers and exceptions to policy for unique missions and requirements will be reviewed and considered by AF/A4LR.

5.4.2. Local Purchase Waiver Requests. AFMC develops buy/budget projections and initiates procurement actions for centrally procured NSNs. AFMC oversees waivers for equipment purchases and will:

5.4.2.1. Review Local Purchase Waiver Requests.

5.4.2.1.1. The Equipment Policy and Procedures Implementation Office will assign a tracking control number to Local Purchase Waiver Requests and act as the focal point between the MAJCOM equipment management and the applicable ALC Integrated Product Team (IPT) members.

5.4.2.1.2. The IPT will:

5.4.2.1.2.1. Review Critical Requirements within 10 working days.

5.4.2.1.2.2. When LP is approved, the IPT will provide the following:

5.4.2.1.2.2.1. Source for procurement of the item and any special instructions required.

5.4.2.1.2.2.2. Scope of approval including quantity approved and expiration date of the waiver.

5.4.2.1.2.2.3. Funding will be provided for Investment items/Direct AF EEIC. 638 O&M items. Refer to AFMAN 23-122 for exclusions.

5.4.2.1.2.3. Review other services Local Purchase Waiver Request IAW Joint Regulation AMC-R 700-99, NAVSUPINST 4740.7, AFMCR 400-21, MCO PRR10-22C, *Wholesale Inventory Management and Logistics Support of Multiservice Used Nonconsumable Items.*

5.4.2.1.3. The IM will:

5.4.2.1.3.1. Ensure the applicable requisition(s) is appropriately coded

5.4.2.1.3.2. Confirm the requisition(s) as delivered.

5.4.2.1.3.3. Maintain the LP Waiver Request in history files for 2 years after confirmation of asset receipt.

5.4.2.1.3.4. Update procurement history files and assume materiel management.

5.4.2.2. Review Local Repair Waiver Requests.

5.4.2.2.1. The Equipment Policy and Procedures Implementation Office will assign a tracking control number to Local Repair Waiver Requests and act as the focal point

between the MAJCOM ERAA and the applicable ALC Integrated Product Team (IPT) members. **(T-2).**

5.4.2.2.1.1. **(Added-AFMC)** The EAE will coordinate with the MAJCOM ERAA or 440 SCOS on all equipment transactions impacting the movement of equipment assets such as redistribution orders and off-base/installation equipment transfers.

5.4.2.2.2. The IPT will:

5.4.2.2.2.1. Review the urgency of need and determine the support options. They will have a defined number of days to work the issue based upon the Prioritization Category assigned to the requirement.

5.4.2.2.2.1.1. Critical Requirements will be reviewed within 10 working days.

5.4.2.2.2.1.2. Important Requirements will be reviewed within 15 working days.

5.4.2.2.2.1.3. Routine Requirements will be reviewed within 25 working days.

5.4.3. Accountability of Equipment.

5.4.3.1. Accountable Property Records. DoD 7000.14-R, Volume 4 and DoDI 5000.64 establishes policy requirement for DoD agencies regarding government owned assets/equipment. The DoD has an obligation to safeguard property from theft, abuse, waste, and unauthorized use. All persons entrusted with the management of Government property shall possess and continually demonstrate an appropriate level of competence and proficiency in property accountability and management. These personnel may be held financially liable for property lost, destroyed, or damaged because of their mismanagement or negligence while in their use, care, custody, or safeguarding.

5.4.3.1.1. Accountable property records shall be established for all property purchased, or otherwise obtained, having a unit acquisition cost of $5,000 or more; leased assets (capital leases) of any value; and assets that are sensitive or classified. Property records will be kept current and shall provide a complete trail of all transactions, suitable for audit i.e. a transaction-based history of asset activity. Accountable property records shall reflect current status and location, until disposition of property. **Note:** Special RDT&E procedures are located in AFMAN 23-122.

5.4.3.1.2. Equipment Management Code (EMC) Equipment Not Requiring EAID Accounting. Equipment items that do not require authorized/in-use detail records are assigned EMC 1. EMC 1 equipment is included in allowance standards but as a general rule is not subject to EAID accounting. EMC 1 equipment costing $5,000 or greater must be accounted for in an approved Support Equipment APSR. EMC 1 equipment that does require EAID accounting includes the following items:

5.4.3.1.2. **(AFMC)** All BC9 equipment items with a cost of $5,000 or greater must be accounted for in the support equipment APSR.

5.4.3.1.2.1. Mobility items (use code A). The MAJCOMs have the option to waive this requirement for “NF1” items stored in mobility bags.

5.4.3.1.2.1. **(AFMC)** AFMC waives the requirement for NF1 items stored in mobility bags. Assets will be accounted for in the Mobility IT System.

5.4.3.1.2.2. WRM (use code D).

5.4.3.1.2.3. WRM joint use (use code C).

5.4.3.1.2.4. Weapons AFI (controlled item code N).

5.4.3.1.2.5. EMC 1 equipment items that are related to a substitute or a preferred item that is not EMC 1. Relationship in this case is by document number since EMC items are assigned without regard to Interchangeable and Substitute Group relationship.

5.4.3.1.3. Equipment accounts will be inventoried a minimum of annually (not to exceed 365 days between inventories). Date of Last Inventory field must be updated in the month inventory was completed. CA/CRL or DPAS Custodian Inventory report will be signed by custodian(s) and Unit Commander or Designated Representative using original or digital Controlled Access Card (CAC) signature, within 15 workdays.

5.4.3.1.3. **(AFMC)** Equipment accounts will be inventoried a minimum of annually. Inventory report will be provided to the custodian first duty day of the month due. CA/CRL or DPAS Custodian Inventory report will be signed by custodian(s) and Unit Commander or Designated Representative using original or digital Controlled Access Card (CAC) signature, within 15 workdays of creation date. **Note:** Date of Last Inventory field must be updated in the month inventory report was created to prevent account delinquency.

5.4.3.1.4. Unsigned Equipment Accounts. If a commander/designated representative allows primary/alternate equipment custodians to depart a duty station or unit without designating a new replacement to receipt for the equipment account within 45 calendar days prior to departure, the commander will immediately sign the CA/CRL or DPAS Custodian Inventory Report to accept responsibility. **(T-1).**

5.4.3.2. Equipment purchased outside the Materiel Management IT System which meet the established criteria for accountability must be reported to the EAE.

5.4.3.3. The EAE will work with the custodian to ensure that UIIs are applied and associated with equipment data and registered with the approved marking/inventory management tool. **(T-1).** UII construct and application for managed equipment shall be done IAW MIL-STD-130N. This is mandatory for all assets on the CA/CRL or DPAS Custodian Inventory Report with the exception to assets that have formal UII waivers from AF/A4LR. The equipment custodian will advise the EAE when replacement labels are required.

5.4.3.3.1. Most capitalized assets contain an Identaplate that reflects the manufacturers' serial number. When no serial number can be found, the equipment custodian will contact EAE for assignment of a number. When the EAE provides a locally assigned serial number to a capital asset, the custodian must engrave the serial number on the asset where it is visible.

5.4.3.3.2. **Exception:** When engraving has the potential to affect form, fit, and function, the EAE will contact the Cognizant/Chief Engineer before engraving and maintain in documentation of the approval/disapproval from the Chief Engineer in TAB C of the CA/CRL or DPAS Custodian Inventory jacket folder.

5.4.3.3.3. EAE must maintain a central log for all serial numbers assigned to the custodian. **(T-2).** EAE will assign a 13-position serial numbers as follows:

Table 5.5. Serial Numbers.

POSITIONS	POSITIONS SERIAL NUMBER DATA
Positions 1-4	Base SRAN. **Note:** Only use numeric part of the SRAN i.e. 4488.
Positions 5-11	Four digit calendar year, three digit Julian date
Positions 12, 13	Two digit number beginning with 01 each day

5.4.3.4. All in-use identity changes for equipment assets require certification from a qualified inspector. The Chief Inspector will appoint individuals of the EAE to act as limited inspectors. The APO may appoint individuals from the Inspection Element. In addition, the APO may appoint and train individuals in supported Geographically Separated Units (GSUs) when the travel time to the GSU is more than one duty day by the most economical means of transportation. The LRS APO will use written notification to delegate this authority to individuals.

5.4.3.4.1. **(Added-AFMC)** AFRL LMCA Chiefs are authorized to perform limited inspector functions for in-use identity changes for RDT&E L/P property.

5.4.3.5. Financial liability investigation (formerly Report of Survey) will be initiated per DoD 7000.14-R, Volume 12, Chapter 7 and AFI 20-110. **(T-1).**

5.4.3.6. Fixed Ground Communications-Electronics (C-E) Equipment. Fixed ground C-E equipment is non-tactical, which means it is not moved from one location for tactical deployments. C-E equipment includes all radio, wire, and any other means used for the electrical and visual transmission and reception of information or messages in the clear or by cryptographic means; radar and radiation aids to Air Traffic Control and navigation and enemy aircraft warning and interception; electronic weather equipment, electronic countermeasure devices, and related electronic systems and equipment. Accountability is IAW AFI 21-103.

5.4.3.7. Space weapons systems consist of ground stations and systems which may be deployed in tactical strategic roles. These systems consist of all ground electronic devices and components for missile warning and space surveillance control and. Accountability is IAW AFI 21-103.

5.4.3.8. Aircraft/Missile Installed Equipment Aircraft/missile installed equipment is nonexpendable items formerly listed in the -21 series TOs and accounted for on AF Form 2691, *Aircraft/Missile Equipment Property Record*.

5.4.3.8.1. Authorizations for these items are for maintenance, safety, and protective (MSP) equipment, collective protection system, and alternate mission equipment (AME). AFMC system/IMs and the using command determine these authorizations when an organization gets its weapon system or during allowance standard review. AFMC will maintain authorized/in-use detail records for aircraft/missile installed equipment. Aircraft installed -21 equipment coded “NF”/”ND” for various aircraft are exempt from day-to-day EAID transaction processing. Account for and control this equipment according to each MAJCOM supplement to AFI 21-103.

5.4.3.8.1. **(AFMC)** 635 SCOW will maintain authorized/in-use detail records for aircraft/missile installed equipment.

5.4.3.8.2. In-use balances will be updated based on the information provided in the annual inventory. Discrepancies are resolved using reports of survey, equipment transfer orders, etc. Requisition replacements using activity code "P" with an authority for issue flag R, MAJCOM-directed projects.

5.4.3.9. Cranes, Hoists, Monorails, Rails, and Trolleys. All moveable items are included in an allowance standard and will be accounted for on EAID detail; for guidance on what qualifies as a non-moveable Real Property Install Equipment (RPIE) see AFI 32-9005, *Real Property Accountability.*

5.4.3.10. Crested China/Crystal Issued to Special Command Positions (AF). These items are managed and accounted for IAW AFI 32-6000, *Housing Management*.

5.4.3.11. Food Services Activities appropriated funded equipment. All appropriated fund (APF) support equipment, including collateral equipment, for non-self-supporting activities are listed in allowance standards and funded through appropriated fund sources and will be accounted for on EAID records.

5.4.3.12. Military Affiliate Radio System Equipment. Equipment for Military Affiliate Radio System stations will be maintained on authorized/in-use detail records.

5.4.3.13. Military Missions, Air Attaches, and AF Sections of Advisory Groups. Separate EAID will be assigned to each military mission attaché, or section of an advisory group for which the AF has been designated to provide support.

5.4.3.14. Military Working Dogs. Military working dogs are scout, sentry, patrol, tracker, and detector narcotic/contraband dogs the AF requires for a specific purpose, mission, or combat capability. AFI 31-121, *Military Working Dog (MWD) Program,* contain processing policies and procedures for military working dogs.

5.4.3.15. OGMVC are defined IAW AFI 24-302. All OGMVCs will have an authorized in-use detail record established in equipment account. OGMVCs will also have a non-CFO record established in the applicable materiel management IT system. Non-CFO record will include: serial number, part number, Commercial and Government Entity code, manufacturer's name, acquisition date, acquisition cost, and fund designator. Exceptions are those purchased with Non Appropriate Funding. **Note:** Additional guidance for accounting for other equipment items can be found in AFMAN 23-122.

5.4.3.16. Relocatable Buildings. A habitable prefabricated structure that is designed and constructed to be readily moved (transportable over public roads), erected, disassembled, stored, and reused. Also included in the definition are tension fabric structures assembled from modular components and air supported domes, both of which can be easily disassembled, moved, and reused. For the purpose of this Instruction, this definition excludes mobile military equipment such as communications vans, emergency management and command post trailers. Also excluded are tents, modular sheds less than 500 square feet, temporary contractor trailers, and temporary government construction administration trailers that are located on or in the vicinity of a construction site. Relocatable buildings are purchased with budget code "9", local purchase (JBB) funds.

5.4.3.17. Training Equipment. Training equipment authorizations required to support training courses outlined in Education and Training Course Announcements or developed IAW AETCGM2018-36-03, *Interim Guidance for the Instructional Design of Basic Military and Technical Training* for resident school, field training detachment, and flying training courses are derived from allowance standards (AS) of the same functional area or weapon system allowance standard.

5.4.3.17.1. Individual Basis of Issue for AETC training equipment requirements will not be cited in allowance standards due to variation in student loads, duration of courses and other variable factors which preclude identity of fixed allowances. The only exceptions to this policy are nuclear weapons-related equipment cited in AS 805 (Nuclear Weapons Training), weapons-related equipment cited in AS 538ACFB (AETC Students/Deployers Requiring Weapons Training), and COMSEC/CCI equipment (Serialized Report Code "C").

5.4.3.17.2. A single organization and shop code will be established for each course or field training detachment weapon system MDS. Training units with equipment in multiple locations may have multiple equipment accounts. The unit's organization identification code (Org ID) will be consolidated at the appropriate level (i.e., wing, group, squadron) and will be assigned by HQ AETC/A4R.

5.4.3.17.2.1. The equipment custodian will provide a single AETC Form 120, *Training Equipment List*, or AETC Form 120A, *Field Training Equipment List*, for each course or MDS. **(T-2)**. The AETC Form 120/120A is utilized as the allowance standard for the course or field training detachment. Custodians will list items in stock number sequence and indicate maximum authorizations. **(T-2).**

5.4.3.17.2.2. A new AETC Form 120/120A will be provided whenever the custodian requests authorization changes, additions, or deletions. The AETC Form 120/120A must accompany a cover letter signed by the Organizational/Detachment Commander, Director, or Flight Chief. The letter must indicate any required authorization changes and identify any quantity to be ordered. The letter and AETC Form 120/120A will be kept in the Master Jacket File and the Custodian Jacket File. The new AETC Form 120/120A and signed cover letter will replace superseded forms and letters in both files.

5.4.3.17.3. The LRS EAE will cite the AS of the functional area or weapon system followed by alpha "O" (e.g., 734OOOO).

5.4.3.17.4. Equipment authorizations on the AETC Form 120/120A will be validated annually by the custodian. **(T-2).**

5.4.3.17.5. Seized Equipment Search and seizure is an investigative technique used by law enforcement to gather evidence pertaining to an investigation. Procedures for seized equipment are IAW AFMAN 23-122.

5.4.4. Allowance Standards-Issue and Control.

5.4.4.1. Basis of Issue. The Basis of Issue in allowance standards is normally the maximum quantity for nonexpendable items which may be authorized. Basis of Issue for funded (BC "9") equipment are advisory only and are not restricted to the identified users.

Note: The commander/designated representative are authorized to exceed the Basis of Issue in weapons system support allowance standards if the prime authorization is base funded (BC "9"). Base funds cannot be used to procure alpha budget coded items.

5.4.4.2. Allowance Standard Items. Allowance standards normally list the master item in the Interchangeable and Substitute Group. All prime authorization records will reflect the stock number prescribed in the allowance standard. A prime NSN will not be substituted for another prime. If another prime meets your requirement, submit a change request.

5.4.4.3. ASCs 081, 082, and 083 are reserved for special equipment management purpose and may only be used when directed by AF/A4LR. These ASCs will only be used when a need exists to account for equipment which has been returned from a theater of operation, deployment, or other significant operation. The approval period is not to be indefinite and is to be sufficient to resolve the problems necessitating use of these ASCs.

5.4.4.4. Nonexpendable Items. Generally, only nonexpendable items will be listed in allowance standards. (Expendable items may be listed for the user's information). Personnel may request quantities of expendable items that exceed the basis of issue in applicable allowance standards, except for specialized tools, personal retention and survival items, components of bench sets, and WRM. EMC 1 items are normally excluded from EAID accountable records, but may be included in allowance standards.

5.4.4.5. Individual Basis of Issue for AETC requirements will not be cited in allowance standards due to variation in student loads, duration of courses and other variable factors which preclude identity of fixed allowances. The Basis of Issue cited for AETC use is one per instructional group. An instructional group is the maximum number of students whose training may be accomplished using one set of course related support equipment.

5.4.5. Transfer and Deployment of Equipment.

5.4.5.1. Transfer of accountability will be the preferred method to move equipment. Movement of all accountable equipment in support of contingency, humanitarian, or disaster relief operations will be accomplished using transfer procedures when an ELRS or host materiel management support is available.

5.4.5.1.1. National Emergency. To support national emergencies, transfer procedures will be followed. All replacement issues should be processed with the name of the emergency or national disaster listed in the "mark for field".

5.4.5.1.2. NWRM. For guidance applicable to NWRM assets, refer to **paragraph 10.2** of this instruction.

5.4.5.1.3. The primary method to move equipment for ANG and AFR will be to deploy not transfer. Transfer of ANG and AFR equipment can only occur when the ANG/AFR ERAAs have determined that it is excess to their needs. Excess ANG and AFR equipment will follow transfer procedures. Transfer of ANG and AFR equipment that is not excess can only be transferred if DoDI 1225.6 and AFI 10-402, *Mobilization Planning* are complied with first. **(T-0).** Additionally, at least 45 days prior to initiating ANG/AFR equipment transfers, gaining MAJCOMs will provide a replacement plan to AF/A4LR for staffing and subsequent approval with the SECDEF through the Assistant SECDEF for Reserve Affairs (RA).). AF/A4LR will forward the approved

plan and proposal for withdrawal, diversion, or reduction of equipment to the ANG/AFR ERAAs.

5.4.5.1.4. Under normal processes, custodians will not use DD Form 1149, Requisition and Invoice/Shipping Document to transfer equipment because it bypasses programmatic controls. The following are exceptions to the usage of DD Form 1149:

5.4.5.1.4.1. Warranty/PMEL items needing repair by a contractor with no known SRAN.

5.4.5.1.4.2. MAJCOM option: MRT (Maintenance Recovery Team) mission to recover off station aircraft. MAJCOMs will establish guidance to ensure tracking and return of equipment.

5.4.5.1.4.3. Transfers utilizing DPAS will use a DD Form 1149 produced through the Logistics Tracking Tracker (LTS) until the automated Cargo Movement Operations System interface is completed with DPAS.

5.4.5.2. Deployment. Deployment procedures for equipment will be used for deployments over 30 days IAW AFMAN 23-122.

5.4.6. Registered Equipment (RE). Registered Equipment or motor vehicles, are assets identified with budget code “V” and an ERRC of “NF5” or “ND5”. These assets are managed by the Vehicle Management and Analysis section. Refer to AFI 24-302 for REM guidance.

5.4.7. General SA/LW Management.

5.4.7.1. SA/LW are defined as carbines, grenade launchers, machine guns, pistols, recoilless weapons, revolvers, rifles, shotguns, etc. Serialized control and reporting applies only to complete weapons or the part of the weapon which the serial number is stamped or etched, such as the receiver or frame.

5.4.7.2. SA/LW assets may be accounted for on a separate equipment account by serial number.

5.4.7.3. Authorizations. Annually, the MAJCOM A4R will determine (via AFI 10-403 and AFI 10-2501) the minimum mobility SA/LW requirements in conjunction with mobility bag authorizations provided by LRS.

5.4.7.4. AFMC or Base Level equivalent will provide the applicable SA/LW Item Manager with the NSN, QTY and Condition Code of excess SA/LW and coordinate disposition for subsequent processing of all shipment transactions IAW disposition instructions.

5.4.7.4. **(AFMC)** 635 SCOW will provide the applicable SA/LW Item Manager with the NSN, QTY and Condition Code of excess SA/LW and coordinate disposition for subsequent processing of all shipment transactions IAW disposition instructions.

5.4.7.5. For shipment of weapons, refer to Shipment of SA/LW and subparagraphs.

5.4.7.6. General Officer (GO) Personal Defensive Weapon (PDW) Program. AF General Officers (including AFR and federally recognized ANG general officers) may be issued the standard AF sidearm IAW AFI 31-117.

5.4.7.6.1. GOs must submit a letter of request to the AF General Officer Management Group (A1/DPG), AF Reserve General Officer Management Office (AF-REG), or the National Guard Bureau General Officer Management Office (NGB-GOMO) for initial issue of GO PDW, as appropriate, in accordance with the General Officer Handbook. **(T-1).**

5.4.7.6.1.1. **(Added-AFMC)** AFMC/A4/10 has delegated the Personal Defense Weapon (PDW) approval process to AFMC/A4RX. When AFMC/A4RX receives the approved request letter to purchase a PDW, A4RX will validate the PDW's National Stock Number (NSN), Serial Number and purchase price. An approved letter will be provided to the GO with directions on where to send payment for the PDW. **Note:** The Holster assembly will be retained at no additional cost.

5.4.7.6.2. The Small Arms Program Office (SAPO) is responsible for managing the GO PDW program and will coordinate actions with A1/DPG, AF-REG, NGBGOMO, AF/A4LR, the gunsmith shop, and 78 CPTS as appropriate. **(T-1).** SAPO will:

5.4.7.6.2.1. Maintain issued GO PDWs in approved APSRs and filed in individual jacket files.

5.4.7.6.2.2. Ensure GO PDW serial numbers are introduced into the appropriate Small Arms Registry.

5.4.7.6.2.3. Perform GO PDW serial number reconciliations with AF and DOD registries.

5.4.7.6.2.4. Coordinate GO PDW physical inventories with GOs according to frequencies identified in **Table 5.5** of this instruction. **(T-1).**

5.4.7.6.2.5. Coordinate Limited Liability Investigations for lost, stolen, or damaged weapons per DoD 7000.14-R, Volume 12, Chapter 7.

5.4.7.6.2.6. Collaborate GO PDW guidance updates to the General Officer Handbook with A1/DPG.

5.4.7.6.2.7. Perform an annual GO PDW records audit with A1/DPG, AF-REG, and NGB-GOMO.

5.4.7.6.3. AF General Officer Management Offices. These offices are responsible for the management of AF general officers to include RegAF, guard, and reserve personnel. These offices will:

5.4.7.6.3.1. Coordinate the initial request for issue and purchase of GO PDW.

5.4.7.6.3.2. Review and collaborate GO PDW procedural updates in the General Officer Handbook.

5.4.7.6.3.3. Participate in annual GO PDW records audits with SAPO.

5.4.7.6.3.4. Submit promotion and retirement notifications to SAPO.

5.4.7.6.3.4. **(AFMC) Note:** Ensure DOLIs are updated once the inventory is complete.

5.4.7.6.4. The general officer is personally responsible for the accountability, serviceability, and inspection requirements associated with maintaining the issued PDW. **(T-1).**To include

5.4.7.6.4.1. Comply with requirements established in the General Officer Handbook for the initial issue and subsequent purchase of personalized PDW.

5.4.7.6.4.2. Arrange the serviceability inspection with Combat Arms.

5.4.7.6.4.3. Collaborate with the SAPO during all GO PDW inventories and serial number validations.

5.4.7.6.4.4. Notify the SAPO of location changes for all permanent change of stations and retirements.

5.4.7.6.5. AFMC/A4 is the approving authority for the purchase of general officer PDWs.

5.4.7.6.6. All sales of GO PDWs must adhere to the provisions governing the management of small arms in AFMAN 23-122.

5.4.7.6.7. **(Added-AFMC)** SAPO will post the GO PDW report in the GO PDW folder on the Air Force Logistics Readiness Equipment Policy SharePoint Site: **https://usaf.dps.mil/teams/12175/go%20pdw/forms/allitems.aspx**.

5.4.7.6.8. **(Added-AFMC)** The 78 CPTS will provide the Small Arms Program Office (SAPO) and AFMC/A4RX with a copy of all completed DD Forms 1131, *Cash Collection Voucher* for GO PDWs when the General Officer's payment is received.

5.4.7.7. Using organizations will not procure SA/LW. Units will only purchase SA/LW accessories (e.g., holsters, magazine, magazine pouches, slings, cleaning supplies, etc.) approved by AFSFC/SFXW for local or Commercial-Off-The-Shelf purchase. **(T-1).** The base Combat Arms Section is the focal point for all authorized weapon parts procurement and replacement IAW AFI 36-2654.

5.4.8. Base Closures/Transfers. For Base Closures/Transfers, refer to **paragraph 2.2** for appropriate guidance.

5.4.9. LP Waivers for AF Equipment Items Centrally Managed and Procured "NF"/"ND" Nonexpendable Items with Alpha Budget Codes. All LP requests for AF centrally managed and procured, nonexpendable equipment items (NF/ND) with alpha budget codes (further defined below) must be submitted to AFMC.

5.4.9. **(AFMC)** Local Purchase (LP) and Local Repair (LR) waiver requests will be submitted via CEMF to the 404 SCMS workflow e-mail: **404scms.wf@us.af.mil**.

5.4.9.1. In the event an ALC cannot support a command's urgency of need for a centrally managed equipment item, the MAJCOM must request a LP waiver.

5.4.9.2. The Local Purchase waiver process is to be utilized as a last resort when the normal supply support process for equipment items cannot satisfy the requirement. A Waiver Request is required to be submitted for each NSN, requirement, and requisition number.

5.4.9.2.1. Items that must have a waiver approval for Local Purchase are further defined below.

5.4.9.2.1.1. Have a procurement source code (PSC) of "5" assigned in the cataloging system. This means the funds required to procure the equipment comes from appropriations 3010, 3011, 3020, 3080, 3400 (EEIC 638XX) or Research, Development, Test and Evaluation (RDT&E).

5.4.9.2.1.2. These items are separate, primary, end items (other than the weapon system itself) needed by an individual or organization to perform an assigned mission.

5.4.9.2.1.3. These are "nonexpendable items" that are not consumed in use, and they do not generally lose their original identity during periods of use by incorporation into, or attachment to, another assembly.

5.4.9.2.1.4. They are easily identified by their ERRC codes of "NF" or "ND", where: (1) "NF" is non-expendable, reparable (field level), recoverable (can be repaired and reused), and (2) "ND" is non-expendable, reparable (depot level), recoverable.

5.4.9.2.2. Other services requesting LP Waiver Request. Refer to Joint Regulation AMC-R 700-99, NAVSUPINST 4740.7, AFMCR 400-21, MCO PRR10-22C, *Wholesale Inventory Management and Logistics Support of Multiservice Used Nonconsumable Items.*"

5.4.10. LR Waivers for AF Equipment Items Centrally Managed and Procured "ND" Nonexpendable Items with Alpha Budget Codes. All LR requests for AF centrally managed and procured, nonexpendable equipment items (ND) with alpha budget codes (further defined below) must be submitted to AFMC.

5.4.10.1. In the event an ALC cannot support a command's urgency of need for a centrally managed equipment item, the MAJCOM must request a LR waiver.

5.4.10.2. This is only a Local Repair waiver process and is to be utilized as a last resort when the normal supply support process for equipment items cannot satisfy the requirement. A Waiver Request is required to be submitted for each NSN, requirement, and requisition number.

5.4.10.2.1. Items that must have a waiver approval for Local Repair are further defined below.

5.4.10.2.1.1. Have a procurement source code (PSC) of "5" assigned in the cataloging system. This means the funds required to procure the equipment comes from appropriations 3010, 3011, 3020, 3080, 3400 (EEIC 638XX) or Research, Development, Test and Evaluation (RDT&E).

5.4.10.2.1.2. These items are separate primary end items (other than the weapon system itself) needed by an individual or organization to perform an assigned mission.

5.4.10.2.1.3. These are "nonexpendable items" that are not consumed in use, and they do not generally lose their original identity during periods of use by

incorporation into, or attachment to, another assembly.

5.4.10.2.2. Other services requesting LR Waiver Request. Refer to Joint Regulation AMC-R 700-99, NAVSUPINST 4740.7, AFMCR 400-21, MCO PRR10-22C, "Wholesale Inventory Management and Logistics Support of Multiservice Used Nonconsumable Items."

5.5. Document Control and Detail Records. Document Control monitors supplies and equipment documents that establish the LRS APO's accountability of stock items. Document Control will ensure any action affecting the stock record account is processed through the applicable materiel management IT system. See AFMAN 23-122.

5.5.1. Special Delinquency Extension. MAJCOMs review or revise delinquency extensions for on-base transactions and off-base issues and shipments as required. On-base transactions are authorized a maximum 15 calendar day extension, and off-base transactions are authorized a maximum 30 calendar day extension. As required, extend the deadline past 30 days for off-base transfers to consolidated DLADS in support of fuel conservation. The MAJCOM will not grant across-the-command extensions; each base will apply for its own extension.

5.5.2. Document Control Management:

5.5.2.1. Security. Auditable documents will be maintained in a secure location.

5.5.2.2. Records Dispositions. Accountable documents will be filed and disposed IAW the AFRDS.

5.5.2.3. Document Removal. Removal of documents will be controlled via AF Form 614, *Charge out Record*.

5.5.2.4. Quality Control. Document Control will perform quality control checks. At a minimum, document number, stock number, quantity and unit of issue are compared between each document and the materiel management IT system record for accuracy. Additional quality control checks are as follows:

5.5.2.4.1. All hardcopy accountable documents may be signed in blue or black ink or by digital (CAC) signature.

5.5.2.4.1.1. Classified items. Only individuals identified on the classified authorization listing can sign for classified items. Immediately report security incidents to the LRS APO and the squadron security manager if unauthorized individuals have signed for property.

5.5.2.4.1.2. Issues, sensitive and pilferable items including bench stock issues and releases with an extended cost of $1,000 or more.

5.5.2.4.1.3. Reimbursement/refund issues (except non-sensitive bench stock issues).

5.5.2.4.1.4. Only individuals identified as equipment custodians are authorized to sign for equipment items, expendability expandability/recoverability/reparability cost designator (ERRCD) "ND" and "NF". If the custodians are absent, the organization commander/designated representative is authorized to sign for the items.

5.5.2.4.1.5. Receiving reports for local purchase or consignee inspection and acceptance.

5.5.2.4.1.6. Shipping documents. Check for the inspector's stamp or signature and the inchecker's stamp or the signature of a representative from Packing and Crating.

5.5.2.4.1.7. Transfers to Defense Logistics Agency Disposition Services.

5.5.2.4.1.8. Warehouse change notice documents.

5.5.2.4.1.9. COMSEC items. The COMSEC custodian will sign or initial all documents for COMSEC items.

5.5.2.4.1.10. NWRM items. Only individuals authorized on NWRM Authorization Receipt Listing can sign for NWRM items. If an individual is not on this listing and has signed for property, immediately contact the LRS APO and the squadron security manager.

5.5.2.4.2. Specific Quality Control Checks. For each of the following document categories, check the information listed below:

5.5.2.4.2.1. Due-out release documents. Verify all other bench stock documents for warehouse personnel have initialed or stamped the document.

5.5.2.4.2.2. Turn-in documents. For all turn-ins, check for inspector’s stamp or signature. For REM vehicles, also check for inchecker’s stamp or signature.

5.5.2.4.2.3. Receipts. For material physically inspected, check for inspector’s stamp or signature. Except for REM vehicles, check for inchecker’s stamp or signature.

5.5.2.4.2.4. Shipment. Check for inspector’s stamp or signature and inchecker’s stamp or signature from Outbound cargo.

5.5.2.4.2.5. Transfers.

5.5.2.4.2.5.1. Condemned radioactive transfers. The off-line shipment document is signed by the LRS/Transportation activity and filed with the transfer document.

5.5.2.4.2.5.2. MRSP/MSK transfer. When a transferred MRSP/MSK listing is received, the gaining base Document Control checks it against the materiel management IT system document control records to be sure processing is complete. After verifying that 100% processing was done, Document Control personnel sign the listing and forward it to the deployed unit’s materiel management personnel to use in solving inventory problems when the unit returns to home-station. See AFMAN 23-122 for further procedural guidance.

5.5.2.5. Supporting documentation control checks. In some cases, supporting documentation is required such as reports of survey, statement of charges, cash collection vouchers and reports of discrepancy in shipment. When applicable, file supporting documentation with the materiel management IT system source document.

5.5.2.6. Manual Accounting documents. Document control records will match the handwritten manual accounting documents.

5.5.2.7. Organizational refusals. When an organization refusal requires turn-in action, the organization's refusal document must include the inspector's stamp or signature and the applicable turn-in document number. For retail outlet individual equipment items, Individual Equipment Element personnel sign the document.

5.5.2.8. Record Reversal Actions. Document Control processes reverse transactions when the materiel management IT system control record and the source document do not match.

5.5.2.9. Delinquent Documents:

5.5.2.9.1. Standard Delinquent Requirements. A document becomes delinquent on the sixth calendar day after the processed date on the document control record for on-base organizations. Also, on the 11th calendar date for satellite off-base organizations unless it contains a modified delinquent requirement. Delinquency requirements are modified for some documents because of their processing requirements.

5.5.2.9.2. Classified. All classified items (including NWRM) are delinquent after 3 calendar days.

5.5.2.9.3. SA/LW. All controlled item codes N, 2, 3, 4, 5, 6, or 8 source documents that apply to SA/LW are delinquent after 3 calendar days.

5.5.2.9.4. COMSEC/CCI documents. All COMSEC documents with NSNs which have materiel management codes of CA, CR, CO, or CY are delinquent after 3 calendar days.

5.5.2.9.5. Off-base issues at bases operating under the main base or satellite are delinquent after 10 calendar days.

5.5.2.9.6. Off-base shipments having priority 01-08 are delinquent after 5 calendar days. Off-base shipments having priority 09-99 are delinquent after 10 calendar days.

5.5.2.9.7. Transfers to DLADS. On-base transfers to DLADS are delinquent after 15 calendar days. Off-base transfers to DLADS are delinquent after 30 calendar days. Property that is batch-lotted will become delinquent using the same 15 and 30-calendar day standards.

5.5.2.9.8. Documents created during regularly scheduled drill. Some ARC units are only manned part time on drill weekends, rather than with full time technicians. Documents for regularly scheduled drill are delinquent a maximum of 3 calendar days after the next drill weekend.

5.5.2.9.9. Retail outlet items. Due-out releases for retail outlet items held for customer pickup are delinquent after 10 calendar days.

5.5.2.10. Processing Delinquent Documents. Delinquent documents will be processed IAW AFMAN 23-122.

5.5.2.11. Document Filing. Files will be maintained per DoDM 4140.01 and AF Records Disposition (RDS). External work files contain source documents which Document Control will keep for a specified time. Management sets up files according to the specific document categories. These files are arranged in either document number sequence or ascending Julian date serial number sequence.

5.5.2.11.1. Fileable. All LRS/Materiel Management Activities will retain all hard copy or IT/electronic image source documents per DoDM 4140.01 and RDS coded for the following transactions: **(T-0).**

5.5.2.11.1.1. Issue Transactions

5.5.2.11.1.2. Maintenance Issue Transactions

5.5.2.11.1.3. Local Purchase Receiving Transactions

5.5.2.11.1.4. Bench Stock Issue Transactions

5.5.2.11.1.5. Directed Shipment Transactions

5.5.2.11.1.6. Shipment Transactions

5.5.2.11.1.7. Unit of Issue and Unit Price Change Transactions

5.5.2.11.1.8. Identity Change Transactions

5.5.2.11.1.9. Disposal Transactions

5.5.2.11.1.10. FED Transactions

5.5.2.11.1.11. Condition Code Changes

5.5.2.11.1.12. 1GP Transactions

5.5.2.11.1.13. Record Reversal Transactions

5.5.2.11.1.14. Kit Detail Transactions

5.5.2.11.1.15. Materiel Return (TIN) Transactions

5.5.2.11.1.16. Receipt (REC) Transactions

5.5.2.11.2. In the event the IT system identifies a contrary disposition for these transactions, this instruction takes precedence.

5.5.2.11.3. Non-fileable. These documents will be maintained for 15 calendar days.

5.5.2.11.4. Additional Filing Requirements. If an audit, inspection, or other reason requires Document Control to keep destroyable documents after a specific time, maintain the documents in a separate file. Do not mix them with documents normally filed by Document Control.

5.5.2.11.5. Permanent Document Files. Document Control maintains permanent files as directed by Air Force Records Information Management System. For conflicts between Air Force Records Information Management System and this instruction, documents will be retained for the longest period indicated. Indicative and price/unit of issue change documents which meet the fileable criteria will be filed separately in stock number and transaction date sequence. File all other documents in permanent files in ascending or descending sequence. The following permanent documents will be filed and maintained by Document Control:

5.5.2.11.5.1. All classified and NWRM.

5.5.2.11.5.2. Documents with ERRCDs ND3, ND4, ND5, NF3, NF4, NF5, regardless of the extended cost dollar value, and ERRCDs NF1 and NF2 with an

extended cost greater than $999.99.

5.5.2.11.5.3. All receiving documents except local purchase, with an extended cost dollar value greater than $1,000.

5.5.2.11.5.3.1. Local Purchase receiving documents are fileable regardless of the extended cost dollar value.

5.5.2.11.5.3.2. If an SF 364, *Report of Discrepancy*, or SF 361, *Transportation Discrepancy Report*, was prepared to correct a discrepancy in receipt, file a copy with the receiving documents and maintain.

5.5.2.11.5.4. All repair cycle DIFM issues and turn-ins with ERRCD of "XD"/"XF" with an extended cost greater than $999.99.

5.5.2.11.5.5. All sensitive, pilferable, and control item code 7 items.

5.5.2.11.5.6. All shipping documents with an extended cost greater than $1,000, including transfers to DLADS and shipment of vendor-owned containers or AF owned containers returned for credit.

5.5.2.11.5.7. Transactions with non-AF activities including bench stock.

5.5.2.11.5.8. Reimbursement or refund issue and turn-in documents including bench stock having an extended dollar value of $1,000.00 or more and as indicated by the materiel management IT system.

5.5.2.11.5.9. Returns (TIN) with forced credit.

5.5.2.11.5.10. Returns (TIN) with interchangeable relationship.

5.5.2.11.5.11. Documents associated with the following transactions:

5.5.2.11.5.11.1. Equipment/WRM Package Deployment Transaction

5.5.2.11.5.11.2. EAID/In-Use Inter-Custody Receipt Transfer Transaction

5.5.2.11.5.11.3. SPRAM Inter-Custody Receipt Transfer Transaction

5.5.2.11.5.11.4. Establishment of SPRAM Accountability Transaction

5.5.2.11.5.11.5. Equipment/WRM Packages Receipt of Transfer Transaction

5.5.2.11.5.11.6. Non-EAID Equipment Detail Update Transaction

5.5.2.11.5.11.7. Spares Deployment Transaction

5.5.2.11.5.11.8. Equipment/SPRAM Deployment/Return Transaction

5.5.2.11.5.11.9. EAID Accountability Termination Single Selection Transaction

5.5.2.11.5.11.10. Equipment/SPRAM Accountability Transfer Transaction

5.5.2.11.5.11.11. EAID/In-Use Identity Change Transaction

5.5.2.11.5.11.12. Due-out release transaction

5.5.2.11.5.11.13. Identity/Condition Change Transaction(s)

5.5.2.11.5.11.14. Spares Transfer Transaction

5.5.2.11.5.11.15. Reversals of any of the transactions

5.5.2.12. Retrieve Forced Record Alteration Change Request details from **https://webapp.amc.af.mil/635SCMG/SAC/SCMGeFIX/**. Ensure base approval was completed and file a copy in serial number order in a permanent document file. The original Forced Record Alteration Change output documentation is maintained in the LRS and AFMC. Copies of the output documents are forwarded to Document Control for filing.

5.5.2.12. **(AFMC) Note:** AFLCMC/HIS maintains the original output documentation in ILS-S audit trail.

Table 5.6. (Added-AFMC) Inventory Frequency.

Individual Protective Equipment (IPE) **Note:** Enterprise IPE stock centrally stored at the Enterprise Mobility Equipment Facility (EMEF) will be inventoried initially and then sealed in storage containers. Inventories of sealed storage containers will be performed annually. If no evidence of tampering exists and the seal is unbroken, EMEF personnel will consider the inventory for the sealed container accurate. The containers will only be opened to perform a physical inventory in the following situations: When there is evidence of tampering or when the seal on a container has been removed. In either situation, inventory personnel will open the container and complete a 100% physical inventory IAW DAFMAN 23-122, Paragraph 5.7, Physical Inventory and Inventory Adjustments. **(T-2)**	Annual (not to exceed 12 months between inventories)

5.5.2.13. Supporting Document Files. Maintain permanent files for the following supporting documents:

5.5.2.13.1. All documents of a manual or automated materiel management IT system for which a direct image document register is not produced.

5.5.2.13.2. Any document with information on it or attached to it for managers, auditors, or inspectors to determine the disposition of an item.

5.5.2.13.3. Equipment management documents as required in **Sec. 5E** of this instruction.

5.5.2.13.4. Written requests for reversal of a direct charge. File with the record reversal documents.

5.5.2.13.5. Notice of lost or missing documents.

5.5.2.13.6. Original local purchase receipts. File IAW DoD 7000.14-R, Volume 1, Chapter 9, *Financial Records Retention* and AFRDS. **(T-0).**

5.5.2.14. NWRM Inventory Documentation. Maintain permanent files for the following supporting documentation:

5.5.2.14.1. NWRM appointment letters IAW AFI 20-110.

5.5.2.14.2. Records of NWRM Audits and Inventories.

5.5.2.14.3. Certificate of Transfer of Accountability.

5.5.2.15. Shipment Suspense Records/Details. Document Control will manage shipment suspense records/details manually or via the materiel management IT system. **(T-2).**

5.5.3. Receipt Authorization Requirements for Controlled Property. Documents that authorize individuals to receive classified property must be prepared and maintained separately from documents authorizing individuals to receive unclassified supplies and equipment. **Note:** When the LRS APO opts to maintain the Classified and NWRM Authorization Receipt Listing in the Customer Support Function, Document Control will receive a copy of the list (either hard copy or electronic copy) in order to complete quality control edits on non-asset tracking IT system prepared documents.

5.5.3.1. Maintain a separate file of individuals authorized to receipt for classified and NWRM property and upon request, provide this information to the asset tracking IT system security administrator.

5.5.3.2. Maintain a separate file of signed letters of authorization. Signed letters of authorization will be destroyed upon filing the validated semiannual Authorization Receipt Listings.

5.5.3.3. Prepare Classified and NWRM Authorization Receipt Listings from the receipt authorizations and distribute copies IAW AFMAN 23-122.

5.5.3.4. Perform a semiannual revalidation of authorizations to receipt for classified and NWRM property each June and December.

5.6. Record Reversal and Correction (RRC).

5.6.1. RRC requirements.

5.6.1.1. The materiel management IT system will have the capability for reversing transactions (formerly Reverse Post (RVP).

5.6.1.1.1. The LRS APO will designate qualified Materiel Management Air Force Specialty Code 2S0 personnel to process reversal inputs.

5.6.1.1.2. The Vehicle Supply Chain Operations Squadron will initiate and process reverse inputs to correct errors involving vehicles if the base RE transactions are centralized under them.

5.6.1.2. RRC procedures are identified in AFMAN 23-122.

5.6.2. Record Reversal and Correction Research.

5.6.2.1. Conduct research to identify all transactions affecting RRC prior to processing.

5.6.2.2. Ensure the sequence for reversal of each transaction is correct and applicable detail records are loaded for the document number being reversed.

5.7. Physical Inventory and Adjustments. Inventories and inventory adjustments of all property held by AF activities will be conducted as provided in this section and as outlined in AFMAN 23-122. (T-1).

5.7.1. PICP AF Materiel Management Activity storage facilities will maintain a PICP per DoDM 4140.01, DLM 4000.25-2, DoDI 5000.64 to provide for the economical stewardship of DoD and AF materiel system. **(T-0).**

5.7.1.1. Physical inventories will be conducted using the floor-to-book/book-to-floor method for all assets IAW DoDM 4140.01. Floor to book refers to physically checking the entire work area to ensure items are accounted for on the appropriate APSR. Under no circumstances will computer balances be reflected on initial HHT or initial inventory count sheets. See AFMAN 23-122 for inventory count procedures.

5.7.1.2. When approved by the owning MAJCOM, AIT may be used to conduct inventories per DoDM 4140.01. **(T-0).**

5.7.2. Adjustment to accountable records. All adjustments or corrections to accountable records will be accomplished within 30 days following initial comparison of the count to the record balance IAW DLM 4000.25-2 and DoD 7000.14-R. **(T-0).**

5.7.3. Planning and conducting inventories.

5.7.3.1. Establishing an inventory schedule. Within the LRS, the Inventory Section (or equivalent in other materiel management activities) will establish an inventory schedule by fiscal year to ensure all items assigned a warehouse location or on a detail record (to include IPE) are inventoried at the designated frequency. EAE will develop an inventory schedule for all in-use equipment details and provide to the Inventory Section for consolidation. The warehouse validation schedule will follow the inventory schedule for type stock record account codes “B” and “E”, and satellites. Out-of-cycle inventory counts will not satisfy quarterly, semiannual, or annual complete inventory requirements. The LRS APO has the authority to conduct inventories more frequently for assets on their accountable record.

5.7.3.2. Closed warehouse inventory. A closed warehouse inventory is the normal method for conducting inventories. During a closed warehouse inventory, only emergency issue transactions are removed from the warehouse. Emergency issues are defined as priority designator 01-08 requests. Ensure all transactions affecting locations have been pulled or put-away prior to a physical count. Emergency issues will be processed as degraded operations transactions and will be recorded on the inventory recap sheet. The materiel management officer will ensure the warehouse does not remain closed to normal receipts and issues for an unreasonable length of time and is immediately reopened after completion of the count.

5.7.3.3. Inventory types. Only two types of inventory counts are authorized to ensure the accuracy of base materiel inventory records. They are complete counts and special counts. Complete inventories will only be taken by the closed warehouse method.

5.7.3.3.1. Complete Inventory Counts. Complete inventory counts are conducted using the closed warehouse-method of inventory. This method applies to all stock record account codes, satellites, and custodial accounts. Procedures for conducting complete inventory counts are in AFMAN 23-122.

5.7.3.3.2. Special Inventory Counts. Special inventory counts are used to reconcile out-of-balance conditions that are discovered during other than complete inventory counts. Special inventory counts apply to all on-hand and in-use supply and equipment items.

5.7.3.4. Requirements for classified, sensitive, and pilferable items.

5.7.3.4.1. Inventory personnel must possess a security clearance equal to the highest category of classified material that they inventory.

5.7.3.4.2. Waivers of research for minor inventory adjustments are not permissible for classified, pilferable, or sensitive items.

5.7.3.4.3. For Information Technology equipment inventory procedures reference AFMAN 17-1203.

5.7.4. Inventory adjustment approval, certification and reporting accuracy.

5.7.4.1. Approval/Authentication of inventory adjustments. All inventory adjustments that do not qualify for automatic adjustment will be approved by the Materiel Management Flight Commander/Chief or equivalent prior to processing the adjustment. Approval requires verification for all inventory post count validation and pre-adjustment research actions have been completed.

5.7.4.2. Tracking and reporting inventory accuracy. The LGRM or equivalent is responsible to ensure causative research is accomplished IAW AFMAN 17-1203, *Information Technology Asset Management,* criteria listed in this instruction for inventory adjustments. Causative research results will be analyzed and used with other inventory adjustment and discrepancy trend data; fraud, waste, and abuse indicators/reports; and for reviewing other management/security products to monitor the integrity of base resource management processes. This analysis will be formally presented to the LRS APO.

5.7.5. Inventory frequency. The frequency of inventory counts is specified based upon category of item.

5.7.5.1. All materiel management and equipment items, in storage or in use, will be subject to inventory count as follows: **(T-1).**

Table 5.5. Inventory Frequency.

Items in DIFM status (DIFM assets will be inventoried by the maintenance DIFM monitors.) - Unserviceable	Quarterly
Classified (to include NWRM, CCI/COMSEC and SRC-C items). Controlled item codes A thru H, K, L, O, S, and T	Semiannual (March/April) and (September/October)
Sensitive (including CCI/COMSEC and SRCC items). Controlled item codes 1, 2, 3, 4, 5, 6, 8, 9, Q, R, and $	Semiannual (March/April) and (September/October)
Base Level SA/LW **Note:** Individual units are responsible for conducting monthly inventories for daily in use weapons.	Semiannual (February and August)
General Officer Personal Defense Weapons **Note:** Applies to General Officer serialized weapons	Semiannual (February and August)
RSP, MSK, WRM **Note:** Fuels Support Equipment and Basic Expeditionary Airfield Resource activities, managing WRM in serialized sealed containers, may physically inventory by approved container seal serial number on a three year cycle, only when seal is undisturbed.	Annual/within 10 days of return from deployment or transfer/loaned from another unit (in conjunction with RSP personnel)
Recoverable (XD/XF), Consumable (XB), Pilferable, SPRAM	Annual
Equipment in Warehouse (Other than Classified & Sensitive).	Annual
Equipment In-Use including Classified, COMSEC and Sensitive other than weapons. **Note**: DOLIs for deployed equipment will not be updated until equipment is returned from deployment and inventoried.	Annual (not to exceed 12 months between inventories)
Supply Point **Note:** At GSUs, supply point inventories will be conducted by the GSU. The LRS will accomplish an inventory every three years.	Annual
Individual Protective Equipment (IPE) **Note:** IPE Training Purposes Only items are inventoried every two years.	Annual (not to exceed 12 months between inventories)
Note: All inventories will be performed using floor- to-book/book-to-floor method.	

5.7.5.2. Waiver of requirements for inventory.

5.7.5.2.1. Local management is authorized to delay and reschedule inventory work within the same fiscal year in coordination with higher headquarters.

5.7.5.2.2. Delay of inventory work up to the end of the next fiscal year is authorized by the MAJCOM if such action is deemed appropriate and advisable.

5.7.5.2.3. AF/A4LR will approve suspension of inventory work or delay in the accomplishment of inventory of a selected lot longer than two fiscal years.

5.7.6. Special inventories**.**

5.7.6.1. Special inventories will be accomplished and necessary adjustments made without delay but NLT 30 days IAW DLM 4000.25-2.

5.7.6.2. Misidentified Serialized Control CCI/COMSEC Items. Special inventory procedures must be used to re-identify serialized control CCI/COMSEC items.

5.7.7. Inventory Accuracy Standards.

5.7.7.1. Inventory Accuracy is computed as the Inventory Variance Rate IAW DLM 4000.25, Volume 2, *Supply Standards and Procedures*. Goals and standards are prescribed in DLM 4000.25, Volume 2, Table C6.T1, *General Supplies Record Accuracy Goals Stratification Sub-Populations and Associated Goals and Tolerance Levels*.

5.7.7.2. M10/M32 inventory accuracy rates will be used as the standard for unit inventory accuracy.

5.7.8. Automatic Inventory adjustment guidance.

5.7.8.1. The dollar value for automatic inventory adjustment, computed by multiplying the adjusted quantity by the unit price, is within the following limits:

5.7.8.1.1. Pilferable items less than $100.00.

5.7.8.1.2. Controlled item code "U", unclassified items less than $1,000.00. **Note:** Items with controlled item code "7", although considered unclassified for storage and handling purposes, require research prior to adjustment. The loss, theft, unlawful disposition, or recovery of an item in this category will be investigated IAW DLM 4000.25-2 and DoDM 7200.10. **(T-0).**

5.7.9. Inventory Research. The objective of inventory research is to identify causes for out of balance conditions. Specific types of errors can include errors in inventory counts, transaction processing, and transactions that may not have been posted to the recap sheet. As a minimum the following research will be conducted:

5.7.9.1. Post count validation will be done for all out of balance discrepancies. Post count validation is a comparison of physical count to recorded balances with consideration for transactions that have occurred since the date of last inventory. Post count validation research ends when the accuracy of the original inventory count has been verified or when any necessary recounts have been taken.

5.7.9.2. Pre-adjustment research will occur on all adjustments that do not meet automatic adjustment criteria. Pre-adjustment research is a review of potential discrepancies, which involves the review of all transactions to include supporting documentation: catalog change actions, shipment discrepancies, and un-posted or rejected documentation occurring since the last completed inventory; the last location reconciliation which included quantity; or back one year whichever is sooner. The purpose of pre-adjustment research is to determine the correct balance. Pre-adjustment research ends when the balance has been verified or the required adjustment quantity has been determined.

5.7.9.2.1. For unclassified and pilferable assets, the maximum time to complete pre-adjustment research is 7 calendar days.

5.7.9.2.2. For NWRM, Sensitive and Classified assets, the maximum time to complete pre-adjustment research is 5 calendar days.

5.7.9.3. Causative research will be accomplished for all pilferable items valued over $100, all other controlled items, DIFMs, and adjustments greater than $1,000. The purpose of causative research is to identify, analyze, and evaluate the root cause of inventory discrepancies with the aim of eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after a thorough review of the transactions, no conclusive findings are possible.

5.7.10. Inventory Analysis. An analysis will be made of inventory adjustments that have been processed and potential variances resolved. Analysis can reveal trends that can be a valuable tool toward gaining effective asset control by identifying areas of current and potential high loss. Inventory Analysis will be performed monthly to accomplish the following:

5.7.10.1. To identify failures in the control systems so improvements can be made.

5.7.10.2. To reduce similar discrepancies in the future.

5.7.10.3. To evaluate indicators of trends or system problems for corrective action.

5.7.10.4. To ensure that the proper inventory adjustments and proper controls were asserted.

5.7.10.5. To ensure actions required for inventory adjustment of AF items with a security classification were followed. See AFMAN 23-122 for appropriate Threat Reduction/Controlled Material items procedures.

5.7.10.6. For areas with a high rate of inventory adjustments, extra controls will be instituted selectively by the LRS APO or equivalent. These controls will include:

5.7.10.6.1. Additional research to identify systems/operational deficiencies causing an inventory adjustment, high loss items and possible pilferage.

5.7.10.6.2. Initiation of a financial liability investigation (formerly report of survey).

5.7.10.6.3. Disciplinary action as required.

5.7.10.6.4. Establishment of studies and action items to correct deficiencies.

5.7.10.6.5. Elevation of levels authorized to review, certify and approve inventory adjustments.

5.7.10.6.6. Referral of systems problems to higher echelons with recommended solutions.

5.7.10.6.7. Follow-on actions of analysis.

5.8. SPRAM.

5.8.1. SPRAM assets. SPRAM assets are ERRCD code “XD”/”XF” items used by maintenance to perform functions such as detecting or isolating a fault, calibrating or aligning equipment, and duplicating an active system installed in an aircraft or on-line equipment. SPRAM includes items listed in the -21 TOs and are used to conduct approved AETC training courses. This section is applicable to AF activities providing or employing SPRAM. **Note**: The exclusion of -21 TO items in the SPRAM program is optional when the owning MAJCOM is using other methods to maintain accountability and visibility. The owning MAJCOM has to provide the central IM an annual update of asset position.

5.8.2. SPRAM management. SPRAM assets are managed on detail records accounted for by LRS/Materiel Management Activity. This ensures additional SPRAM assets are procured if requirements exceed asset availability. Recoverable assets accounted for by a different method, such as supply points, do not require transfer to SPRAM details. SPRAM flag is a code used to identify the types of requirements authorized for retention of SPRAM assets. See **Section 1B** for roles and responsibilities.

5.8.3. Requirements and Funding.

5.8.3.1. MAJCOMs ensure all SPRAM requirements will be forwarded to the CEMF for submission to the MAJCOM FAM. **(T-1)**. CEMF will forward request approved by the MAJCOM FAM to the Lead Command FAM for final approval with a statement of unit/MAJCOM funding availability for the requested items. (**T-1).** Once MAJCOM receives Lead Command FAM approval with supporting documentation, CEMF will forward a copy of approval documentation and notify the supported activity to requisition the asset.

5.8.3.2. SPRAM requirements for aircraft maintenance/Cost per Flying Hour (CPFH) programs, replacement, and replenishment will be funded by the appropriate Funds Holder. The CAM office is the Funds Holder for most RegAF CPFH programs (excludes AMC strategic airlift and Air Force Special Operations Command. The Air National Guard, Air Force Reserve Command, Air Force Special Operations Command and AMC (C-5 and C-17) are responsible for their individual SPRAM/Flying Programs. All other (i.e., non-flying hour) replacement/replenishment SPRAM requirements will be paid for by the owning MAJCOM or using organization. Materiel Systems Division charges Exchange Price if a carcass is returned, otherwise the Standard Price will be charged.

5.8.3.2.1. **(Added-AFMC)** RDT&E XD/XF assets that have been modified or used in environments exceeding original design tolerances may be converted to LP stock numbers and accounted for using the Organizational Visibility Listing. SPRAM requests for new/increased authorizations must note the potential of these instances, if applicable, to identify a potential future loss.

5.8.3.2.1.1. **(Added-AFMC)** These assets should be converted back to NSNs and turned in unserviceable when research requirements terminate.

5.8.3.2.1.2. **(Added-AFMC)** RDT&E activity will turn XD2 assets in using condition code "J" to ensure Flight Service Center obtains proper disposition instructions.

5.8.3.3. Exceptions.

5.8.3.3.1. "XF3" items are not on SPRAM details unless MAJCOM or a higher authority so directs for a specific program.

5.8.3.3.1.1. **(Added-AFMC)** Arnold Engineering Development Complex (AEDC) units supported as off-base organizations will manage non-stock listed Facility Reconfiguration Items (FRIs) on off-base Special Purpose Recoverables Authorized Maintenance (SPRAM) accounts, supported by a designated Logistics Readiness Squadron (LRS). **(T-2)**

5.8.3.3.1.1.1. **(Added-AFMC)** FRIs will be assigned Expendability, Recoverability, Reparability, Cost Designator (ERRCD) XF3 to reflect field level decision authority to condemn the non-stock listed, locally procured assets. ERRCD XF3 assignment also reflects the fact that FRIs are not centrally managed by an Item Management Specialist.

5.8.3.3.1.1.2. **(Added-AFMC)** FRIs will be centrally stored in a segregated portion of the warehouse, issued to meet specific testing requirements, and

returned to the SPRAM storage area when testing is complete.

5.8.3.3.1.2. **(Added-AFMC)** The Air Force Test Center (AFTC) will draft materiel management policy to define specific SPRAM management policy for AEDC FRIs, to include, at a minimum, SPRAM detail management, storage, issue, and return policies, and roles and responsibilities for AEDC units and supporting LRSs. **(T-2)**

5.8.3.3.2. Recoverable assets accounted for by a different method, such as supply point, do not require transfer to SPRAM details.

5.8.3.3.3. SPRAM assets may satisfy MICAP requirements. SPRAM requirements will not be misused as a means to routinely fill MICAP requirements.

5.9. Inspection Operations and Related Operations.

5.9.1. Overview. Inspection operations include verifying identity, security classification, condition (as certified by maintenance inspectors), status, markings, tagging, and labeling of property at AF activities IAW DoDM 4140.01 and AFJMAN 23-210. **(T-0).Note:** Inspection Programs and Inspector Qualifications for Munitions Inspectors will be IAW AFMAN 21-201, TO 11A1-10, *Air Force Munitions Surveillance Program and Serviceability Procedures*, Individual Item TOs, Air Force Qualification Training Package for Munitions Inspector Qualification and Certification (2W0X1), and the Air Force Specialty Code 2W0X1 Career Field Education and Training Plan (CFETP). See **Section 1B** for roles and responsibilities.

5.9.2. Chief Inspector (LRS/Materiel Management Activity). Chief Inspectors are responsible for identifying, monitoring, testing, protecting, and preserving warehouse stock for the LRS APO.

5.9.3. LRS Limited Inspector (LRS/Materiel Management Activity). The Chief Inspector may authorize personnel to perform some duties designated as inspection functions. The limited authority must be identified in writing by the chief inspector. Inspection duties are decentralized to various asset management functions within LRS requiring inspection actions.

5.9.4. Inspector qualification requirements. The following are minimum basic requirements considered to be essential for the individual in order to adequately perform duties and responsibilities of a materiel management inspector. Inspectors must:

5.9.4.1. Have functional knowledge with the use of TOs, stock lists, parts catalogs, and specifications to determine the completeness or condition of an item.

5.9.4.2. Have a working knowledge of the applicable accounting systems used at the activity where the inspector is assigned to assure the proper processing of condition/identity changes.

5.9.4.3. Know who is the functional inspector for specialized areas such as: fuels/lubes, lumber, munitions, weapons, small arms, preservation and packing, etc.

5.9.5. Authorized Inspectors and their general responsibilities.

5.9.5.1. The AF quality control representative is the quality control inspector directly responsible for government quality control functions at a particular facility or group of facilities, who is authorized to inspect and accept supplies and services for the government.

5.9.5.2. A maintenance inspector is a person authorized by the Maintenance Group/CC, or designated representative, of an AF organization or activity to perform inspection functions IAW TO 00-20-3, *Maintenance Processing of Reparable Property and the Repair Cycle Asset Control System*. **(T-1).**

5.9.5.3. The materiel management inspector is a person authorized to perform the following inspection functions:

5.9.5.3.1. Establish and maintain the final identification and classification of all property received, stored, issued, or shipped.

5.9.5.3.2. Identify property known or suspected to be damaged or to have deteriorated or corroded during use, storage, or shipment.

5.9.5.3.3. Ensure that re-inspection dates prescribed by TOs are properly computed and entered on the applicable tags or labels or are included on the marking used in lieu of such tags and labels to identify property received, stored, issued, or shipped by a supply activity.

5.9.5.3.4. Accept or reject property received on local purchase orders or contracts requiring inspection or acceptance at destination.

5.9.5.3.5. Ensure documentation accompanies all property received, stored, issued, and shipped by a Materiel Management Activity, and directed condemned property when such action is prescribed by directives of higher authority.

5.9.5.3.6. Establish and maintain inspection controls on materiel within the TO compliance (TOC) category to ensure that inspection dates will permit the availability of serviceable stock. **Note**: When condition status is in question or when the serviceable tag has been lost, defaced or obliterated and not chargeable to the originator of the shipment, the logistics inspector/personnel must bench check the assets through authorized maintenance personnel to determine final condition. Under no circumstance will logistic inspectors/personnel sign documentation attesting the property condition when its status is questionable.

5.9.6. Inspection Program.

5.9.6.1. COSIS Inspection Program. The Chief Inspector will conduct an overall COSIS inspection for each warehouse annually. The Chief Inspector will schedule, conduct, and provide reports of the COSIS inspection program. Copies of the COSIS inspection report will be provided to the inspected activity to accomplish corrective actions.

5.9.6.2. Inspection personnel will then perform a follow-up inspection within 10 days to ensure discrepancies were corrected. These discrepancies will be briefed to the LRS APO or designee until resolution. Forward copies of COSIS reports to LRS/QA.

5.9.7. General Requirements.

5.9.7.1. Marking, Tagging, Labeling. General Requirements for marking, tagging, labeling, (Reparable) Items, and Incoming Shipments are outlined in MIL-STD-129, *Military Marking for Shipment and Storage*, and MIL-STD-130N. This guidance will be followed by AF activities and contractors. **(T-2).**

5.9.7.2. Barcode labels, machine/human readable markings, labels, or tags are for identification purposes only. Identification on the outside container must match the DD Form 1348, *DoD Single Line Item Release/Receipt Document*, or DD Form 1348-1A, *Issue, Release/Receipt Document*. If the outside container does not match the DD 1348/1A, the container must be opened to properly identify the item. If the actual property does not match the DD 1348/1A, follow Supply Discrepancy Report procedures outlined in AFMAN 23-122. DD Form 1574, *Serviceable Tag – Materiel* or DD Form 1574-1, *Service Label – Materiel*, will be used to identify property and the remark field will contain the statement: ID PURPOSES ONLY. Materiel management personnel will not sign DD Form 1574/-1 stating the condition of an item.

5.9.7.3. Removal and Disposition of Tags and Labels. The Chief Inspector is responsible for the removal, replacement, necessary destruction, or obliteration of tags and labels unless otherwise required by applicable TOs or directives. **Note:** Excess property authorized for transfer to the DLA Disposition Service will not be retagged unless the property has in fact been properly condemned.

5.9.7.4. Authorized Forms. The materiel management inspector of the activity concerned will ensure all materiel is properly identified, and the legibility/permanence of the information is maintained on all forms as prescribed in TOs, MIL-STD-129 and MIL-STD-130N. **(T-2).** Forms for Turn-In(s). Identification and Condition: The applicable condition tag(s) will accompany all turn-ins and be placed on the outside of the container. All forms will be completely filled out with a legible signature from a certified maintenance inspector stating the identification of the asset and the condition.

5.9.7.5. Condition. Serviceable property will be accompanied with condition paperwork (DD Form 1574/-1 or contractor forms (i.e. Federal Aviation Agency Form 8130-3, Authorized Release Certificate, Air Worthiness Approval Tag, Certificate of Conformance, European Aviation Safety Agency Form 1, Authorized Release Certificate, Joint Aviation Authority (JAA) Form One, Authorized Release Certificate, Transportation Canada Civil Aviation (TCAA) Form One, Authorized Release Certificate, etc.)). This includes the inspector's name/signature or the inspector's stamp certifying the condition of the asset on the outside of the container. If condition paperwork is not located on the outside of the container, but the item is properly identified, and no suspected damage is apparent; the accompanied DD 1348/1A will suffice as condition paperwork (**Note:** For Federal Aviation Agency certified aircraft reparable spares, the DD 1348/1A will not suffice as condition paperwork on its own; Federal Aviation Agency Form 8130-3 or international equivalent form is mandatory). The DD 1348/1A must be affixed to the outside container (packing slip) for tracing purposes. No further labeling/tagging or opening containers are required. **Exception:** Bulk assets will be stenciled when appropriate. When supplies are stenciled standard required data contained on the DD Forms 1574/-1(i.e. bulk items) will be used. **(T-2).**

5.9.7.6. Identification Requirements For "XB"/"XF" (Expendable) Items: Expendable serviceable items being received, stored, or issued; shall be received, stored, issued, or shipped without any condition paperwork of any kind as long as the serviceability is not compromised. If the condition status is unknown, use to SDR procedures outlined in AFMAN 23-122, paragraph 5.3.

5.9.7.6.1. Identification of Locally Purchased Materiel. Locally purchased materiel will be identified with commercial tags, labels, or markings. See AFMAN 23-122 for procedures.

5.9.7.6.2. Identification of Multiple Packaged Items. Each package or unpackaged component part which is physically unattached to an assembly, group, kit, or set, collectively identified and listed as a single item of materiel management, will be appropriately condition tagged or labeled.

5.9.8. Inspection Requirements.

5.9.8.1. ESD Items. Unit, intermediate, and exterior packs containing electrostatic discharge sensitive items susceptible to damage from environmental field forces (electromagnetic, magnetic, radioactive, and electrostatic due to environmental or mechanical processes) will be marked according to MIL-STD-129 and handled IAW AFMAN 23-122.

5.9.8.2. Shelf-Life Coded Items. Shelf-life codes are established in the retail materiel management system to identify the number of months new items may remain unused in storage before they must be reconditioned or condemned. Inspection personnel will process a listing of assigned item records with shelf-life codes and validate the shelf life quarterly. Shelf-Life coded items are managed and stored IAW the policies contained in DoDM 4140.27, Volume 1 and 2. Information regarding training can be found at the Shelf-Life web site. See AFMAN 23-122 for shelf-life procedures.

5.9.8.3. For guidance on TCTOs, refer to **paragraph 4.2** of this instruction.

5.9.8.4. Identification of Discrepant Material. To ensure the right items are identified as unsuitable for AF use, the Inspection personnel will notify base customers via daily bulletins, newsletters or phone calls as a means of notification. The basis for notification depends upon the type of item, i.e. messages concerning items peculiar to one organization will not be published in daily bulletins or newsletters.

5.9.8.4.1. Suspect Materiel Flag. Upon notification and subsequent identification of an unsuitable item, Inspection personnel will process a stock control data load input; see AFMAN 23-122 for processing information. The length of time an item will be coded as suspect materiel will be published in the applicable directives. If not, the code will remain on the item record for one year.

5.9.8.4.1.1. When suspect materiel is received or turned-in, Inspection personnel determine if the materiel is unsuitable or not and dispose of unsuitable items according to the disposition instructions provided in the applicable directive. They return suitable items to a serviceable condition IAW AFMAN 23-122.

5.9.8.4.1.2. If disposition instructions must be obtained, the inspector notes the corrective actions to be taken and signs/stamps and routes the management notice IAW AFMAN 23-122.

5.9.8.4.2. Disposition. Remove on-hand unsuitable items from storage locations and dispose of them according to the disposition instructions furnished in the applicable directive. When disposition instructions have not been provided, process a stock control data load input to change the condition of the assets to supply condition code “J”. This

will suspend the items on an unserviceable detail until disposition instructions can be obtained.

5.9.8.4.3. Materiel Suspect Code Listing. Each month Inspection personnel must request a utility program to list all stock numbers having materiel suspect codes assigned to them. Inspection forwards one copy of the listing to Distribution Flight and another copy to Flight Service Center, who in-turn uses them during Degraded Operations. Inspection personnel maintain a working copy until a new monthly listing is printed.

5.9.8.5. Supply Discrepancy Report. The Report of Discrepancy (ROD)/Supply Discrepancy Report, SF 364, is filed by receiving activities to record item or packaging discrepancies attributable to the shipping activity see DLM 4000.25, Volume 2. SDRs are prepared for non-receipt of lost or misplaced requisitions (shipments) after Cargo Movement or equivalent confirms non-receipt of lost or misplaced requisitions (shipments). Use the ILS-S SDR function or the DoD Web-SDR system as the primary means to submit SDRs and SF 364 when the ILS-S SDR function or the DoD Web-SDR system is not available. Corrective action will be taken depending on the source/nature of any discrepancy, and will involve proper identification and condition of materiel. Any subsequent action taken will be determined only by qualified and authorized inspectors.

5.9.8.5.1. Customer Support Liaison Element must coordinate with the receiving activity to ensure all SDRs are identified.

5.9.8.5.2. All replies to SDRs. Customer Support Liaison Element will ensure that disposition action resulting from replies to SDRs are followed.

5.9.8.6. Warranty/Guarantee Items. Items under warranty/guaranty require special handling. Inspection personnel will ensure the following procedures are adhered to:

5.9.8.6.1. Routing of Warranties. Copies of warranties will be attached to property and routed to the activity responsible for maintaining the warranty.

5.9.8.6.2. Inspection must coordinate with base maintenance activities and with contract repair services to ensure warranty/guaranty data are properly routed. Exact procedures and checklists to ensure warranties/guaranties are fully utilized will be locally developed. Generally, Inspection forwards a copy of the annotated receiving document and the applicable warranty to the appropriate activity or office listed below:

5.9.8.6.2.1. The Base Civil Engineer for items that Civil Engineering maintains or repairs.

5.9.8.6.2.2. Vehicle Management Flight for new motor vehicles according to AFI 24-302 and TO 36-1-191, *Technical And Managerial Reference For Motor Vehicle Maintenance*.

5.9.8.6.2.3. Other maintenance offices as appropriate. Processing of centrally managed or procured items under warranty as described in AFMAN 23-122.

5.9.8.6.2.4. Other activities maintaining warranty/guaranty and serialized control item data. This action will be accomplished as specified by MAJCOM rules.

5.9.8.6.3. Warranted or Guaranteed Items Requiring Repair. Normally, organizations will process warranted or guaranteed items requiring repair directly to Contract Maintenance. For exceptions to this guidance, either the AFMC IM or the ICP will provide instructions for processing the item or FSC involved.

5.9.8.6.4. Supply Inspectors normally manage the functional check program for the LRS APO. At the option of the LRS APO or the MAJCOM, the functional check program for RSPs may be managed separately. The LRS APO, along with the Aircraft Maintenance and Maintenance Squadron commanders, will jointly agree on an individual to act as the Maintenance point of contact. **(T-3).**

5.9.8.7. Items in MRSPs. When the MAJCOM or LRS APO has not directed otherwise, APS personnel will review dated items in MRSP using the Shelf-Life Control Listing. The MAJCOM or local management may direct Inspection personnel to perform this task using the Shelf-Life Control Listing provided by the MRSP monitor.

5.9.8.8. Processing Condemned Items. Condemned items will be processed according to AFMAN 23-122.

5.9.8.9. Special Storage, Handling, and Inspection Requirements. There are numerous categories of items and circumstances where alternate or additional procedures for storage, handling, and inspection are required. Examples include: controlled items, items requiring functional check prior to issue, hazardous commodities, shelf-life control, assets pending modification, and items that may have a warranty/guaranty associated with them. See AFMAN 23-122 for detailed procedures required to manage assets that require special storage, handling, and inspection requirements.

5.9.8.10. Special Inspection Requirements.

5.9.8.10.1. Inspection Offline Checklist. Inspection personnel maintain a file/list of items unsuitable for AF use (suspect materiel), functional checks, and TCTOs that are not loaded during the initial screening. Items must remain in the file/list at least 1 year or sooner if the situation or condition affecting the item has been resolved or rescinded.

5.9.8.10.2. Monthly, Inspection personnel will use a local management program to determine if any items have been subsequently loaded. When any of the items in the file/list are loaded, Inspection must then take the action required by the appropriate directives and ensure the correct codes are loaded.

5.9.8.11. Tagging Requirements for Materiel Directly Affected by TCTO.

5.9.8.11.1. Applicable to the AFMC Air Logistics Complexes.

5.9.8.11.1.1. Materiel spares in stock with outstanding TCTO requirements will be tagged TO compliance (TOC), condition code “D” with a DD Form 1576, *Test/Modification Tag – Materiel* or DD Form 1576-1, *Test/Modification Tag - Materiel* upon receipt of the TCTO except when the TCTO will change the item's form/fit/function (change in NSN and part number), or when specific serial number controlled items are affected. In the case of serial number controlled items, only the serial numbers identified will be tagged TOC.

5.9.8.11.1.2. There are instances when only a portion of the existing stock may require TOC action. All units in stock will be tagged TOC upon receipt of the

TCTO. The IM will treat these items as management review items.

5.9.8.11.1.3. When serviceable materiel with no outstanding TCTOs is turned in from organizational/intermediate or depot level maintenance to supply, the serviceable tag/label (DD Form 1574/-1) will be annotated with the following phrase in the remarks block: "The following TCTOs have been complied with: (list all TCTO numbers in the remarks block or on the back of the tag)." The annotation is not required whenever the item being returned has undergone TOC action involving modification and resulted in a change in NSN or part number. Material being turned in to supply with an outstanding TCTO(s) will be tagged with a DD Form 1576 tag or DD Form 1576 label as condition code “D” (TOC), and the phrase "TCTO (numbers(s)) not complied with" will be annotated in the remarks block.

5.9.8.11.1.4. Material in a condition other than serviceable will not require tagging as TOC. The maintenance activity will determine outstanding TCTO requirements at the time of repair.

5.9.8.11.2. Applicable to AF bases. Items requiring modifications which change their form, fit, or function will be assigned NPPC 4 or TCTO flag with DD Form 1576 tag or DD Form 1576 label.

5.10. Management of Discrepant, Counterfeit and Suspect Counterfeit Materiel.

5.10.1. Non-conforming or malicious materiel reporting, investigating, and resolution processes promote the ability to identify, report, and correct discrepant materiel issues before they impact mission capability or present a serious hazard to the safety or health of AF personnel, or to operational readiness. Discrepant materiel management procedures are delineated in TO 00-35D-54.

5.10.2. Counterfeit Materiel Management. Counterfeit materiel management is a subset of discrepant materiel management. When counterfeit or suspect counterfeit materiel is identified (usually during the execution of discrepant materiel management procedures), additional actions must be taken IAW DoDI 4140.67, *DoD Counterfeit Prevention Policy*. **(T-0).** This section provides additional guidance for the handling of counterfeit materiel. Information contained within this chapter applies to all AF activities or agencies and personnel managing, issuing, receiving, storing, shipping and tracking of materiel. This guidance is applicable to all AF Class V, VII, or IX items. Manage non-stock listed or raw material discrepancies IAW AFI 91-202, *The U.S. Air Force Mishap Prevention Program*, DoDM 4140.01, and DoDM 4160.21, Volume 4. **(T-0).**

5.10.2.1. Assistant Secretary of the Air Force for Acquisition (SAF/AQ) shall:

5.10.2.1.1. Ensure acquisition strategies address the risk of counterfeit goods entering the supply chain.

5.10.2.1.2. Develop and maintain performance measures to determine effectiveness and efficiency of anti-counterfeit programs.

5.10.2.1.3. Establish processes to ensure counterfeit or suspected counterfeit materiel information is evaluated for weapon system program risk and that risk mitigation plans are developed and implemented.

5.10.2.1.4. Establish guidance to ensure PMs address the reduction of the occurrence of counterfeit materiel entering the supply chain. Mitigate potential for counterfeit materiel during life cycle sustainment planning and document in the Life Cycle Sustainment Plan IAW AFPAM 63-128.

5.10.2.1.5. Establish procurement source management controls to include the process for selection, evaluation, approval, and removal of procurement sources.

5.10.2.2. Assistant Secretary of the Air Force for General Counsel (SAF/GC) shall:

5.10.2.2.1. In conjunction with AF/JA, provide support for all legal matters pertaining to discrepant materiel, including providing appropriate representation on working groups associated with counterfeit mitigation activities. Additionally, AF/JA in conjunction with SAF/GC shall:

5.10.2.2.2. Share appropriate legal information on discrepant or counterfeit materiel issues and activities.

5.10.2.3. Assistant Secretary of the AF for Installations, Environment and Logistics (SAF/IE) shall, in collaboration with AF/A4, establish and maintain policy for the proper handling, storing, and disposing of discrepant materiel.

5.10.2.4. AF/A4 shall establish implementing guidance on the proper handling, storing, stock screening and disposal of discrepant materiel for AF-used items, regardless of SOS.

5.10.2.5. Air Force Office of Special Investigations (AFOSI) shall:

5.10.2.5.1. Provide investigative support on suspect counterfeit items to determine if intent to deceive warrants legal and or remediation actions.

5.10.2.5.2. Share appropriate information on counterfeit issues and activities with other AF components, and DoD agencies.

5.10.2.5.2. **(AFMC)** Share appropriate information on counterfeit issues and activities with AFMC/A4R, other AF components, and DoD agencies.

5.10.2.5.3. Provide information on potential flight or product safety hazards to SAF/GCR, Contractor Responsibility, AF/JAQ, and inform the AF Safety Center for safety determination IAW AFI 51-1101, *The Air Force Procurement Fraud Remedies Program*. **(T-1).**

5.10.2.5.4. Refer all counterfeit discrepancies to the AFMC for stock screening.

5.10.2.5.4. **(AFMC)** Refer all counterfeit discrepancy stock screening actions to DMRP.

5.10.2.6. Air Force Chief of Safety (AF/SE) shall:

5.10.2.6.1. Publish and maintain safety instructions and guidance to ensure compliance with the procedures in this document.

5.10.2.6.2. Distribute hazard information through various recurring publications and periodic summaries IAW AFI 91-202.

5.10.2.6.3. Evaluate referred raw material, non-stock listed (that cannot be identified as an AF Class V, VII, or IX item), and unidentifiable items.

5.10.2.6.4. Refer raw material discrepancies to AFMC or USSF for evaluation.

5.10.2.6.4. **(AFMC)** Refer to the Deficiency Reporting, Investigation and Resolution (DRI&R) program to submit deficiency reports for raw material discrepancies.

5.10.2.7. The Judge Advocate General of the Air Force (AF/JA) shall, in conjunction with SAF/GC:

5.10.2.7.1. Provide support for review of incoming investigative materials and for qui tam actions.

5.10.2.7.2. Coordinate with DoJ, AUSAs, Investigators, Auditors, DMCA, and contracting representatives.

5.10.2.8. MAJCOMs shall:

5.10.2.8.1. Ensure personnel who manage and store AF materiel are trained with respect to their job function to handle and manage discrepant materiel products through the existing Product Quality Deficiency Reporting processes; including retention of the suspected counterfeit materiel until investigation resolution. For additional detail, reference **paragraph 4.3** of this instruction.

5.10.2.8.2. Ensure all personnel submit discrepant or suspected counterfeit materiel for review through the Joint Discrepancy Reporting System (JDRS) program IAW TO 00-35D-54. **(T-1).**

5.10.2.8.2.1. Ensure stock screening of discrepant materiel is conducted and track removal from the AF inventory.

5.10.2.8.3. AFMC will:

5.10.2.8.3.1. Document all occurrences of suspect and confirmed counterfeit materiel in the appropriate reporting systems including the Government-Industry Data Exchange Program (GIDEP).

5.10.2.8.3.1.1. Designate a command OPR to collect data on occurrences of suspect counterfeit materiel on items managed by each command. Provide data on occurrences of suspect counterfeit materiel to HAF as required.

5.10.2.8.3.1.1. **(AFMC)** AFMC/A4R functions as the Air Force Counterfeit Materiel (CM) Gatekeeper, and ensures a closed loop reporting process for CM notices.

5.10.2.8.3.1.1.1. **(Added-AFMC)** AFMC/A4R is designated the OPR responsible for ensuring all occurrences of suspect and confirmed counterfeit materiel are documented in the appropriate reporting systems, to include the Government-Industry Data Exchange Program (GIDEP), IAW DoDI 4140.67.

5.10.2.8.3.1.1.2. **(Added-AFMC)** AFMC/A4-EN will grant access to the Joint Discrepancy Reporting System (JDRS) and GIDEP for all AFMC/A4/10 personnel who manage CM.

5.10.2.8.3.1.1.3. **(Added-AFMC)** AFMC/A4R is designated the command OPR for CM data collection, and providing data to HAF, as required.

5.10.2.8.3.1.2. For AF-managed items, report the occurrence of suspect counterfeit materiel to all users, including Technical Coordination Programs/International Engine Management Programs who will, in turn, inform affected FMS customers.

5.10.2.8.3.1.3. For AF-used items, but the AF is not the Primary Inventory Control Activity (PICA), report the occurrence of suspect counterfeit materiel to the managing service/agency. Additionally, ensure all AF users are notified, including Technical Coordination Programs /International Engine Management Programs who will, in turn, inform affected FMS customers

5.10.2.8.3.1.4. For AF-managed items, report the occurrence of suspect counterfeit materiel to all users utilizing the TCTO process as described in TO 00-5-15 AF Time Compliance Technical Order Process. **(T-1).**

5.10.2.8.3.1.5. Coordinate with AFOSI authorities to ensure a closed loop process is established for counterfeit materiel reporting.

5.10.2.8.3.1.5.1. **(Added-AFMC)** AFMC/A4RM will be the lead office coordinating CM issues with AFOSI and ensuring a closed loop process for CM reporting.

5.10.2.8.3.1.6. Designate counterfeit reporting officials in all logistics repair, supply and distribution centers, complexes and directorates to act as the focal point for counterfeit materiel reporting and program action. One official can be designated at a geographical location to represent multiple functions.

5.10.2.8.3.1.6. **(AFMC)** AFSC and AFLCMC will designate and provide AFMC/A4R a list of CM reporting officials in all logistics repair, supply and distribution centers, complexes and directorates to act as the focal point for counterfeit materiel reporting and program action. One official can be designated at a geographical location to represent multiple functions.

5.10.2.8.3.1.7. Maintain the Discrepant Materiel Reporting Program.

5.10.2.8.3.1.7. **(AFMC)** AFSC will maintain the Discrepant Materiel Reporting Program (DMRP). The DMRP shall:

5.10.2.8.3.1.7.1. Ensure a closed loop reporting process for the AF by utilizing a single point of entry for discrepant materiel notices

5.10.2.8.3.1.7.2. Utilize the strengths of the AF Deficiency Reporting, Investigation, and Resolution (DRI&R) process governed by TO 00-35D-54 to ensure that discrepant parts are removed from the AF supply chain through stock screening without altering the deficiency reporting process.

5.10.2.8.3.1.7.3. Receive AF-initiated screening/discrepant part notifications from Joint Deficiency Reporting System (JDRS) (**www.jdrs.mil**) IAW TO 00-35D-54.

5.10.2.8.3.1.7.3.1. **(Added-AFMC)** The DMRP does not alter or replace the current USAF Deficiency Reporting, Investigation, and Resolution program governed by T.O. 00-35D-54, but utilizes its strengths to address

discrepant materiel notices received from sources other than JDRS.

5.10.2.8.3.1.7.4. Receive non-AF-initiated screening/discrepant part notifications from external sources (GIDEP and others)

5.10.2.8.3.1.7.4.1. **(Added-AFMC)** The DMRP program ensures stock screening of discrepant materiel is conducted and tracks removal from the AF inventory, as required.

5.10.2.8.3.1.7.5. Introduce discrepant part notifications received from external sources into the process utilizing JDRS for AF evaluation of the affected weapon system(s).

5.10.2.8.3.2. Air Force Security Assistance and Cooperation (AFSAC) Directorate will:

5.10.2.8.3.2.1. Establish counterfeit and deficient parts policy and procedures for FMS resource allocation, Technical Coordination Programs/International Engine Management Programs, international cooperative research, FMS development and acquisition programs, military-to-military contract programs, and foreign disclosure management activities. Provide support in the establishment of counterfeit parts policy and procedures for foreign military sales resource allocation, international cooperative research, development and acquisition programs, military-to-military contract programs, and foreign disclosure management activities.

5.10.2.8.3.2.2. Provide necessary support for stock screening actions of discrepant material.

5.10.2.8.3.3. USSF will:

5.10.2.8.3.3.1. Designate counterfeit reporting officials in all logistics repair, supply and distribution centers, complexes and directorates to act as the focal point for counterfeit materiel reporting and program action. One official can be designated at a geographical location to represent multiple functions.

5.10.2.8.3.3.2. Designate a command OPR to collect data on occurrences of suspect counterfeit materiel on items managed by each command. Provide data on occurrences of suspect counterfeit materiel to Headquarters Air Force (HAF), as required.

5.10.2.8.3.3.3. Document all occurrences of suspect and confirmed counterfeit materiel in the appropriate reporting systems including the Government-Industry Data Exchange Program (GIDEP).

5.10.2.8.3.4. Suspected counterfeit materiel will be submitted, analyzed, and a resolution determination will be made using the JDRS (**www.jdrs.mil**) IAW TO 00-35D-54.

5.10.2.8.3.5. Suspect Counterfeit Analysis. AFMC and USSF will:

5.10.2.8.3.5.1. Analyze all suspect counterfeit items to validate initial determination that item is suspect counterfeit.

5.10.2.8.3.5.1. **(AFMC) Note:** If the TO 00-35D-54 process determines the item is "suspect" CM, the investigating Program Office shall notify AFMC/A4R through JDRS and the AFMC DM/CM SharePoint site.

5.10.2.8.3.5.2. When the item is determined to be non-compliant, (i.e., it is not confirmed as suspect counterfeit), process as a normal deficient item IAW TO 00-35D-54.

5.10.2.8.3.5.3. When the item is confirmed to be suspect counterfeit:

5.10.2.8.3.5.3.1. Report suspect counterfeit occurrence to the centralized designated office.

5.10.2.8.3.5.3.2. Create initial report in GIDEP. The GIDEP website can be found at **http://www.gidep.org**.

5.10.2.8.3.5.3.2.1. **(Added-AFMC)** AFMC/A4R gatekeeper will input the suspect CM data into the 'government only' side of GIDEP within 60 days IAW DoDI 4140.67 and notify AFOSI.

5.10.2.8.3.5.3.3. Update the initial JDRS report until closeout IAW TO 00-35D-54.

5.10.2.8.3.5.3.4. Conduct a risk analysis to include technical risk and personal safety IAW MIL-STD-882E, *System Safety*. Develop and implement risk mitigation actions as appropriate.

5.10.2.8.3.5.3.5. Segregate suspect counterfeit item to prevent re-entry into the supply system by returning it in "L" supply condition code. Materiel will remain segregated and held as evidence for potential legal procedures or contracting action. Materiel shall not be disposed of until released by AFOSI or other legal authorities. Follow appropriate disposition instructions.

5.10.2.8.3.5.3.5.1. **(Added-AFMC)** When an item is suspect CM or confirmed CM, AFOSI shall provide item disposition guidance to AFMC/A4RM who will provide the information to the investigating Program Office Action Point (AP). The AP and AFOSI shall inform AFMC/A4RM of item final disposition decisions.

5.10.2.8.3.5.3.6. Determine whether materiel confirmed as suspect counterfeit is present anywhere in the supply chain. Take appropriate action as informed by the risk analysis

5.10.2.8.3.6. Remediation:

5.10.2.8.3.6.1. AFMC and USSF shall:

5.10.2.8.3.6.1. **(AFMC)** AFSC Program Offices shall:

5.10.2.8.3.6.1.1. Develop and document metrics that quantify the impact of suspect counterfeit and counterfeit items on:

5.10.2.8.3.6.1.2. Personnel Safety

5.10.2.8.3.6.1.3. Material Readiness

5.10.2.8.3.6.1.4. Finance (including damages incurred and the cost to cure effects), and

5.10.2.8.3.6.1.5. Any other areas of interest.

5.10.2.8.3.7. Investigation

5.10.2.8.3.7.1. AFMC/USSF shall contact AFOSI to initiate investigation of suspect counterfeit materiel.

5.10.2.8.3.7.2. AFOSI shall investigate all suspect counterfeit items that have been identified to determine if intent to deceive warrants legal and or remediation actions.

5.10.2.8.3.7.3. AFMC/USSF shall notify appropriate personnel of the final results of the investigation.

5.10.2.8.3.7.3. **(AFMC)** AFLCMC/USSF will provide disposition instructions based upon the final results of the investigation.

5.10.3. Restitution. AFOSI, legal counsel and the contracting officer will determine the appropriate actions necessary for restitution.

5.10.4. Disposal. Counterfeit materiel will be disposed IAW this instruction and AFMAN 23-122. In addition to these procedures, refer to AFMAN 21-201 for disposition of Class V items.

5.10.5. Security Requirements. As a minimum, all classified discrepant materiel will be protected IAW DoDI 5210.02, *Access to and Dissemination of Restricted Data and Formerly Restricted Data,* and DoDM 5200.01, *DoD Information Security Program* and AFI 16-1404. Classified Class of Supply V discrepant materiel will be protected IAW DoDM 5100.76 and AFI 31-101. **(T-0).**

5.11. Stock Positioning.

5.11.1. Stock positioning decisions will optimize the storage and movement of materiel to meet worldwide customer mission requirements. Stock positioning decisions will be based primarily on achieving responsive and efficient materiel distribution support. See **Section 1B** for roles and responsibilities.

5.11.2. AF stock positioning policies will comply with requirements in DoDM 4140.01; DLM 4000.25; DLM 4000.25-1; DLM 4000.25-2; DoDM 4140.26-M, Volumes 1-6, DoDM 4140.68; AFPD 23-1; AFI 20-110; and AFJMAN 23-210. **(T-0).**

5.11.3. Automatic Sourcing. Automatic Sourcing will enable a capability to automate lateral (base to base) support for high priority orders (HPOs) and automatically redistribute excess assets.

5.11.3.1. The Automatic Lateral Support function supports MICAP, AWP, JCS, and FSL requirements.

5.11.3.2. The Excess Redistribution function automatically screens outgoing lower priority requisitions for assets to determine if redistributable excess assets are available at other materiel management IT system accounts before forwarding the requisition to the normal source of supply.

5.11.3.3. The AF's policy is to laterally distribute serviceable assets from the location that has the least need for the requested item in order to minimize subsequent resupply actions (by the shipping location) and to ensure that any subsequent re-supply actions (requisitions) will not have a higher priority than the requisition being released. The overall distribution sequence is described in Enterprise Solution-Supply (ESS) manual.

5.11.3.3.1. **(Added-AFMC)** Depot retail operations will ship AF-owned assets to zero balance for MICAP RDOs. Non-MICAP RDO, priority 01-15 requirements will release to the requisition objective. **(T-2)**

5.12. Materiel Disposition.

5.12.1. See **Section 1A** for delegation of authority and **Section 1B** for roles and responsibilities.

5.12.2. Reclamation.

5.12.2.1. The Department of Defense (DoD) Reclamation Program is prescribed by DoDM 4140.01 and implemented by DoDM 4160.21, Volume 2.

5.12.2.2. The authority for reclamation of aircraft is AFI 16-402. Disposal of aircraft will not take place until AF reclamation requirements are met. Failure to do so will result in potential loss of parts. The PM must consider transferring assets to AFMC Aerospace Maintenance and Regeneration Group for reclamation when non-programmed requirements cannot be met on-site. Non-programmed reclamation must be planned prior to requesting save lists.

5.12.2.3. AFI 20-115, specifies the authority for retention of aircraft engines.

5.12.2.4. Reclamation processes in this section primarily support AF-managed assets. PM/ System Support Manager/end-item manager organizations supporting CLS weapon system support programs must comply with the intent of DoD reclamation requirements and design CLS reclamation processes accordingly.

5.12.2.5. Reclamations will be based upon the following criteria:

5.12.2.5.1. A justifiable requirement exists.

5.12.2.5.2. Removal must be economical. If it is not economical, the requirement will be based on an extreme urgency or lack of any other known supply sources.

5.12.2.5.3. Base-funded items required locally may be reclaimed by retail activities when the parts can be economically removed and restored to a serviceable condition by the reclaiming activity.

5.12.2.5.4. Resources must be available for the timely repair of reclaimed unserviceable items.

5.12.2.6. Reclaimed items must be returned to proper materiel management activities and maintained on accountable records.

5.12.2.7. Priority reclamation of DLA items must be initiated by DLA or a DLA designated SOS representative.

5.12.2.8. Aircraft that crashed before 19 November 1961, and that remain wholly or partially unrecovered, are considered formally abandoned. The AF neither maintains title to, nor has property interest in, these aircraft.

5.12.2.8.1. The authority for access to, and recovery of, these aircraft, as well as liability for damages associated with their recovery, are matters to be resolved between persons seeking recovery and landowners of the wreckage sites.

5.12.2.8.2. When any human remains are discovered at the site, recovery personnel should immediately contact the nearest United States Embassy or United States military installation. To assist in proper identification of remains, recovery personnel should refrain from further operations at the site pending removal of the remains by United States experts.

5.12.2.9. Programmed/non-programmed disposal freeze requests may be generated by HAF, AFMC, or as a result of a request from an AFMC Air Logistics Complex or ICP.

5.12.3. Review of Potential Reutilization (Excess) Wholesale Stock Prior to Approval for Disposal. All potential reutilization (excess) items must be reviewed prior to disposal to ensure that no known or projected requirements exist.

5.12.3.1. This review will include exploring possible needs due to NHA application, possible modification to a usable configuration, uses for other than its intended purpose and reclamation of component parts.

5.12.3.2. This review may result in the retention of computed excess assets.

5.12.4. Impairment

5.12.4.1. Impairment is a significant and permanent decline in the service utility of an asset due to damage, obsolescence, or when the asset is excess to requirements. To meet the definition of impairment, the asset is no longer required by any AF activity and is being placed into long-term storage with no expectation of being returned to service. Typically such assets are shipped to the 309th Aerospace Maintenance and Regeneration Group to be held until disposal is directed by the owing activity.

5.12.4.2. Indicators of impairment

5.12.4.2.1. Evidence of physical damage

5.12.4.2.2. Enactment or approval of laws or regulations which limit or restrict usage

5.12.4.2.3. Changes in environmental or economic factors

5.12.4.2.4. Technological changes or evidence of obsolescence

5.12.4.2.5. Changes in the manner or duration of use of the asset

5.12.4.2.6. Construction stoppage or contract termination

5.12.4.2.7. Assets is idled or unserviceable for excessively long periods

5.12.4.3. Impairment Test

5.12.4.3.1. The magnitude of the decline in service utility is significant.

5.12.4.3.2. The decline in service utility is expected to be permanent. The decline is considered permanent when management has no reasonable expectation that the lost service utility will be replaced or restored.

5.12.4.4. Documenting evidence of management's decision to permanently remove the asset from service (Impairment).

5.12.4.4.1. Documentation specifying that an asset is Impaired is required to support an impairment decision, and should specify that the asset is being permanently removed from service and the asset's use is terminated.

5.12.4.4.2. The Impairment documentation shall be signed by the disposition authority (IM/PM).

5.12.4.5. Financial Accounting for Impaired assets

5.12.4.5.1. When the disposition authority (IM/PM) decides to permanently remove, retire, or dispose of an asset from service and the asset's use is terminated, the asset's acquisition cost and associated accumulated depreciation shall be removed from the APSR general Property, Plant, and Equipment account and transferred to the Other General PP&E (Account 1890), IAW DoD 7000.14-R, Volume 12, Chapter 7, and Federal Accounting Standards Advisory Board (FASAB) Statement of Federal Financial Accounting Standards (SFFAS) 44: **(T-0).** Accounting for Impairment of General Property, Plant, and Equipment Remaining in Use. **Note:** When Account 1890 is not available, account for impaired assets in an AFMC approved property accountability system.

5.12.4.5.2. Upon completion of the disposal of the asset, the storing activity should write off the asset from its financial records. Any difference between the expected net realizable value previously recorded and the actual disposition amount should be recognized as a gain or loss.

5.12.4.6. When impaired assets are returned to service, comply with reclamation process per this instruction IAW DoD 7000.14-R, Volume 12, Chapter 7, *Department of Defense Financial Management Regulations*. **(T-0).**

Chapter 6

MATERIEL RETURNS

6.1. Overview. This chapter outlines AF guidance for the supply chain materiel management processes associated with materiel returns and disposal of materiel. These activities include Returns, Disposal and the Precious Metals Recovery Program (PMRP). As listed in **Attachment 1**, *References* various DoD and AF publications are reference sources for this publication. For this chapter, DoDM 4100.39, DoDM 4140.01, DoDM 4160.21, Volumes 1-4, and DoDM 4160.28, Volume 1, *Defense Demilitarization: Program Administration*, DoDM 4160.28, Volume 2, *Defense Demilitarization: Demilitarization Coding* and DoDM 4160.28, Volume 3, *Defense Demilitarization: Procedural Guidance* serve as primary DoD reference sources. (T-0). See **Section 1B** for roles and responsibilities.

6.1.1. All AF materiel management activities processing returns (serviceable and unserviceable) will:

6.1.1.1. Conduct bare item inspection to verify the identification and ensure materiel received matches tags and documentation are completed prior to return IAW this chapter. **(T-1).**

6.1.1.2. Research shipment shortages to find missing assets, ensure missing assets are included in the shipment. When it is impractical to recover component shortages, the release/receipt document listing the shortages will be certified. **(T-1).**

6.1.1.3. Return reparables only to the shipment DoDAAC contained in the repair cycle record. **(T-2).**

6.1.1.4. Not inspect reparables which are received in error and is automatically transshipped to the applicable repair point, unless there is obvious or suspected evidence that condition or identity is incorrect. **(T-2).**

6.1.1.5. Handle returned assets in such a manner to prevent further damage or cost to the government. Packing and crating will be accomplished as prescribed by appropriate TOs and packaging directives IAW AFMAN 24-206 (IP), *Packaging of Materiel*. **(T-2).**

6.1.1.6. FOB Materiel. Assets in the possession of base customers that are not correctly accounted for on supply system due-in from maintenance or in-use equipment detail records are commonly referred to as FOB. AFI 23-111 requires the prompt recording of all property found on an installation not maintained in an accountable system. FOB property will be processed by the Flight Service Center. FOB items will be thoroughly researched before being added to the accountable record. Unless exempted, all controlled items will use Special Inventory guidance to clear FOB conditions; a financial liability report (formerly report of survey) will be required to add such items to the accountable record. See AFMAN 23-122, Table 6.2 for Exceptions.

6.1.2. Customers in possession of assets will comply with following guidance prior to returning property to the LRS/Materiel Management Activity to ensure proper identification, condition and complete documentation (i.e. forms, tags, reports, etc.):

6.1.2.1. TO 00-20-3, TO 00-35D-54, AFI 21-101, AFMAN 24-206 (IP), and AFMAN 23-122.

6.1.2.2. For maintenance activities that are non-Aircraft, refer to AFPD 21-1 for the governing maintenance publication.

6.1.3. All activities, which are not in the Stock Number User Directory or equivalent program and therefore do not receive RIMCS data (i.e. contractors, universities, Air Force Reserve Officer Training Corps, will ship AF reparable materiel to an authorized repair point. **(T-2).**

6.1.4. Activities will not remove Item Identification Plates or Labels on material being returned. **(T-2).**

6.2. Returns.

6.2.1. Assets no longer used by retail materiel management activities will be returned or transferred for disposal. **(T-2).**

6.2.2. Recoverables/Reparables.

6.2.2.1. Maintenance will return recoverable items to the wholesale and retail materiel management systems regardless of condition IAW **paragraph 5.3** of this instructions. **(T-2).**

6.2.2.2. Reparable items coded “XD” and “ND.” Serviceable "XD2" items will only be returned to depot stocks or transferred to disposal when directed by the IM. **(T-2).**

6.2.2.3. Reparable Items Coded “XF,” or “NF.” To preclude the unwarranted disposal of economically reparable "XF" or "NF" items which are beyond the capability, capacity, or need of the base to repair, the following criteria are established: **(T-2).**

6.2.2.3.1. Items coded "XF" and "NF" will be processed to the DLADS when they are in condemned condition, except items identified by AFMC to be included in Repair Network Integration (RNI). **(T-2).**

6.2.2.3.2. Reparable "NF" items in other than condemned condition and having a line item value (quantity items x unit cost) less than $100 will be processed to DLADS. Items in this category may be held as long as the base considers necessary for possible future repair and reuse. **(T-2).**

6.2.2.3.3. Reparable "NF" items in other than condemned condition and having a line item value of $100 or more will be reported to the IMs for disposition instructions. **(T-2).**

6.2.2.3.4. Reparable "XF" items requiring depot repair will be identified in RIMCS. **(T-2).**

6.2.2.3.5. Reparable "XF" items not in the RIMCS will be processed to DLADS, unless critical. **(T-2). Exception:** Personnel parachute components and those identified by AFMC to be included in RNI.

6.2.2.3.6. Guidance outlined in this paragraph does not pertain to items recovered by reclamation at the AFMC Aerospace Maintenance and Regeneration Activity.

6.2.2.4. When notified to ship reparable (part numbered) Quick Reaction Capability (QRC) equipment to a contractor or depot field team, shipments should be made by the most expeditious means available.

6.2.2.5. Shipment of reparable and TCTO materiel to repair contractors.

6.2.2.5.1. Reparable and TCTO materiel are shipped to repair contractors when the appropriate RIMCS data is reflected, except when directed by the IM.

6.2.2.5.2. RIMCS applies to all reparables which can appropriately be shipped from the generating activity to the contractor repair facility.

6.2.2.5.3. Movement of Test, Measurement, & Diagnostic Equipment will be done IAW TO 00-20-14, *Air Force Metrology and Calibration Program.* **(T-1).**

6.2.3. Consumables items coded XB or NF1.

6.2.3.1. DoD and AF policy mandates all government materiel will be fully used and reused when the materiel can be used effectively, economically, and safely. Activities will never discard usable material. **(T-1).** The following guidelines for determining the usefulness of items apply to both on-base and off-base organizations.

6.2.3.2. All consumable items, serviceable or unserviceable, having potential use or resale value, will be collected, retained, and returned to the retail Materiel Management Activity. **Note:** LRS/Materiel Management Activity will not accept serviceable property less than a full Unit of Issue (UI). **(T-1).** The retail Materiel Management Activity will reissue and redistribute serviceable consumable items and dispose of unserviceable items to DLADS in accordance with assigned DEMIL code. **(T-1).**

6.2.4. NWRM. NWRM items will be returned IAW AFI 20-110 and, **paragraph 10.2** of this instruction. **(T-1).**

6.2.5. Deficiency Report (DR) Exhibit Returns. DR exhibit return actions will comply with TO 00-35D-54. **(T-1).**

6.2.6. **(Added-AFMC)** COMSEC/CCI. Item Managers/Supply Planners will provide the customer with specific instructions for the return of COMSEC/CCI assets.

6.3. Disposal, Demilitarization and PMRP.

6.3.1. Disposal Guidance.

6.3.1.1. DoDM 4160.21, Volume 2 and DoDM 4160.28, Volume 1, implements the requirements of the Federal Property Management Regulation (FPMR), as it applies to the disposition of excess and surplus materiel.

6.3.1.2. Primary Inventory Control Activity (PICA) and Secondary Inventory Control Activity (SICA). PICAs have final disposition authority for assets under their management. Therefore, SICAs will not dispose of items until they receive written authorization from the appropriate PICAs. PICAs will provide SICAs the current "ship to" information for reparable materiel.

6.3.1.3. Retail activities will transfer centrally procured secondary and principal items to disposal only when directed by the IM, unless identified as authorized for immediate transfer to disposal. Component materiel identified by an IM for possible disposal but with potential for reutilization will be transferred to DLADS, unless new information justifies retention.

6.3.1.4. The LRS/Materiel Management Activity may locally-direct transfers to DLADS when: the item is unserviceable or when the item is a locally assigned stock number and the item is no longer required; the item does not support an active weapon system or end item; and all disposal authority criteria has been met. HAZMAT disposal must be coordinated through local environmental staff using EESOH-MIS for an evaluation of hazardous waste regulations and requirements.

6.3.1.5. AFMC will ensure all of the following disposal criteria for serviceable items are met before disposal action is taken:

6.3.1.5. **(AFMC)** 635 SCOW will ensure all of the following disposal criteria for serviceable items are met before disposal action is taken: **(T-2)**

Table 6.1. Enterprise Date Points to Equal Zero.

Requisition Objective
Daily Demand Rate
Cumulative Recurring Demands
Number Demands Current
Number Demands Past 6 Months
Number Demands 7-12 Months
Due-Outs
Due-Ins
Due-In From Maintenance
Equip Authorization
Equip On-Hand
RSP Authorization
RSP On-Hand
SPRAM Authorization
SPRAM On-Hand
Bench Stock Flag
Supply Point Flag
Life of System Level Count

6.3.1.5.1. For consumable serviceable items required to support and maintain active weapon system or end item:

6.3.1.5.2. The disposal criteria for BC “8” (XB3, XF3) and BC “9” (XB3, XF3, and NF1) is authorized when Date of Last Demand is greater than 10 years, SPC assigned is 5 or E, and Date SPC assigned is greater than 9.

6.3.1.5.3. Some consumable items are not required to support and maintain active weapon system or end item. The disposal criteria for BC “8” (XB3, XF3) and BC “9” (XB3, XF3, and NF1) is authorized when Date of Last Demand is greater than 3 years, SPC assigned is 5 or E, and Date SPC assigned is greater than 2 years.

6.3.1.6. Base-level organizations will transfer materiel to DLADS for items not processed through the applicable materiel management IT system. **(T-2).** This includes the transfer of scrap and GPC purchased items.

6.3.1.6.1. Segregation of scrap materiel is necessary to minimize DLADS handling costs and to ensure maximum return from the sale of disposed materiel. Segregation of scrap materiel will be accomplished by base organizations initiating materiel transfers to DLADS.

6.3.1.6.2. When items are coded disposal, disposing organizations' items must be turned into DLADS and demilitarized prior to transfer IAW the DEMIL code assigned, DoDM 4160.21, Volume 3, DoDM 4160.28,Volume 2 and AFMAN 23-122.

6.3.1.6.3. Disposal of NWRM and scrap from NWRM will follow guidance in AFI 20-110.

6.3.1.6.4. LRS/Materiel Management Activities are authorized to transfer low dollar value property in batch lots to the DLADS on a single shipping document IAW DoDM 4160.21, Volume 3 and AFMAN 23-122.

6.3.1.6.5. At installations lacking a local Defense Logistics Agency Disposition Services (DLADS) staffed location, Logistics Readiness organizations will execute the following basic processes, subject to specific instructions from DLADS: perform checks on electronic turn-in documents (ETID) to verify quantity and identity of property being turned in by local AF or Joint units, package or palletize property to enable movement and loading by materiel handling equipment, provide secure temporary storage of disposal property to prevent loss, damage, and deterioration, coordinate with DLADS to request transportation to a disposal site and contact DLADS to obtain customer training on disposal processes. **(T-3). Note:** Check with servicing DLADS office for prescribed minimum quantity when local storage reaches maximum capacity and for minimum distances required for obtaining DLADS provided transportation.

6.3.2. Demilitarization.

6.3.2.1. AFMC/A4R will act as the AF Demilitarization (DEMIL) Program Administrator. Requests for waiver, modification, exception, or addition to DoD Demilitarization requirements will be submitted to the AF DEMIL Program Administrator, on a case-by-case basis IAW DoDM 4160.28, Volume 1. AFMC will review, approve and submit to the DoD DEMIL Program Office (DDPO). **Note:** All changes to DEMIL codes for classified and explosive assets must be approved by AFMC/A4R DEMIL Program Administrator and the DoD DEMIL Program Administrator.

6.3.2.2. The ESs (contractor equivalent) will assign accurate DEMIL codes to all items, for which they have management responsibility, IAW DoDI 4160.28, *DoD Demilitarization (DEMIL) Program*. Requests to change an item's DEMIL code will be submitted to DLA Logistics Information Service IAW DoDM 4160.28, Volume 2.

6.3.2.3. Prior to release of property from DoD custody and control, the owning activity is responsible for ascertaining the demilitarization code for the property and ensuring that it is entered on the transfer document or included in the lease, loan, or sale agreement.

6.3.2.4. The ICP will declassify materiel according to DoDM 4160.28, Volume 3, and if required, further demilitarize classified materiel prior to turn-in of the residue, if any, to DLADS.

6.3.2.5. **(Added-AFMC)** Base organizations will ensure all scrap is segregated into one of the nine Commodity Groups prior to transfer to Defense Logistics Agency Disposal Service (DLADS). **(T-2)** Reference AFH 23-1, Volume 2, Part 1, Table 6.15 for Commodity Group definitions (e.g., Paper, Textiles, Nonferrous Metals, Ferrous Metals, Rubber, Wood, Miscellaneous Scrap and Waste, Precious Metals, Stainless Steel). Scrap material that falls into one of the nine Commodity Groups must be transferred to DLADS and not thrown away in the trash. **(T-2)** Refer to AFMCI 23-103, *Air Force Demilitarization* for further guidance.

6.3.2.6. **(Added-AFMC)** Base organizations must properly dispose of consumable items through DLADS and not throw items in the trash. **(T-2)** Items will be segregated by DEMIL code and demilitarized by generating unit as required, prior to being turned into DLADS. **(T-2)** Reference DoDM 4160.28-M, V2, **Para 3.1**, **Table 1** & V3, for DEMIL code definitions, requirements, and DEMIL certificate requirements. **Note:** DEMIL Code "A" are the only assets that do not have a DEMIL requirement, but are still required to be transferred to DLADS and will not be thrown in the trash.

6.3.2.7. **(Added-AFMC)** LR Squadrons will publicize awareness to base organizations that consumable items are not thrown in the trash and may require DEMIL action prior to disposal through DLADS. **(T-2)** Awareness training will emphasize segregation by DEMIL codes, Commodity Groups and proper disposal through DLADS. This can be achieved through multiple platforms (i.e. Commander's Call, network notifications, inclusion in Supply Block Training Courses, newspaper articles, highlighting DEMIL code on DD Form 1348-1A).

6.3.2.8. **(Added-AFMC)** All disposal/demilitarization actions for COMSECC/CCI must be processed by, or through, the Cryptologic and Cyber Systems Division Item Manager/Supply Planner. COMSEC/CCI, or classified items, must never be processed for disposal IAW normal property disposal procedures established within the standard base supply/logistics system. They will not be processed through DLADS channels.

6.3.2.9. **(Added-AFMC)** COMSEC/CCI, and classified items, are demilitarized by the Cryptologic and Cyber System Division. Unclassified CCI assets are demilitarized by the Distribution & Accountability Demilitarization Operations office. All classified items are processed through Maintenance Operations.

6.3.2.10. **(Added-AFMC)** Refer to AFMCI 23-103, Chapter 4 for DEMIL training requirements.

6.3.3. Precious Metals Recovery Program. The PMRP will be conducted IAW in DoDM 4160.21, Volume 2 and TO 00-25-113, *Conservation and Segregation of Critical Alloy and Precious Metal Bearing Parts and Scrap*.

6.3.3.1. Roles and Responsibilities.

6.3.3.1.1. AF/A4LR will be responsible for coordinating the policy and guidance for PMRP.

6.3.3.1.2. AFMC will be the AF focal point to coordinate on all matters pertaining to the PMRP and assign appropriate Precious Metals Indicator Codes as defined by DoDM 4100.39.

6.3.3.1.3. MAJCOMs will: Ensure an effective PMRP program exists within their command.

6.3.3.1.4. Retail/Base-Level PMRP Management:

6.3.3.1.4.1. The Materiel Management Flight Chief Inspector will be the installation PMRP manager/focal point for all matters concerning PMRP. **(T-2).**

6.3.3.1.4.2. The PMRP manager will maintain a list of all organization's PMRP monitor's/alternate's name, phone number, location and, as applicable, type of recovery equipment, kind of precious metals scrap generated, and the kind of fine precious metals and high precious metals content items used.

6.3.3.1.4.3. The PMRP manager will visit each participating activity at least once every 24 months for review of operations, documentation, and adherence to overall program requirements. A report of findings will be maintained and corrective action on discrepancies tracked through completion.

6.3.3.1.5. **(Added-AFMC)** Air Logistics Complexes (ALC) will appoint primary and alternate PMRP Manager at the ALC staff level. ALC PMRP managers will: **(T-2)**

6.3.3.1.5.1. **(Added-AFMC)** Ensure an effective PMRP program exists for the Complex.

6.3.3.1.5.2. **(Added-AFMC)** Develop operating instructions to implement PMRP.

6.3.3.1.5.3. **(Added-AFMC)** Maintain a list of ALC PMRP monitor/alternate names, phone numbers, locations and, as applicable, type of recovery equipment, type of precious metals scrap generated, and the type of fine precious metals and high precious metals content items used.

6.3.3.1.5.4. **(Added-AFMC)** Visit each activity within the ALC using precious metals at least once every 24 months for review of operations, documentation and adherence to overall program requirements.

6.3.3.1.5.4.1. **(Added-AFMC)** Provide PRMP monitors, from each activity visited, a program review report that includes identified deficiencies, deficiency corrective actions and required completion dates.

6.3.3.1.5.4.2. **(Added-AFMC)** Maintain a file of PMRP monitor appointment letters by activity and include the last two program review reports of the activity.

6.3.3.1.5.5. **(Added-AFMC)** Establish protection requirements for fine precious metals, precious metals bearing scrap and high content precious metals bearing items IAW DoD 4160.21-M.

6.3.3.1.5.5.1. **(Added-AFMC)** Using activities will maintain a file for accountability of silver recovery equipment and supplies provided by DLADS at no cost, type of precious metals scrap generated and the type of fine precious metals and high precious metals content items used.

6.3.3.1.5.5.2. **(Added-AFMC)** Contractor activities operating on an AF

installation where precious metals are used or recovery is involved must ensure that the PMRP is addressed in the Performance Work Statement (PWS) or equivalent.

6.3.3.1.5.6. **(Added-AFMC)** Ensure all activities (ALC PRMP Manager will decide appropriate activity level for requirement, e.g. Group, Squadron, etc.) operating within the ALC who may use precious metals, appoint at least a primary PMRP monitor in writing to manage precious metals. (T-2)

6.3.3.2. All AF activities must establish protection requirements for fine precious metals, precious metals bearing scrap, and high content precious metals bearing items IAW DoDM 4160.21, Volume 2. **(T-0).**

6.3.3.2.1. Using activities will maintain a file for accountability for silver recovery equipment and supplies provided by DLADS at no cost, kind of precious metals scrap generated, and the kind of fine precious metals and high precious metals content items used.

6.3.3.2.2. Contractor activities operating on an AF installation where precious metals are used or recovery is involved must ensure that the PMRP is addressed in the Performance Work Statement (PWS) or equivalent. **(T-2).**

6.4. (Added-AFMC) AF RDS Functional OPR—Freeze/Deferred Disposal Code Responsibilities and Notice Criteria.

6.4.1. **(Added-AFMC)** Responsibilities.

6.4.1.1. **(Added-AFMC)** AFSC will:

6.4.1.1.1. **(Added-AFMC)** Administer all disposal freeze directives according to procedures.

6.4.1.1.2. **(Added-AFMC)** Be responsible for the overall management and sustainment of system application software, interfaces, and databases.

6.4.1.1.3. **(Added-AFMC)** Develop Operating Instructions to support and maintain utilization and reutilization disposition control of Air Force managed assets.

6.4.1.1.4. **(Added-AFMC)** Serve as the point of contact between the ALC sites regarding weapon system wide disposal freeze notices.

6.4.1.1.5. **(Added-AFMC)** Preclude buying assets while useable assets of the same item are being sent to disposal.

6.4.1.1.6. **(Added-AFMC)** Coordinate on all requests for disposal freezes.

6.4.1.1.7. **(Added-AFMC)** Ensure all required information and substantiation for the freeze are furnished. **Note:** The AFSC OPR maintains a record of all active freeze notices and distributes copies to the appropriate SCMS.

6.4.1.1.8. **(Added-AFMC)** Attain written approval from the group level commander at the ALC or ESC that manages the items for use of these codes.

6.4.1.1.9. **(Added-AFMC)** Retain current written justification for historical and audit purposes.

6.4.1.1.9.1. **(Added-AFMC)** Specifications: NSNs must be kept with why, how many, and for how long the computed Economic Retention level is not sufficient.

6.4.1.1.9.2. **(Added-AFMC)** Deferred codes cause assets above the Economic Retention level to stratify into the contingency retention segment of the applicable AF approved APSR. Assets with deferred codes are passed to the RDS system as a part of the retention quantity. Deferred codes “F,” “G,” “M,” and “R” are applied to the specific NSN that must be retained, therefore are preferred over disposal codes “C” and “P”.

6.4.1.1.9.2.1. **(Added-AFMC)** Assignment of deferred disposal code "C" or "P" causes all assets on purchase request to stratify into the contingency retention segment of the Central Secondary Item Stratification. High level directed, weapon-system-wide freeze codes “C” and “P” take precedence over the IM/MM assigned deferred disposal codes.

6.4.1.2. **(Added-AFMC)** These are items with asset quantities that exceed any possible use, considering all inventories of end items or aircraft. In these cases, individual decisions will be made to dispose of partial or total quantities regardless of a disposal freeze application.

6.4.2. **(Added-AFMC)** Notice criteria.

6.4.2.1. **(Added-AFMC)** Disposal freezes will not be imposed unless fully justified and in the case of new programs will be lifted as soon as a firm program is known that can be incorporated into the normal requirements computation. The formal written directive will state the expiration date for all freezes.

6.4.2.2. **(Added-AFMC)** A disposal freeze may be requested for a weapon system, FSC commodity, or individual NSN.

6.4.2.3. **(Added-AFMC)** When further justification and substantiation information furnished is incomplete or inadequate, the request may be returned to the requesting activity.

6.4.2.4. **(Added-AFMC)** The appropriate site may initiate a request at any time for a formal weapon system wide disposal freeze notice, revision, or cancellation.

Chapter 7

SUPPORTING TECHNOLOGIES

7.1. Overview. This chapter also establishes policy on the administration and use of the ILS-S. The policy described in this section is applicable to all subsystems of the ILS-S (the Standard Base Supply System (SBSS), Enterprise Solution-Supply, and the AF Supply Central Database) except where explicitly excluded. Specific guidance to create and maintain user accounts within each particular subsystem of ILS-S are addressed in AFH 23-123, Volume 2.

7.2. Automated Identification Technology (AIT) and MMHS and Other Capabilities.

7.2.1. AIT, a group of technologies to improve material identification and data collection. The implementation of AIT capability within the AF shall be done through the ELS initiative and IAW DoDM 4140.01. The adoption, acquisition and implementation of AIT capabilities shall be accomplished at the enterprise level unless AF/A4L grants an exception to this guidance. Requests for exception to guidance shall be made in writing and coordinated with the applicable MAJCOM A4 and AF/A4LR.

7.2.1.1. Asset Marking and Tracking (AMT). AMT enables total asset management throughout the supply chain by ensuring the consistent marking and tracking of all assets. AMT automatically identifies and tracks high cost, high impact, and other critical individual components from acquisition through transportation, supply, maintenance, and disposal. This includes consumables and non-serialized assets along with selected assets as identified within the OSD-led Serialized Item Management (SIM) initiative. AMT shall use existing capabilities and policy, such as Item Unique Identification (IUID), and Radio Frequency Identification (RFID). **Note:** For operational security purposes, AFOSI assets that are used for surveillance missions will not be labeled with identification markings. Also, assets will not be marked when identification markings hinder the use of the equipment (i.e. size, technical use).

7.2.1.2. Enterprise Asset Tracking. Use enterprise asset tracking in the retail system. The capability is comprised in large part of mobile device technology such as hand-held terminals. The technology will support the asset accountability function, warehouse pull and put-away, receipt and turn-in processing, asset delivery, warehouse and equipment inventory processing, and warehouse location validation processing. When mobile device technology is not available (either due to hardware or network constriction, use AF approved modernized desktop application capable of the same function**.**

7.2.2. IUID. IUID is a key enabler for automatic data capture on key items. This allows for capture of accurate lifecycle data that can be aggregated and analyzed by planners, engineers, and logisticians to produce predictive maintenance strategies. IUID implementation will meet requirements in MIL-STD-130 and DoDI 8320.04, *Item Unique Identification Standards for Tangible Personal Property*.

7.2.2.1. SAF/AQ manages IUID implementation with the acquisition of new assets.

7.2.2.2. AF/A4LR provides policy alignment strategy and oversight of IUID.

7.2.2.3. AFMC/A4N manages IUID implementation and sustainment for legacy items to include Class II, VII, and IX supply items.

7.2.2.4. Radio Frequency Identification (RFID). Active RFID supports asset visibility and improved logistic business processes throughout the DoD logistics enterprise. The AF maintains an active RFID infrastructure IAW with DoD policy directives. This infrastructure primarily supports distribution activities tracking shipments to, from and between OCONUS locations. The use of such automatic identification ensures minimal or no manual data entry, improves data accuracy and timeliness. The supporting AF RFID implementation plan encompasses both active and passive RFID technology in a cohesive environment to support the DoD vision will be in accordance with DoD and other applicable directives.

7.2.3. MMHS Planning & Programming.

7.2.3.1. AFMC must approve any proposed modification to an existing MMHS or SAS that originally required AFMC approval and was installed by AFMC. Modifications include changes to equipment, configuration, location, installation, functional changes and programmable controllers. When modifications exceed $100K, AFMC will fund them through the MMHS/SAS program. Modifications under $100K must be funded locally.

7.2.3.2. AFMC retains approval authority for configuration of all materiel management support facilities and air terminal facilities based on the flow of materials and space utilization.

7.2.3.3. AFMC prioritizes MAJCOM requirements into an AF MMHS/SAS Program. AFMC manages the program based on execution responsibilities, and accounts for all projects submitted by MAJCOMs.

7.2.3.3.1. MAJCOM focal points advocate to AFMC for each MAJCOM's MMHS/SAS program ensuring all requirements are included in the AF Program.

7.2.3.3.2. The MAJCOM focal point is the liaison between the MAJCOM PM and the AFMC MMHS/SAS Program Manager.

7.2.3.4. AFMC PM manages all technical aspects of a project. These include: the initial evaluation of requirements, cost data, design (i.e. the preparation of drawings and specifications), contracting package, evaluation of technical proposals, and acceptance of installed equipment. When the MMHS/SAS project is associated with a MILCON project, the PE will attend all MILCON Design Conferences.

7.2.3.5. AFMC coordinates funding, manages obligations and expenditures IAW AFI 65-601, Volume 2, and maintains financial management liaison with SAF/AQ and the AFMC PM.

7.2.3.6. Base Level. The Base Project Officer is designated by the using organization's commander to be responsible for coordinating all on-site activities of a particular MMHS/SAS project. The Base Project Officer will be part of the using activity and be fully involved with project development.

7.2.3.7. Guidance regarding MMHS usage. MMHS includes (but is not limited to) equipment, process controllers, or equipment shelters required to handle materials in a proven, systematic, mechanized manner. **Note:** MMHS does not include systems that require research and development. Systems must be either "off-the-shelf" or made from off-the-shelf components. MMHS also does not include: equipment which is item managed

(unless included as part of a total system), general purpose forklifts, ISU containers, conventional pallet jacks, floor scrubbers, refrigerators, and freezers. When a system does not meet the above criteria, AFMC decides whether it qualifies under the MMHS program.

7.2.3.8. Types of MMHS include:

7.2.3.8.1. All types of conveyors, including 463L pallet conveyor.

7.2.3.8.2. Narrow-aisle vehicles (guided by wire, radio, rail, light, or laser).

7.2.3.8.3. Automated storage/retrieval systems, including elevating transfer vehicles (ETVs).

7.2.3.8.4. Carousel storage systems (horizontal and vertical).

7.2.3.8.5. Mobile storage systems.

7.2.3.8.6. Cranes (bridge, trolley, jib, or gantry).

7.2.3.8.7. Lifts (e.g. pallet build-up/breakdown lifts).

7.2.3.8.8. Ball transfer mats.

7.2.3.8.9. SAS.

7.2.3.8.10. Dock levelers.

7.2.3.8.11. Combinations of the above.

7.2.3.9. SAS includes: mezzanines, modular cabinets, racks, shelving, and bins. It also includes any support equipment required to provide a completely functional storage system, or specialized function within a larger system.

7.2.3.10. Identification of Requirement. The base identifies the need for the project and creates the Concept Paper for the MMHS/SAS project. The base submits the concept paper a one page summary of deficiencies and requested improvements. It contains specific background information, requested improvements, present system(s), anticipated benefits/impact and base point of contact. Which must be validated and updated annually, to the MAJCOM Program Manager until funded.

7.2.3.11. Economic Analysis. When required by AFI 65-501, *Economic Analysis*, the base is responsible for ensuring an economic analysis is prepared by the installation financial analysis office.

7.2.3.12. Local Infrastructure Improvements. Local infrastructure improvements are required to support an MMHS/SAS project. These improvements (e.g. new transformer or fire pump) cannot be funded with MMHS/SAS funds and must therefore be funded through another source.

7.2.3.13. Installation Planning. Installation planning and scheduling will be accomplished after completion of the system design and before contracting of the project. Where necessary, installation plans are built into the MMHS/SAS contract to ensure the equipment installation follows the predetermined plan. Installation plans include orientation of personnel in the concept of operation of the equipment and a plan for maintenance of the system. The base develops this plan with assistance from the PE.

7.2.3.14. Contracting Package. After receiving the contracting package from the PE, the base coordinates the package with the appropriate local organizations. The base directs any comments or questions on the package to the PE, who modifies the contracting package as necessary.

7.2.3.15. Contingency Plan. The base writes a contingency plan for the proposed system. Use of MMHS/SAS must consider enemy attack and power outages. There must be provisions for working around damaged or inoperable equipment and accessing material in support of the mission. The using organization commander approves the plan.

7.2.3.16. Post Award Conference. The base attends the post award conference and assists the Contracting Officer and PE, as requested.

7.2.3.17. Equipment Installation. The base monitors contractor performance during the installation of the equipment, reporting any problems to the PE.

7.2.3.18. Equipment Accountability. The base shall maintain equipment accountability for MMHS/SAS under the applicable Support Equipment APSR and procedures.

7.2.3.19. Programming for MMHS.

7.2.3.19.1. Programming Projects. In the second quarter of each fiscal year, AFMC will send a requirements call letter to each MAJCOM requesting an MMHS/SAS Priority List.

7.2.3.19.2. Project Design. Once an MMHS/SAS project is identified as funded, the AFMC PE begins the design process. MMHS/SAS projects are typically designed for existing (non-MILCON) facilities or newly constructed (MILCON) facilities.

7.2.3.19.3. Non-MILCON Related MMHS/SAS. Design of a project includes collection and analysis of data, equipment selection, development of the layout, and preparation of the contracting package by AFMC. When the contracting package is complete, the PE sends it to the base for review and local coordination.

7.2.3.19.4. MMHS/SAS Associated with a MILCON Project. The process is the same for Non-MILCON related MMHS/SAS. However, the design process must start much sooner (as much as a year before funding), usually with the PE attending the initial MILCON conference (Concept Phase) at the site. The building will be designed around the operation/equipment; it is paramount that the PE determines the appropriate MMHS/SAS before the MILCON process begins..

7.3. Supply Chain Materiel Management Systems.

7.3.1. AF materiel management systems shall comply with the requirements of DoDM 4140.01 and AFMAN 17-1203. Use of DoD or AF SCM systems and Item Manager Wholesale Requisition Process IT systems is mandatory for all AF owned assets. AF/A4 may waive this requirement for systems that it identifies as meeting requirements for visibility and accountability of assets across the supply chain. See **Section 1B** for roles and responsibilities.

7.3.2. AF materiel management IT systems shall support tactical and strategic planning and robust maintenance practices as well as implement unimpeded distribution of goods. Concurrently, the systems will ensure proper tracking and identification of assets, support

proper sourcing and maintain solid financial management accountability of the AF supply chain.

7.3.3. Provide visibility of AF repair networks capability and capacity to effectively allocate resources and workload to optimized repair planning.

7.3.3.1. Pursue Total Asset Visibility by capturing accurate data and maintaining near real-time asset information.

7.3.3.2. Promote data accuracy by standardizing maintenance of information.

7.3.3.3. Provide the information required for the CAM office to effectively and efficiently allocate resources across the AF.

7.3.3.4. Promote an information exchange network to support coordination and collaboration between the AF and the other DoD Components

7.4. Readiness Driver Program.

7.4.1. To improve overall weapon system mission capability, an AF Readiness Drivers Program (AFRDP) is created to:

7.4.1.1. Provide the capability to identify and track items having the greatest negative impact on mission capability, categorizing them in terms of the severity of the impact.

7.4.1.2. Provide capability to identify the underlying constraints impacting item availability.

7.4.1.3. Develop, document, and execute a constraints resolution plan for each identified constraint impacting item availability for items in the AFRDP.

7.4.1.4. Provide management visibility to track weapon system (WS) constraints and resolution plans affecting multiple items or incidents to improve overall WS planning, item availability, mission capability (MC), and operations support to the warfighter.

7.4.1.5. Result in progressive and conclusive elimination of constraints such that both the number of AFRDP incidents and the magnitude of their mission impact are continually reduced.

7.4.1.6. This guidance compliments and is concurrent with DoDI 3110.05, *Readiness-based Materiel Condition Reporting for Mission-Essential Systems.*

7.4.2. See **Section 1B** for roles and responsibilities.

7.5. Integrated Logistics System-Supply (ILS-S).

7.5.1. System Administration. The Materiel Management community has the responsibility to administer the ILS-S system access and security program in accordance with the identification and authentication procedures outlined in this publication, AFMAN 17-1301, *Computer Security (COMPUSEC),* ILS-S Program Management Office (PMO)-produced Rapid Communications Messages (RAPCOMs) and other security guides as applicable. All users are required to submit an automated System Authorization Access Request (SAAR). The DD Form 2875, *System Authorization Access Request (SAAR),* may be used in situations where an automated submission method is not available or is prohibited by DISA. The level of approval required on the SAAR will be based on the user's status (for example, type of user and

location). Access will only be permitted for those functions required for mission accomplishment.

7.5.2. Controlled Access. A high degree of control over the ILS-S system and data access to logistics data is warranted due to security and proprietary data issues. ILS-S has several security features that will lock user accounts and render the account inaccessible. Accounts will only be unlocked after positive identification is either made in person with a CAC, a digitally signed email or use of the Telephone Challenge Word. The authentication method is at the discretion of the ILS-S Administrator. ILS-S access is granted through the AF Portal using CAC authentication.

7.5.2.1. Restrict Direct ILS-S Access. Direct access to the ILS-S is limited to users with a validated mission need for functions not supported in any other component of ILS-S. All requests for direct access to the ILS-S made by personnel outside AFMC must be requested in writing and approved by AF/A4LR. A signed copy of this authorization will be maintained with the SAAR and reviewed quarterly by AFMC during validations. **(T-1).** The coordination can be done by signed email. All requests will be reviewed and validated annually by AF/A4LR to ensure direct ILS-S access is still warranted.

7.5.2.2. Tiered Administration. ILS-S is based on a tiered administration concept that includes a hierarchy of system administrators. Higher level administrators manage lower level administrators and lower level administrators manage the users. Further details on the tiered administration concept can be found in the ILS-S User's Manual **Chapter 29**.

7.5.2.3. Administrative and Transaction Groups. ILS-S Administrative and Transaction Groups will be standardized across the enterprise. All changes will be requested in writing through the requestor's MAJCOM to AF/A4LR for approval.

7.5.2.4. Proprietary Information. Users assigned to Contractor Inventory Control Points will not be granted access to asset and order information from other Contractor Inventory Control Points. The Contractor's Government Sponsor and the Information Assurance Officer (IAO) responsible for each Administrative Group will ensure compliance to this restriction during quarterly system generated validations. (**T-2).**

7.5.3. Automated User Account Validation. The ILS-S Administrators will perform a validation of user accounts quarterly. **(T-1).** The ILS-S Administrator will be notified by an alert or e-mail that a validation is required.

7.5.4. User Administration. Administrators serve as trusted agents to grant and maintain access rights to individual users in their units and Administrative Groups. Organizational commanders whose responsibilities include oversight of ILS-S operations will review and approve or disapprove the SAAR for all users requesting administrative privileges. **(T-1).** Commanders, with approval from AF/A4LR for direct access to the ILS-S (discussed in this chapter), will also appoint (through DISA) an Alternate Information Assurance Officer (AIAO) for controlling and monitoring ILS-S unique security requirements.

7.5.4.1. Qualifications. Only AF Military/Civilians or Support Contractors working under contract to the AF can be appointed as ILS-S administrators (including AIAOs). Contractor Inventory Control Point users will NOT be appointed as ILS-S administrators.

7.5.4.2. Appointment. AFMC will determine the level and responsibility for administering accounts.

7.5.4.2. **(AFMC)** AFLCMC/HIS will determine the level and responsibility for administering accounts.

7.5.4.3. Responsibilities**.** Administrators are charged with approving, monitoring and updating user accounts when permissions change. They ensure the appropriate level of approval has been obtained before allowing access to and use of ILS-S applications. Administrators will also: disable accounts immediately in any situation requiring additional research to validate the account. Administrators will immediately archive all accounts that are no longer required to perform the mission.

7.5.4.3.1. Understand DoD, DISA and AF Policy and Procedures. Do not rely solely on policy in the instruction. All administrators must also have a thorough understanding of all DoD, DISA and AF policy, manuals, handbooks and Security Technical Implementation Guides regarding system and user administration.

7.5.4.3.2. Manage System Access Authorization Requests (SAARs). Maintaining SAARs is mandatory and vital to passing system security audits. Failure to pass a system security audit will result in a re-audit within 90 days and may result in removal as a User Administrator. SAARs maintained outside ILS-S must be centrally located to enable rapid retrieval, validation and access by auditors. SAARs contain a user's personal data and should only be accessed by those in a "need to know" position.

7.5.4.3.3. Perform Information Owner Duties. The Information Owner (IO) capability will only be assigned to administrators charged with local IO duties by the accountable officer. The IO will review all base level user requests and forward to the IAO for approval/disapproval. The IO must verify the SAAR contains only the minimum privileges required to perform the mission.

7.5.4.3.4. Perform Information Assurance Officer Duties**.** ILS-S IAOs are only located at AFMC**.** The IAO will review and approve or disapprove all user requests. The IAO must verify the SAAR contains only the privileges required to perform the mission. Extra scrutiny will take place at this level since the IAO is the last person in the approval chain prior to account creation and privileges being granted. Administrators will not update a data element the user has the capability to update in their profile. All requests to alter permissions in ILS-S will be documented using the automated SAAR. Under no circumstances will an administrator restore or reactivate an account when it is clear the user failed to fulfill their responsibilities or to avoid proper approval and validation by the supervisor, IO or IAO.

7.5.4.3.4. **(AFMC)** ILS-S Information Assurance Officers (IAOs) are located at 635 SCOW.

7.5.4.3.5. Limit SRAN Access. Administrators will not grant access to multiple accounts when a base-level user's job only requires access to a single SRAN. Users may be granted privileges for multiple SRANs if there is a genuine need to access multiple accounts (i.e. CRF, deployments, etc.). The IO and IAO will verify specific comments justifying the need for access to multiple SRANs on the SAAR to document

this exception to policy. The IAO assigned to the Admin Group will approve or disapprove all requests regardless of the source of the request. **(T-1)**.

7.5.4.3.6. Limit Transaction Identification Code (TRIC) Group Assignment. Users are to be limited to a single primary TRIC group based on their job/duty title. A user may possess a single primary TRIC group and one or more supplementary TRIC group(s) (e.g, RVP, ASSET-MGT NWRM) as long as the rational for the supplementary TRIC Group is clearly stated in the SAAR Justification block and approved by the user's approval chain (supervisor, administrator). Administrators will only grant a user access to the TRIC group associated to their job/duty title unless an exception to the policy is approved by AF/A4LR and the exception is clearly stated in the SAAR Justification block. **(T-1).** TRIC groups allowing access to warehouse responsibilities and duties will not be granted to a user that also has Inventory Accountability responsibilities. This policy ensures no single user is able to receive and issue property as well as accomplish scheduled/special inventories adjusting the item record for that same property. The owning MAJCOM will:

7.5.4.3.6.1. Conduct a quarterly review to verify/validate and provide justification for each waivered user account. The review/validation and justification will consist of a transactional review and analysis.

7.5.4.3.6.2. Forward a copy of the validation and signed monthly M10 (Consolidated Inventory Adjustment Document Register) and respective M10 analysis to the Air Force Life Cycle Management Center Enterprise Logistics Systems Division (AFLCMC/HIA) ILS-S Program Office. (T-1). Failure to submit the validation will result in the removal of the waivered account.

7.5.4.3.7. Validate User Accounts. Administrators will complete the ILS-S automated validation NLT the user's validation due date to prevent the user's account from being automatically disabled by the system. Validation of legacy accounts will ensure only those transactions not available in Enterprise Solution-Supply are assigned to those users approved by AF/A4LR for ILS-S access. See AFMAN 23-122 for procedures.

7.5.4.3.7.1. Bulk Load Not Authorized. The bulk uploading of validation data is not authorized without written approval of the AFMC

7.5.4.3.7.1. **(AFMC)** The bulk uploading of validation data is not authorized without the written approval of AFLCMC/Base Supply Systems Branch (HIS).

7.5.4.3.7.2. Review Administrator Accounts. AFMC will validate all SPO and mid-level administrator accounts each quarter during the automated validation. The mid-level administrator will validate low-level administrative accounts within their span of control during the automated validation. SPO-level administrators will only be located in the ILS-S Program Office. With the exception of the NWRM Admin Group, mid-level Enterprise Solution-Supply administrators will only be located at AFMC. ILS-S administrators will only be located at AFMC. DISA account validation and audit procedures will be followed to ensure compliance and continued access.

7.5.4.3.7.2. **(AFMC)** Review Administrator Accounts. AFLCMC/HIS will validate all SPO and mid-level administrator accounts each quarter during the

automated validation.

7.5.4.3.7.3. Prevent Unauthorized Use. Administrators at all levels will implement proactive measures to ensure every user's access and privileges are reviewed prior to a change in the user's status. **(T-1).** This includes, but is not limited to, transfer (PCS, PCA and new duty positions), retirement, administrative action, changes in employment status or extended absences. The administrator will ensure the user's account expiration date is updated and will archive the user's account(s) NLT 1 duty day prior to the user's last day in that role. **(T-1).** This action ensures the user will have to apply for access through the user's new supervisor, IO and IAO at the gaining location to ensure the proper privileges are assigned. This will be accomplished using available technology and processes such as the virtual Military Personnel Flight (vMPF) in-processing/out-processing checklist functionality, contractor onboarding/departure procedures and locally-developed PCA checklists.

7.5.4.3.7.4. Scrutinize Deployment Accounts. Deployed users must apply for a new account upon arrival in the deployed location through the ILS-S automated SAAR if their duties require processing transactions against the deployed SRAN. The user and deployed supervisor will ensure the account's expiration date is set for the user's re-deployment date. The IAO assigned to the Admin Group will approve or disapprove all requests regardless of the source of the request. Home-station accounts will be subject to enterprise rules. Long absences will result in the account being disabled and archived by ILS-S.

7.5.4.3.7.5. Scrutinize Contractor Accounts. Contractors perform vital services for the AF. Their access to ILS-S is contingent upon an approved and up to date contract authorizing their continued need for access. The Government Sponsor and Information Owner must ensure the expiration date on the contractor's account is the last day of the current contract, not to exceed three years from the date of submission. To request changes to the expiration date, company name, or contract number, users will be required to submit a new SAAR and be approved by the Government Sponsor, Security Manager, and ILS-S Administrators. Prior to submitting the new SAAR, users must coordinate with the IO/IAO to ensure the current account is archived.

7.5.4.3.7.6. Scrutinize Multiple Accounts. There may be an operational need for an ILS-S user to have more than one account. This can occur for several reasons to include joint base processing with separate SBSS accounts within close proximity and supporting COOP operations. All requests for multiple accounts will contain a specific and detailed justification on the SAAR.

7.5.5. Supervisor/US Government Sponsor Responsibilities. Supervisors will validate the need for access requested and endorse SAARs. **(T-1).** A US Government Sponsor (normally the Contract QAE or Government PMO representative) must endorse (as the Supervisor) all ILS-S SAARs for contractor personnel. The organizational commander will serve as the supervisor for all administrator accounts. **(T-1).** Supervisors are also responsible for the timely validation of their subordinates' user accounts. This includes removing privileges during the validation process that are no longer required. It is the supervisor's/US Government sponsor's responsibility to notify the ILS-S Administrator NLT 3 duty days when a user no longer

requires access to ILS-S. **(T-1).**This notification can be by signed email, in-person or by telephone.

7.5.6. User Responsibilities. ILS-S users are responsible for their actions on the system. This includes the responsibility to protect the ILS-S account(s) and to prevent unauthorized access to the ILS-S.

7.5.6.1. Protect Account Access. Account sharing is strictly prohibited. **(T-1).** It is a security violation to leave a computer unlocked while a user is away from the PC. Violators will have accounts archived by the administrator. **(T-1).** The user will re-apply for access after re-accomplishing Information Assurance Training to reinforce security policy and procedures. Users will also contact the administrator immediately if they suspect their account has been compromised.

7.5.6.2. Request/Process Account Changes. Users will update changes to ILS-S profile immediately as a condition of continued access. The ILS-S Automated SAAR will be the only mechanism to request changes to a user's SRANs, capabilities and transactions. **(T-1).** Changes to an account not maintained by the automated SAAR require a new SAAR to be approved and routed to the IAO/AIAO. New requests and changes to existing accounts will be completed by the user NLT 3 duty days prior to the operational requirement to allow for proper routing. **(T-2).** The user is also responsible for notifying the supervisor/US Government sponsor when ILS-S access or privileges to ILS-S are no longer required.

7.5.6.3. Review ILS-S System Messages. Users will regularly review all policy, procedures, RAPCOMs and the ILS-S SharePoint site to ensure proper use of the ILS-S. Failure to do so may result in the user's account being disabled until appropriate training is completed to ensure compliance.

7.5.7. Security Manager Responsibilities. The security manager with access to a user's security clearance information will review the need for access and complete the Security Manager section of the SAAR. **(T-1).** This includes the determination to approve or disapprove the user's access to ILS-S.

7.5.8. Host Constant and Support Data. Within ILS-S, Host Constant and Support Data are considered master data and will not be modified without notifying the ILS-S application administrators in the ILS-S Program Office. Refer to the ILS-S User's Manual **Chapter 34**, RPS Functions, for updating the Master Data. Within the Enterprise Solution-Supply component the DoDAAC screen is used to manage the master data and updates are restricted to the ILS-S Program Office application administrators.

7.6. (Added-AFMC) Defense Property Accountability System (DPAS).

7.6.1. **(Added-AFMC)** DPAS (Site Id DF-RDTE) is the approved Air Force APSR for Air Force Research Laboratory (AFRL) support equipment.

7.6.2. **(Added-AFMC)** Only the owner, not the temporary custodian, should report financially in the AF Approved APSR, within the FH-AFHAF or DF-RDTE Site Id.

7.6.3. **(Added-AFMC)** AFRL will serve as the IO for DPAS Site Id DF-RDTE.

7.6.3.1. **(Added-AFMC)** AFRL DPAS users will follow AFRLI 23-141, *AFRL Equipment and Other Laboratory Asset Management* procedures to request access to DF-RDTE Site Id.

7.6.4. **(Added-AFMC)** Account Management. Transactional actions and file maintenance to custodial accounts are limited to EAEs, AFRL, MAJCOMs, CEMF, Equipment Support Flights, and AF/A4LR.

Chapter 8

LOGISTICS PROGRAMS AND SYSTEMS

8.1. Overview. This chapter outlines AF guidance for logistics programs and systems regarding Cataloging and Records Maintenance; UMMIPS; AF Uniform Clothing Policy; Price Challenge and Verification Program; and Disposition of Critical Safety Items (CSI). As listed in **Attachment 1**, *References*, various DoD and AF publications are reference sources for this publication. For this chapter, DoDM 4100.39, and DoDM 4140.01 serve as primary DoD reference sources.

8.2. Cataloging and Records Maintenance.

8.2.1. Cataloging and records maintenances actions will comply with US Code Title 10, Subtitle D, **Part IV** *Service, Supply and Procurement*, DoDM 4100.39, DoDM 4120.24, DoDM 4140.26-M,Volume 1, DoDM 4140.01 and in accordance with AFMAN 23-122. **(T-0).** All AF activities and their personnel, including contracted agents/entities, are responsible for ensuring that the policies and procedures are implemented and enforced.

8.2.1.1. Cataloging. Cataloging actions include naming, classifying, describing, and numbering items. It also includes the maintenance and dissemination of that information. AF cataloging operations are conducted within the framework of the Federal Catalog Program IAW DoDM 4100.39.

8.2.1.2. Cataloging reconciliation. AFMC will conduct a quarterly reconciliation between the Federal Logistics Information System, D043, D071, the Integrated Logistics System-Supply, and D035. They will develop procedures to correct any deficiencies between systems within 5 business days. AFMC will develop reconciliation metrics and report to AF/A4LR quarterly.

8.2.1.3. Records maintenance. Records maintenance actions include item record loads; research and processing actions for non-cataloged items; preparing and processing part number loads, changes, and deletions; procedures for preparing and processing changes to essential data on item, detail, and support records. For detailed IT information regarding these processes, refer to AFH 23-123, Volume 2.

8.2.1.4. **(Added-AFMC)** AFRL will retain control of all cataloging efforts pertaining to local DPAS Support Equipment (SE) stock numbers for the DF-RDTE Site Id.

8.2.2. The DLA DLIS responsibilities for cataloging and record maintenance support are outlined in DoDM 4100.39. AF materiel managers at all levels will submit cataloging data/action requests IAW AFMAN 23-122. See **Section 1B** for roles and responsibilities.

8.2.3. Federal Catalog Program. The scope of items to be included and excluded are covered in DoDM 4100.39 and include the following elements:

8.2.3.1. Item Entry Control.

8.2.3.1. **(AFMC)** Item Entry Control. Item entry control is a process where the cataloging agent examines potential items for inclusion in the Federal Catalog Program. A determination is made by screening the part number of the candidate item with existing items to see if a previously existing item can used in its place. The previously existing

item will be coordinated with the Air Force Equipment Specialist for acceptance. **Note:** See AFMCMAN 23-103 for further details.

8.2.3.2. Technical Data Validation.

8.2.3.2. **(AFMC)** Technical Data Validation. The process by which the quality of the available technical data is confirmed for purposes of item name assignment, FSC determination, item entry control, special characteristics, and the item identification. **Note:** See AFMCMAN 23-103 for further details.

8.2.3.3. Provisioning Screening Review and Support.

8.2.3.3. **(AFMC)** Provisioning Screening Review and Support. Those actions taken to facilitate the best selection, procurement, and cataloging of items of supply required to sustain weapons systems and other government requirements (e.g., technical data validation, data calls, provisioning, guidance conferences, Logistics Support Analysis conferences). **Note:** See AFMCMAN 20-106 for further details.

8.2.3.4. Data Entry and Maintenance Transactions.

8.2.3.4. **(AFMC)** Data Entry and Maintenance Transactions. Those actions necessary to ensure complete, accurate and current logistics data records (excluding item characteristics data) for an item of supply. Cataloging changes may be required because of an item manager/supply planner or equipment specialist decision/need to establish interchangeability and substitutability relationships, item reduction study decisions, major item maintenance, service catalog management data updates, logistics reassignments, Base Realignment and Closure Commission actions, Defense Inactive Item Program, or disposal actions.

8.2.3.4.1. **(Added-AFMC)** Equipment Specialists will maintain a complete and accurate list of all Part Number/Cage subcomponents and indenture structure of their managed Weapon Systems.

8.2.3.5. Cataloging Tools.

8.2.3.5. **(AFMC)** Cataloging Tools. The process of initiating and enhancing documents and procedures required to research, record, and organize logistics information. Item Management Coding. The process of determining whether items of supply qualify for management by the military Services, rather than by Defense Logistics Agency or General Services Administration, according to Department of Defense 4140.26-M, *Defense Integrated Materiel Management Manual for Consumable Items*. **Note:** See AFMCMAN 23-103 for further details.

8.2.3.6. Item Management Coding (IMC).

8.2.3.6. **(AFMC)** The Item Management Control System (e.g., D043, D043A, D043B, and D143C) is the only officially sanctioned source of entry and storage for Air Force cataloging and certain other logistics management information. The Item Management Control System records logistics data in the Federal Logistics Information System. **Note:** See AFMCMAN 23-103 for further details.

8.2.3.7. Supply Support Request processing.

8.2.3.7. **(AFMC)** Supply Support Request processing. A request by a Service Agency making them a user of a consumable/field reparable item managed by another Service Agency. **Note:** See AFMCMAN 23-103 for further details.

8.2.3.8. Data Dissemination.

8.2.3.8. **(AFMC)** Data Dissemination. Various products and events provide logistics information to customers at every level of the supply system.

8.2.3.9. Standardization.

8.2.3.9. **(AFMC)** Refer to AFMCMAN 23-103 for further details on Standardization.

8.2.4. Cataloging Request. The AF Form 86, *Request for Cataloging Data/Action* will be used by AF activities to request Federal Supply Catalog actions to the DLIS Cataloging Center. The primary method to submit a request for cataloging action is via the automated AF cataloging system. However, there will be instances where the system will not accept the request or the AF initiator does not have access to the system at their location. In this case, the hard copy AF Form 86 will be necessary. AF Forms 86 are used within the AF only and will not be submitted to other military services (Army, Navy, and Marines) or to a DoD integrated materiel manager.

8.2.4. **(AFMC) Note:** See AFMCMAN 23-103 for further details.

8.2.4.1. Submittal of cataloging actions by the initiator will always be accompanied by Reference Number Category Code and Reference Number Variation Code.

8.2.4.2. When cataloging actions are completed, the AF Form 86, indicating completed action will be returned to the initiator.

8.2.4.3. Purpose and Nature Of Property Classification. The rules and principles concerning the Federal Supply Classification are contained in DoDM 4100.39.

8.2.4.4. Materiel Management Aggregation Code (MMAC). In addition to the Federal Supply Classification as a means of item aggregation, the AF uses the MMAC. The AF logistics system requires all weapons systems and technology group related items be assigned a MMAC for the purpose of:

8.2.4.4.1. Segregating property according to air and ground application, when not provided for by the FSC and required by supply management.

8.2.4.4.2. Segregating items in specific classes for management purposes, where the Federal Supply Class is too large or further relationship to an end item is required; such as 1560, 2840, FSG 14, etc.

8.2.4.4.3. Items classified in Federal Supply Classes 1560, 2810, 2840, 2845, 4935, 4960, and FSGs 14 and 18 must have a MMAC assigned regardless of management assignment (i.e. DLA, AF, other service).

8.2.4.4.4. **(Added-AFMC)** The MMAC identifies the Item Manager/Supply Planner and Equipment Specialist organizational Integrated Product Team responsible for life cycle management of the item or weapon system to which the item is peculiar or common.

8.2.4.5. Assignment of AF Control Numbers.

8.2.4.5.1. Non-Cataloged (NC) Control Numbers:

8.2.4.5.1.1. New item requests, also referred to as non-cataloged (NC) numbers are assigned a Standard Inter-service Agency Serial Control Number (SIASCN) constructed IAW DoDM 4140.26, Volume 6, *DoD Integrated Materiel Management (IMM) For Consumable Items: Supply Support Requests (SSRS)*.

8.2.4.5.1.2. The NC Control Number is used when a requirement exists for a new item to enter the supply system. This control number is assigned automatically by the AF system to control and monitor requests for NSN assignment.

8.2.4.5.1.3. SIASCNs are assigned to all potential AF managed items of supply that require NSN assignment. SIASCNs are assigned by the responsible AFMC ICP, which is generally determined by the MMAC (i.e. weapon system mission assignment). Non-weapon system/non-MMAC NSNs (e.g., medical items-FSG 65 and clothing- FSG 84 (except 8475)) will be determined by the Federal Supply Class.

8.2.4.5.1.3.1. **(Added-AFMC)** The Item Manager/Supply Planner or Equipment Specialist is responsible for data accuracy. When a requirement for a new item is determined, the AFMC Item Manager or Equipment Specialist will identify the MMAC with which the new item is associated.

8.2.4.5.2. Non-Definitive (ND) Control Numbers:

8.2.4.5.2.1. Numbers are assigned by the AF system as a result of an AFMC ICP action to:

8.2.4.5.2.1.1. Identify items not considered to be logical spares, on a one-time basis, for shipment of assets to support a part number requisition, or to show custody in support of an operational requirement.

8.2.4.5.2.1.2. Establish controls within the AF system, on a temporary basis, for one-time buys of consumable (ERRC N), non-logical spares.

8.2.4.5.2.1.3. Support special projects authorized by AFMC.

8.2.4.5.2.1.4. Support non-standard one-time buy items in support of an FMS requirement.

8.2.4.5.2.2. ND numbers are “temporary” control numbers used for accountability. They do not replace NSNs and the use of an ND number is not to exceed one year.

8.2.4.5.3. Kits are assigned “K” numbers when established by AFMC.

8.2.4.5.4. “P” numbers are assigned by bases for control of items having a true manufacturer’s part/reference number of 10 digits or less. When the part/reference number exceeds 10 digits or if more than one part/reference number exists for the same item of supply, a “P” serialized number will be used.

8.2.4.5.5. “L” numbers are assigned by bases when a “P” number cannot be used. (e.g., items without a part/reference number). When a valid requirement exists for the assignment of an “L” control number, bases will not be required to submit an AF Form 86.

8.2.4.5.5.1. The assignment, justification, control, review, maintenance of register, cross-reference file, etc. will be the responsibility of the activity having supply support responsibility at that base or MAJCOM.

8.2.4.5.5.2. Any requirement for a new MMAC (suffix code) for MAJCOM numbers must be submitted to AFMC for approval. **(T-1).**

8.2.4.5.6. Each item assigned a control number in an accountable file will be reviewed at least once a quarter by the assigning authority to determine the existence of an NSN.

8.2.5. I&S Data.

8.2.5.1. Management of I&S data will be done IAW DoDM 4100.39.

8.2.5.2. Item relationship data are developed, approved, and documented for sending and use throughout the AF or by other DoD activities, as required, through the media of the AF I&S Grouping Program. Use of this data provides for more effective new item entry control, utilization of available assets, supply support and orderly attrition of items from the inventory.

8.2.5.3. The AF I&S Grouping Program provides for furnishing I&S data AF-wide on a current basis compatible with related cataloging, distribution, and materiel management systems.

8.2.5.3.1. I&S relationships are contained in the AF system and published only after careful research; technical comparison, and assurance that the relationships revealed are within accepted engineering practices and meet functional, physical, qualitative, and prescribed performance requirements.

8.2.5.3.2. Substitution or interchange of items of supply will not be authorized or orders issued for shipment unless the I&S relationship has been determined IAW the governing TO. Offers of substitute items under status code "BC" that cannot be readily validated through these procedures will be submitted for I&S review and determination IAW base interrogation procedures.

8.2.6. Drawings and Associated Lists. Preparation of government and contractor design activity drawings and associated lists is governed by MIL-T-31000, *General Specification for Technical Data Packages*.

8.2.7. Engineering Data.

8.2.7.1. This instruction provides guidance for engineering data storage, distribution, and control. All engineering data will be compatible with the Joint Engineering Data Management Information and Control System.

8.2.7.2. The Engineering Data Manager acquires the data necessary to logistically support the end item as stated in program management requirements.

8.2.7.3. Contractor design activity drawings and associated lists for which the government does not have unlimited rights, may not be released outside the government without written permission of the party asserting the limiting rights.

8.2.8. Reference numbers submitted for NSN assignment must meet cataloging guidelines IAW DoDM 4100.39.

8.3. Uniform Materiel Movement and Issue Priority System (UMMIPS).

8.3.1. Overview. UMMIPS, Force/Activity Designators (FAD), project codes, and materiel priorities and allocations will adhere to guidance in Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 4110.01E, *Joint Materiel Priorities and Allocation*; DoDM 4140.01; DLM 4000.25; and DLM 4000.25-1. See **Section 1B** for roles and responsibilities.

8.3.2. Commanders or equivalents of requisitioning activities will ensure the AF Program: Installations, Units, and Priorities (PD) is valid, accurate, and consistent with FADs assigned by higher authority. **(T-2).**

8.3.3. Contractors requisitioning from DoD sources of supply will use the FAD and priority provided in the contract or by the Contracting Officer. **(T-2).**

8.3.4. The AF precedence system is built on the DoD FAD by assigning a relative priority within each FAD IAW CJCSI 4110.01E.

8.3.5. Requests to obtain/change FADs and precedence rating assignments will be accomplished per CJCSI 4110.01E. **(T-0).**

8.3.6. Use of locally-assigned project codes (by MAJCOMs and bases) is prohibited.

8.3.7. AF-generated project codes will be effective for the duration of the need. **(T-1).** Codes will be assigned a termination date no greater than 24 months, at which time they must be reevaluated for deletion or renewal. **(T-1).**

8.4. Clothing and Textile.

8.4.1. Prescribing guidance. Prescribing guidance for AF clothing policy includes: US Code Title 37, Sections 418 and 419; Executive Order 10113, DoDD 1338.05, *Armed Forces Clothing Monetary Allowance Policy*, DoDI 1338.18, *Armed Forces Clothing Monetary Allowance Procedures;* DoDI 4140.63, *Management of DoD Clothing and Textiles (Class II)*, AFI 36-2903; and AFI 36-3012. See **Section 1B** for roles and responsibilities.

8.4.1.1. **(Added-AFMC)** For policy specific requirements, refer to AFI 23-101. For IT guidance, refer to AFH 23- 123, Vol 2, *ILS-S*. For uniform allowances, see AFI 36-3012, *Military Entitlements.* For Organizational Clothing and Individual Equipment (OCIE) or special purpose clothing requirements, refer to Allowance Standard 016 (AS016), *Special Purpose Clothing and Personal Equipment.*

8.4.2. AFCIIF:

8.4.2.1. AETC, through the AFCIIF, is responsible for the storage, issue, alteration, inspection, recovery and disposal of uniform clothing items at Basic Military Training, Lackland AFB, TX. Under no circumstances will airmen be told to accept a poorly fitted garment with the understanding that it can be exchanged at a later date or at their next duty station.

8.4.2.2. Airmen Discharged at Lackland AFB Basic Military Training Center/Technical Training Centers. Recover all items of outer uniform clothing (except the complete uniform authorized for travel home) and all new and unused clothing items provided under the clothing monetary allowance system. Unless readily available for turn-in, it is not necessary to recover the following from honorably discharged individuals: AF insignia

tape, individual name tape, and individual name tags. Carefully remove the individual name tape from all shirts prior to turn-in of the shirts.

8.4.3. Special Operating Instructions.

8.4.3.1. Fittings. Properly fit each outer garment of the uniform to the individual. Use the try-on method to ensure proper fit.

8.4.3.2. Returns/Replacements of clothing items:

8.4.3.2.1. Issued IAW allowance standard 016 is the responsibility of the issuing organization.

8.4.3.2.2. Procured through the clothing monetary allowance is the responsibility of the individual airman.

8.4.3.3. All claims will be filed IAW AFI 51-306, *Administration Claims for and Against the Air Force*.

8.4.3.4. Clothing For Returned Prisoners Of War and Other Contingencies. Issue uniform items IAW AFI 10-3001 *Reintegration,* and AFI 36-3012.

8.4.3.5. AFCIIF is responsible for processing requisitions for special measurement clothing and footwear by using the DoD FedMall System or equivalent system at DLA Troop Support. **Note**: AETC may authorize contracts in support of AFCIIF for special measurement clothing and footwear when authorized. Use AF stock funds for this purpose.

8.4.4. **(Added-AFMC)** AS016 - Special Purpose Clothing and Individual Equipment Allowances.

8.4.4.1. **(Added-AFMC)** AS016 Allowance Criteria. For Standard Mobility Bag/Chemical Warfare Defense Equipment (CWDE) refer to AFI 23-101, Chapter 5. Any special purpose clothing or personal equipment requirements not identified in AFI 23-101, Chapter 5, must be authorized in AS016.

8.4.4.2. **(Added-AFMC)** AS016 Change Requests - Stock Listed Item. Allowance changes must meet the criteria established in AS0l6. To include the following:

8.4.4.2.1. **(Added-AFMC)** Item must be stock listed in WebFLIS, meet Berry Amendment compliance per DFARS 252.225-7002 and Buy American Act of 1933, and the AF be a registered user at the source of supply.

8.4.4.2.2. **(Added-AFMC)** Item must be an individual/personal item (not team/unit-level).

8.4.4.2.3. **(Added-AFMC)** Item is not identified in another allowance standard.

8.4.4.3. **(Added-AFMC)** AS016 Change Requests - Non-Stock Listed Item. If an organization, FAM or MAJCOM, driven by urgency, identifies a need for a non-stock listed special purpose clothing or personal equipment item, that organization must first seek verbal approval from AFMC/A4RX for use of the item. Once verbal approval is granted, the organization has 90-days to get the item approved for use. The organization must initiate actions to get the item stock listed and meet criteria in **para 8.4.4.2** After 90-days, AFMC will review all open non-stock listed requests and close action on incomplete requests.

8.4.5. **(Added-AFMC)** Activation of a Military Clothing Sales Store (MCSS).

8.4.5.1. **(Added-AFMC)** Clothing stores may be established at installations with 300 or more assigned Active Duty Air Force personnel. The installation commander submits requests for establishment of new stores to the Base Exchange managers. Process requests through Army and Air Force Exchange Services (AAFES) channels for approval by AFMC/A4RX. Requests for establishment of new Air Force MCSS will include the following information:

8.4.5.1.1. **(Added-AFMC)** The estimated number of Air Force personnel assigned at the installation and other nearby locations expected to be serviced by the store.

8.4.5.1.2. **(Added-AFMC)** The distance from other MCSS's (regardless of service) and the availability of transportation to these locations.

8.4.5.1.3. **(Added-AFMC)** Estimated date the store is to be in operation.

8.4.6. **(Added-AFMC)** Inactivation of Military Clothing Sales Stores.

8.4.6.1. **(Added-AFMC)** HQ AAFES will, at the earliest possible date, advise AFMC/A4RX of the request by the installation commander to inactivate an AFMCSS and the reason for the inactivation.

8.4.7. **(Added-AFMC)** Personnel Authorized to Purchase and Obtain Military Clothing Sales Store Items.

8.4.7.1. **(Added-AFMC)** Properly identify authorized customers prior to completion of any store sale. An authenticated official armed services identification card, an official uniformed services identification and privilege card, or an official identification card issued by the sponsor service is required; unless otherwise stated in the following paragraphs. At the discretion of the base commander, the presentation of military personnel on active duty in service uniform may serve as identification.

8.4.7.2. **(Added-AFMC)** The following personnel may purchase items for wear and use by the individual purchaser, subject to conditions in this instruction.

8.4.7.2.1. **(Added-AFMC)** Regular Air Force, Reserve, and Air National Guard (ANG) officers and enlisted personnel required to wear the Air Force uniform; AFRES personnel participating in training for point accumulation purposes and standby reservists participating in individual training or recovery programs when required to wear the uniform.

8.4.7.2.2. **(Added-AFMC)** Civil Air Patrol (CAP) senior and cadet members who are active in the CAP program and hold current membership cards are authorized to buy items for their own use in connection with their official CAP duties, including standard insignia items (CAPM 39-1). CAP personnel may purchase the service dress uniform and flight cap with commission braids; they may not purchase other Air Force accouterments.

8.4.7.2.3. **(Added-AFMC)** Sales of clothing store items to retired military personnel of the Army, Navy, Air Force, Marine Corps, or Coast Guard are permitted. Limit service uniform sales to those of the individual's branch of service. Dependents, as agents for retired officers or enlisted personnel, may buy those authorized items from

the store upon presentation of the appropriate identification. Identify dependents of military personnel by either DD Form 1173, *Uniformed Services Identification and Privilege Card*, or the Next Generation USID Card, *US Department of Defense / Uniformed Services Identification and Privilege Card*. The Next Generation USID will indicate relationship of the individual to the Sponsor. Identify retired military personnel (USAF, USA, USN, USMC) by the following DD Forms 2 or Next Generation USID Card:

8.4.7.2.3.1. **(Added-AFMC)** DD2S(RES), *Armed Forces Identification Card (Reserve) (Green).* Armed Forces of the United States Geneva Conventions Identification Card, with Affiliation indicated as Reserve.

8.4.7.2.3.2. **(Added-AFMC)** DD2S(RET), *United States Uniformed Services Identification Card (Retired) (Blue).* US Department of Defense / Uniformed Services Identification and Privilege Card, with Affiliation indicated as Retired.

8.4.7.2.3.3. **(Added-AFMC)** DD2SRESRET, *United States Uniformed Services Identification (Reserve Retired) (Red).* US Department of Defense / Uniformed Services Identification and Privilege Card, with Affiliation indicated as Retired.

8.4.7.2.3.4. **(Added-AFMC)** Retired personnel of the AFRES or ANG may buy only Air Force uniform items of outer wear. Identify these individuals or their agents by their presentation of the DD Form 2, DD Form 1173, or US Department of Defense / Uniformed Services Identification and Privilege Card. All sales will be cash only.

8.4.7.2.3.5. **(Added-AFMC)** Retired Air Force personnel are authorized to use the MILSTAR Zero Percent Interest Military Clothing Line of Credit program with a limit of $500.

8.4.7.3. **(Added-AFMC)** Retired or honorably separated members of the Armed Forces are authorized to be buried in Military Uniform. The uniform will be provided by the Next of Kin. Purchases will be at no expense to the Government.

8.4.7.3.1. **(Added-AFMC)** Sale of Service Dress Uniform, accessories, ribbons that were authorized for the deceased member of the Armed Services at time of their discharges to next of kin is authorized providing the following information is provided:

8.4.7.3.1.1. **(Added-AFMC)** DD-214 for the deceased service member.

8.4.7.3.2. **(Added-AFMC)** If the member was not retired or surviving next of kin does not have an Armed Services identification card for base access, the installation can provide base access for the next of kin. This base access will be for the next of kin to gain access to the AFMCSS.

8.4.7.3.2.1. **(Added-AFMC)** Installation Commanders authorize such next of kin to use military clothing sales stores (MCSS) to purchase uniforms and accessories required for military funeral. Installation Commanders ensure next of kin present proof of honorable discharge or under honorable conditions and know current uniform standards.

8.4.7.3.2.1.1. **(Added-AFMC)** The AFMCSS will assist the next of kin to purchase uniform items and accessories authorized for the deceased member as

authorized by the DD-214. These will include rank insignia, ribbons, warfare specialty badges, command badges as indicated on the DD-214.

8.4.7.4. **(Added-AFMC)** Air Force Reserve Officer Training Corps (AFROTC) Sales.

8.4.7.4.1. **(Added-AFMC)** AFROTC Professional Officer Course Cadets. Authority to buy will be a letter from the professor of Aerospace Studies (detachment commander) to the store, listing the cadet by name and expected date of commission. All sales will be cash only.

8.4.7.4.2. **(Added-AFMC)** AFROTC students in attendance at a field training unit may buy items to replace like items issued at field training or at the institution. Limit buy authority to items lost or damaged. The field training commander will control authority for such buys, by use of a letter to the store. The letter will list the student by name and the items and quantities of clothing authorized for sale as replacement items. All sales will be cash only.

8.4.8. **(Added-AFMC)** Exchanges and/or Refunds.

8.4.8.1. **(Added-AFMC)** The exchange of a clothing store item for a like item of different size is permitted within 30 days of sale, if the item being returned to the store is new, unworn and able for resale. Returned items must be accompanied by a receipt.

8.4.9. **(Added-AFMC)** Stock Control Levels.

8.4.9.1. **(Added-AFMC)** Stockage objectives for DLA-TS items (order-up-to levels) are established for each AFMCSS in accordance with Exchange Operating Procedure (EOP) 40-4, *Military Clothing Stores*. The stock-to-sales ratio worldwide for AFMCSS's will not exceed 4.3:1 which was the ratio maintained by the Air Force prior to Army and Air Force Exchange Service (AAFES) taking over operation of the stores.

8.4.9.2. **(Added-AFMC)** Generally, objectives are computed on the basis of a stock-to-sales ratio of 3:1 for CONUS stores, composed of not more than a 45-day operating level, a 15-day safety level, and a maximum order and shipping time (O&ST) of 30 days.

8.4.9.3. **(Added-AFMC)** Order-up-to levels are similarly established for overseas AFMCSS except for O&ST requirements. Levels in overseas AFMCSS are increased one day's average sales for each pipeline day over and above the first 30 days O&ST in the computation.

8.4.10. **(Added-AFMC)** Introduction of new Defense Logistics Agency-Troop Support and Commercial/Optional Uniform Items and Gear.

8.4.10.1. **(Added-AFMC)** Use the Residual Asset Mitigation Management Plan to coordinate inventory reduction and fielding strategies with HQ AAFES.

8.4.10.1.1. **(Added-AFMC)** AFMC/A4RX and HQ AAFES will take all appropriate actions to reduce inventory levels of legacy items when notified of a new uniform introduction by AF/Al and/or the Air Force Uniform Office (i.e. DLA-TS buy-back program, price reductions).

8.4.10.2. **(Added-AFMC)** Reporting and Disposition of Clothing Excesses.

8.4.10.2.1. **(Added-AFMC)** HQ AAFES will:

8.4.10.2.2. **(Added-AFMC)** Provide documentation to show completion of asset mitigation actions prior to requesting residual inventory write-offs.

8.4.10.2.3. **(Added-AFMC)** Submit a memorandum to AFMC/A4RX to request approval of residual inventory write-off.

8.4.11. **(Added-AFMC)** AAFES AF Military Clothing Sales Store (AFMCSS) Operations.

8.4.11.1. **(Added-AFMC)** The AFMCSS operating hours will provided optimum shopping time for supported personnel. The AFMCSS hours will include hours other than normal duty hours of supported personnel. Prominently display store hours outside the AFMCSS building on a sign indicting there is an AFMCSS located there. Inform customers well in advance of any change to operating hours. This is particularly important if the AFMCSS intends to close at times such as holidays or for inventories. The AFMCSS will always be opened at the published times and patrons welcomed to enter the AFMCSS up to the published closing time.

8.4.11.2. **(Added-AFMC)** The AFMCSS should be located convenient to main store/troop areas for easy access by customers.

8.4.11.3. **(Added-AFMC)** Clothing displays should be neat and attractive to create a modern retail atmosphere. Information and display signs will be in good taste and professional in appearance and workmanship.

8.4.11.4. **(Added-AFMC)** AFMCSS will contain readily accessible dressing rooms and mirrors for patron's use. This will permit the try on method of fitting.

8.4.11.5. **(Added-AFMC)** Properly fitted garments displayed on mannequins or forms. Department of the Air Force policy for proper wear and appearance of Air Force uniforms and insignia as worn by officers and enlisted personnel.

8.4.11.6. **(Added-AFMC)** Steam or press AFSU coats, trousers, slacks and skirts for sale or issue that are free of wrinkles before placing in display racks.

8.4.11.7. **(Added-AFMC)** When alterations to clothing at Government expense are authorized, expeditious process will prevent inconvenience to the customer. Desired service time is 1 to 4 days. Free alteration is authorized to Enlisted Airmen for DLA-TS items. When alteration at Government expense are completed, press coats and trousers that are wrinkle free.

8.4.11.8. **(Added-AFMC)** Locate the alteration facility close to the AFMCSS for customer convenience. Commercial sources with alteration contracts will establish pickup and delivery schedules convenient to the AFMCSS and customer.

8.4.11.9. **(Added-AFMC)** The use of exchange direct-operated tailor shops is authorized for this type of alteration (Alteration of DLATS provided items) however care must be taken to ensure the cost of alterations provided by the exchange is as low as or lower than the prices available from the commercial sector.

8.4.12. **(Added-AFMC)** AAFES AF Military Clothing Sales Stores Inspection Program,

8.4.12.1. **(Added-AFMC)** AFMC/A4RX will conduct inspection of AAFES Air Force Military Clothing Sales Stores to ensure compliance with governing regulations. The

inspections will verify that AF MCSS facilities meet the requirements of local customers and uniforms are properly displayed and prepared for Airmen.

8.4.12.2. **(Added-AFMC)** It is AFMC policy that:

8.4.12.2.1. **(Added-AFMC)** AF MCSS are inspected by AFMC/A4RX personnel to ensure compliance with AFI 23-101 AFMC Supplement and Memorandum of Understanding (MOU) between Department of the Air Force and AAFES as required.

8.4.12.2.2. **(Added-AFMC)** Inspections are designed to ensure that AF MCSS are meeting the uniform needs of Airmen at global AF installations.

8.4.12.2.3. **(Added-AFMC)** Areas of concern during inspections are:

8.4.12.2.3.1. **(Added-AFMC)** Hours of Operations.

8.4.12.2.3.2. **(Added-AFMC)** Location and ease of access for customers.

8.4.12.2.3.3. **(Added-AFMC)** Uniform displays and storage.

8.4.12.2.3.4. **(Added-AFMC)** Alteration services.

8.4.12.2.3.5. **(Added-AFMC)** Documentation to support customer service.

8.4.12.2.3.6. **(Added-AFMC)** Supply Management.

8.4.12.2.4. **(Added-AFMC)** Inspections will be conducted on an 18-24 month cycle. AAFES AF MCSS stores that have poor inspection results will be re-inspected on a more frequent basis.

8.4.12.2.5. **(Added-AFMC)** Feedback will be communicated to HQ AAFES regarding results of each inspection and areas identified for improvement. For stores that have poor inspection results, AFMC/A4RX will review corrective action plan provided by AAFES and re-inspect the store.

8.4.12.2.6. **(Added-AFMC)** Results of inspections will be used to update processes and procedures to improve communications with DLA, customer service and inventory management.

8.4.12.3. **(Added-AFMC)** AFMC/A4RX Responsibilities:

8.4.12.3.1. **(Added-AFMC)** Serves as the AFMC OPR for the oversight of AAFES Military Clothing Sales Store operations.

8.4.12.3.2. **(Added-AFMC)** Prepares and coordinates the AAFES MCSS inspection program to include developing inspection schedules, notifying stores of inspection plan and conducting inspections.

8.4.12.3.3. **(Added-AFMC)** Provides annual nominal inspection schedule for CONUS and OCONUS AAFES AF MCSS locations to HQ AAFES.

8.4.12.3.4. **(Added-AFMC)** Conducts inspections of AAFES MCSS locations using AFMCSS Inspection Form 1 20200224.

8.4.12.3.5. **(Added-AFMC)** Trains MCSS inspection teams on the requirements of DAFI 23-101 AFMC Supplement and EOP 40-4.

8.4.12.3.6. **(Added-AFMC)** Prepares travel budget for MCSS inspection teams to support inspection schedule.

8.4.12.3.7. **(Added-AFMC)** Reviews inspection results with store management at the conclusion of the store inspection. For poor inspection results, inspection reports will be forwarded to HQ AAFES following review with the local store management team.

8.4.12.3.8. **(Added-AFMC)** Consolidates inspection results and reviews with HQ AAFES to identify trends and potential process improvements.

8.4.12.3.9. **(Added-AFMC)** Reviews results with DLATS any issues discovered during AF MCSS inspections with regard to quality of uniforms provided by DLATS and issues with order fulfillment that impacts AF MCSS ability to meet demands of customers.

8.4.12.3.10. **(Added-AFMC)** During inspection visits the AFMC/A4RX Inspection team will provide updates to local store management and train as required store management or team members regarding any deficiencies identified during the inspection.

8.5. Price Challenge and Verification Program.

8.5.1. Purpose. To reduce overpricing in the AF and other Department of Defense (DoD) acquisitions, and to furnish a means for all Air Force materiel users to become involved in promoting more efficient use of funds.

8.5.2. Reporting. All AF personnel must be alert for instances of apparent overpricing and submit price challenges and verification directly to the DoD Component that manages the materiel.

8.5.3. Research. The LRS Customer Support section or equivalent provides research assistance to individuals preparing price challenge submissions.

8.5.4. Other than AF-Managed Items.

8.5.4.1. Price verification and challenge requests for other than AF-managed items will be addressed IAW the component's guidelines.

8.5.4.2. DLA Managed Items. Price verification requests for DLA managed items will be addressed IAW DLA Customer Assistance Handbook

8.5.4.3. Navy Managed Items. Price verification requests for Navy managed items will be addressed IAW the Navy Price Challenge Hotline.

8.5.4.4. Army Managed Items. Price verification requests for Army managed items will be addressed IAW the Army Price Challenge Hotline.

8.5.4.5. Innovation Development Through Employee Awareness (IDEA) Program submission. If the price challenge is successful, the member has the option to submit the approved challenge as a Separate Improvement Process Idea IAW AFI 38-402, *Airman Powered by Innovation.* Personnel will follow the guidance of AFI 38-402.

8.6. Disposition of Critical Safety Items (CSIs).

8.6.1. Overall Management and Handling of CSIs. Policy for overall management and handling of Critical Safety Items can be found in DoDM 4140.01. The Joint Aeronautical Logistics Commanders has also developed Joint CSI instruction, AFI 20-106, *Management of Aviation Critical Safety Items,* which implements a more detailed standardized policy for the management of CSI items.

8.6.2. When a CSI/Flight Safety Critical Aircraft Part is no longer required, the CSI/Flight Safety Critical Aircraft Part with required documentation will be provided to the DLA Distribution Services for disposal and demilitarized IAW AFMAN 23-122.

8.7. SRD.

8.7.1. General policy oversight and roles and responsibilities are located in **Section 1B**.

8.7.2. Management. AFMC, USSF, Supporting Agencies and Centers (AFSC, AFLCMC, AFNWC, Cyberspace Support Squadron (CYSS), and SMC), and SRD Managers:

8.7.2.1. Implements SRD management, maintains end item Equipment Designators (ED) and their associated SRD codes for equipment under the management of various centers or agencies.

8.7.2.2. Appoint Primary and Alternate SRD managers who in conjunction with the Mission Impaired Capable Awaiting Parts/Maintenance Data Documentation (MICAP/MDD) monitors will:

8.7.2.2.1. Maintain the currency of the SRD tables in Reliability and Maintainability Information System (REMIS) by adding, changing, or deactivating SRDs. **(T-1).**

8.7.2.2.2. Review all SRD assignments, deletions, or change requests (AF Form 1230, *Standard Reporting Designator (SRD) Candidate Information*). **(T-1).**

8.7.2.2.3. Notify MAJCOMs/FOAs/DRUs of SRD deactivation. Accomplish notifications using an organizational email message. MAJCOMs and FOAs will have 30 days to respond from the date of the email message was released. **(T-1).**

8.7.2.2.4. Failure to acknowledge an SRD deactivation constitutes agreement. If the response voices disagreement, the SRD manager will remove recommended deactivation from the approval process for additional coordination with the MAJCOM/FOA until agreement is reached on final action. **(T-1).**

8.7.2.2.5. Make appropriate inputs to add, deactivate or change SRDs in REMIS. **(T-1).**

8.7.2.2.6. Maintain a history file for new, change, and deactivation SRD requests. At a minimum, the SRD file will contain the AF Form 1230. Requests for change to or deactivation of an SRD will be filed with the original request to establish the SRD. SRD records will be kept for at least one year after deactivation.

8.7.2.2.7. Conduct an annual SRD review. This review includes verifying reporting in the equipment status, maintenance, and MICAP data systems to identify inactive SRDs for possible deactivation, retention, or modification. Proposed deactivation and changes resulting from these reviews will be coordinated with MAJCOMs and FOAs.

8.7.3. ACC/Cyberspace Support Squadron/CYM Maintenance Data Analysis is designated the central focal point for communication/cyber Commercial-Off-The-Shelf /Government Off-The-Shelf equipment and fulfills all roles identified in this AFI.

8.7.4. Cryptologic and Cyber Systems Directorate (AFLCMC/HNC). Manages Cryptographic and Communications-Security (COMSEC) equipment. If the SRD code begins with Uxx, it falls to Cryptologic and Cyber Systems Directorate. Engineering Support Directorate/Configuration and Data Management Branch (AFLCMC/EN-EZSC). The Department of Defense (DoD) focal point for authorizing certain types of Equipment Designators for use. If the new equipment is an aircraft, engine, missile, satellite, multiservice/agency support equipment, or Joint Electronic Test Designated (JETD) C-E equipment, a DoD unique equipment designator must be appointed prior to submitting an SRD request. **(T-1).** These requests are made via DD Form 61 submission.

8.8. (Added-AFMC) Automated Budget Compilation System.

8.8.1. **(Added-AFMC)** Roles and Responsibilities.

8.8.1.1. **(Added-AFMC)** AFMC/A4RM, Supply Chain Management Branch, will:

8.8.1.1.1. **(Added-AFMC)** Establish command guidance for the management of Consolidated Sustainment Activity Group-Supply (CSAG-S) buy and repair requirements.

8.8.1.1.2. **(Added-AFMC)** Approve criteria for new types of Automated Budget Compilation System (ABCS) additives and automated adjustments prior to program implementation. Establishment requests will be submitted via an AF Form 847, *Recommendation for Change of Publication*, and include the purpose, duration, computational methodology, and supporting documentation for each type of new additive submitted.

8.8.1.2. **(Added-AFMC)** AFMC/FMR, Working Capital Funds (WCF) Division, will:

8.8.1.2.1. **(Added-AFMC)** Use the Buy & Repair Requirements (B&RR) information to:

8.8.1.2.1.1. **(Added-AFMC)** Fulfill Office of the Under Secretary of Defense Comptroller (OUSD(C)) forecast requirements for the President's Budget (PB)/Budget Estimate Submission (BES).

8.8.1.2.1.2. **(Added-AFMC)** Provide briefings and documentation describing Depot Level Reparable (DLR) consumable requirements and changes.

8.8.1.2.2. **(Added-AFMC)** Provide annual budgetary inflation factors to the Air Force Sustainment Center (AFSC).

8.8.1.3. **(Added-AFMC)** The AFSC will:

8.8.1.3.1. **(Added-AFMC)** Compute, validate, and submit accurate and timely CSAG-S budget requests. These requests will be included in the SM-3B budget forecast exhibits as required to obtain Air Force WCF Cost Authority (CA). **(T-2)**

8.8.1.3.2. **(Added-AFMC)** Conduct a CSAG-S Requirements Budget Review to ensure accurate projections of future requirements. The basis for the replenishment

spares requirement will be the validated computation (using the applicable AF approved Requirements Computation data system) and the ABCS (D075) output. **(T-2)**

8.8.1.3.3. **(Added-AFMC)** Review the Buy and Repair Budget brochures and submit validated, standardized, aggregated AFMC requirements to AFMC/FMR and AFMC/A4F (Product Support Management Division) as the CSAG-S spares B&RR.

8.8.1.3.3.1. **(Added-AFMC)** The March budget cycle must be completed NLT 30 Sep and contains the Current Year (CY), Apportionment Year (AY), Budget Year (BY) and Extended Year (EY) requirements positions. Budget Cycle cut-off date is 31 Mar.

8.8.1.3.3.2. **(Added-AFMC)** The September budget cycle must be completed NLT 31 Mar and contains AY, BY, EY requirements positions and Fourth Year (4Y – repair only). Budget Cycle cut-off date is 30 Sep.

8.8.1.3.3.3. **(Added-AFMC)** All requirements included in the buy & repair brochures will be reflected within the FYs in which they are expected to execute.

8.8.1.3.3.4. **(Added-AFMC)** Narratives will be provided to explain requirements changes, by weapon system, that have occurred, comparing the previous September cycle and current budget submissions. In addition, narratives are required for analysis of trends from the AY to BY and BY to EY (Sep cycle only).

8.8.1.3.4. **(Added-AFMC)** Review programmatic/factors/narratives by weapon system to validate the requirements and subsequent changes, and explain variances IAW DoD 7000.14-R, *Department of Defense Financial Management Regulations (FMRS)*, Volume 2B, Chapter 9, paragraph 090204D. Narratives must address at least 80 percent (net total of plus and minus variances) of the total weapon system variance being addressed.

8.8.1.3.5. **(Added-AFMC)** Annually validate the accuracy of ABCS automated adjustments and make corrections as necessary:

8.8.1.3.5.1. **(Added-AFMC)** Ensuring consistently under-inducted items are needed to support mission requirements.

8.8.1.3.5.2. **(Added-AFMC)** Including a review of past "under-induction catch-up" applied percentages to adjust future ABCS automated percentages that are used in the March cycle.

8.8.1.3.6. **(Added-AFMC)** Ensure all additives are accurate, current, valid, supported, and have the required signature levels prior to file maintaining into ABCS (see **paragraph 1.1.2**). **(T-2)**

8.8.1.3.7. **(Added-AFMC)** Develop and publish separate CSAG-S buy and repair budget/ABCS procedural guidance.

8.8.1.3.7.1. **(Added-AFMC)** Guidance must be coordinated with AFMC/A4RM for approval prior to implementation.

8.8.1.3.7.2. **(Added-AFMC)** Guidance shall include:

8.8.1.3.7.2.1. **(Added-AFMC)** Organizational roles and responsibilities.

8.8.1.3.7.2.2. **(Added-AFMC)** Internal control procedures to ensure identification of overstatements for items without recent procurements.

8.8.1.3.7.2.3. **(Added-AFMC)** Procedures defining semiannual review of buy requirements and ABCS adjustments related to buying substitutes or identifying errors in the applicable AF approved Requirements Computation data system.

8.8.1.3.7.2.4. **(Added-AFMC)** Additive procedures for each type of additive, to include organizational roles and responsibilities, specifics on methodology, when to use, duration, how to validate, how to support, and the use of standardized templates to ensure application consistency across the Planning & Execution (P&E) group sites.

8.8.1.4. **(Added-AFMC)** Air Force Life Cycle Management Center (AFLCMC):

8.8.1.4.1. **(Added-AFMC)** The ABCS System Program Management Office (PMO) (AFLCMC/HIS) will:

8.8.1.4.1.1. **(Added-AFMC)** Sustain ABCS application interfaces to ensure continuous operations.

8.8.1.4.1.2. **(Added-AFMC)** Manage and oversee the security process for authorization to connect/operate on the Air Force IT infrastructure.

8.8.1.4.1.3. **(Added-AFMC)** Provide a focal point for Information Technology (IT)/software support and all matters pertaining to an application's development, integration, and production operations.

8.8.1.4.2. **(Added-AFMC)** Weapon System Program Management Offices will:

8.8.1.4.2.1. **(Added-AFMC)** Designate weapon system additive POCs for each CSAG-S buy and repair additive submission and provide POCs' contact information to AFSC/LGPS.

8.8.1.5. **(Added-AFMC)** Organizations requesting additives will:

8.8.1.5.1. **(Added-AFMC)** Apply a standard repeatable process to calculate accurate additive computations that are supported by additive-related spare part requirements.

8.8.1.5.2. **(Added-AFMC)** Ensure additive does not duplicate item-level requirements.

8.8.1.5.3. **(Added-AFMC)** Validate the additive against actual completed and inducted workloads or contract supported documentation.

8.8.1.5.4. **(Added-AFMC)** Submit accurate additive projections that are supported and validated using historical financial expenditures or some other verifiable information. **(T-2)**

8.8.1.5.5. **(Added-AFMC)** Ensure additive submission contains primary and alternate additive POCs' names and contact information of the individuals responsible for computing additive requirement.

8.8.1.5.6. **(Added-AFMC)** Provide to AFSC/LGPS the following documentation: support data/documentation that identifies how the additive requirement was computed, what information technology systems/processes were utilized, and how the price/cost was determined.

8.8.2. **(Added-AFMC)** Scope. Budget requests apply to inventoried items with Expendability, Recoverability, and Reparability Categories (ERRC) N, P, or T; Budget Code (BC) 8; and Fund Code (FC) 64.

8.8.3. **(Added-AFMC)** Requirements.

8.8.3.1. **(Added-AFMC)** Pursuant to the AFSC responsibilities described in **paragraph 1.3** and following, the AFSC will perform the following tasks:

8.8.3.1.1. **(Added-AFMC)** Ensure the applicable AF approved Requirements Computation data system, computed requirements are the primary source of budgetary data.

8.8.3.1.2. **(Added-AFMC)** Support amounts for funding requests with computed and validated item-level requirements.

8.8.3.1.3. **(Added-AFMC)** Enforce the prohibition of Readiness Spares Package (RSP) buy and repair additives in ABCS.

8.8.3.1.4. **(Added-AFMC)** Ensure Performance Based Logistics (PBL) additives:

8.8.3.1.4.1. **(Added-AFMC)** Do not duplicate item-level requirements or include amounts not supported by a PBL contract.

8.8.3.1.4.2. **(Added-AFMC)** Identify the Return on Investment for the government (cost savings/avoidance).

8.8.3.1.5. **(Added-AFMC)** Ensure ABCS automated adjustments are authorized only for the following situations:

8.8.3.1.5.1. **(Added-AFMC)** Removal of projected warranty repairs.

8.8.3.1.5.2. **(Added-AFMC)** Reduction of undelivered Interim Contractor Support (ICS) contract assets that are expected to be delivered from ICS repair.

8.8.3.1.5.3. **(Added-AFMC)** Evaluation of over and under induction percentages will be conducted annually and adjusted based on past performance. Any necessary adjustment to the percentages will be applied and allocated into the expected years of execution during the March cycle at the Sub Group Master (SGM) stock number level.

8.8.3.1.5.4. **(Added-AFMC)** Buy not required, when the BY computes a larger deficit than the EY deficit.

8.8.3.1.5.5. **(Added-AFMC)** War Readiness Spares Kit (WRSK)/Base Level Self-sufficiency Spares (BLSS) Readiness Spares Package (RSP) buy requirement not reflected in the EY due to procurement lead time being less than 16 months.

8.8.3.1.5.6. **(Added-AFMC)** Other War Reserve Materiel (OWRM) projecting as Peacetime Operating Stock (POS) in the EY.

8.8.3.1.6. **(Added-AFMC)** Process adjustments to remove the applicable AF approved Requirements Computation data system buy requirements from ABCS for items determined as obsolete or no longer available and will not procure in the current year/budget out-years or when other means will be used to satisfy the requirements.

8.8.3.1.6.1. **(Added-AFMC)** Consider reclamation assets as due-in to ABCS once the asset's condition is known. If the true condition of the asset becomes known during the ABCS file maintenance time period, and the condition of the asset is serviceable or reparable, the Inventory Management Specialist/Materiel Manager/Supply Planner will accomplish an applicable AF approved Requirements Computation data system, simulation and any change in the buy deficit reflected in the data simulation will be file maintained into ABCS.

8.8.3.1.7. **(Added-AFMC)** Review and validate all budget adjustments to ensure technical accuracy through a collaborative effort. **(T-2)**

8.8.3.1.8. **(Added-AFMC)** Review and validate additives each budget cycle (March and September) for accuracy, support, and justification; ensure they are file maintained; and are included within the brochures.

8.8.3.1.9. **(Added-AFMC)** Reduce additives to exclude duplicated requirements and/or amounts that are not adequately justified and supported.

8.8.3.1.10. **(Added-AFMC)** Conduct a review and validation at the Wing and/or Group Level(s) prior to incorporating an additive requirement.

8.8.3.1.11. **(Added-AFMC)** Retain additive supporting documentation, to include source data, detailed calculations and methodologies, for two years after the last year for which the funds are available for obligation. Additive documentation will include specific information as to how much of each additive is applied to separate weapon systems.

8.8.3.1.12. **(Added-AFMC)** Will use AFMC/FMR approved inflation factors solely for the purpose of bringing past year obligations to CY and/or AY dollars. The inflation factors will be applied only to the CY and AY dollars for the March budget cycle and AY dollars for the Sep budget cycle. The inflated additive will be straight-lined for all out years. Inflation factors will not be used to cover price increases and/or increased labor costs for contracted items.

8.8.3.1.13. **(Added-AFMC)** Document and substantiate ABCS file maintenance actions.

8.8.3.1.14. **(Added-AFMC)** For minimum buys, AFSC/CA or designated representative will approve minimum buy quantities which exceed applicable AF approved Requirements Computation data system record deficits beyond the BY (budget year) prior to making any ABCS adjustments. By signing, the AFSC/CA attests that the acquisition is necessary to achieve an Economic Order Quantity (EOQ) and will not result in an on-hand inventory (excluding war reserves) in excess of three years of operating stocks and that the need for the item is unlikely to decline during the period for which the acquisition is made; or that the acquisition is necessary for purposes of maintaining the industrial base or for other reasons of national security

IAW DoDM 4140.01, Volume 2, *DoD Supply Chain Materiel Management Procedures*: *Demand and Supply Planning.*

8.9. (Added-AFMC) Combat Ready Airman (CRA).

8.9.1. **(Added-AFMC)** Authority. AFMC Logistics Readiness Division is designated as the Enterprise Manager for select Class II items supported by Combat Ready Airman (CRA). Any questions related to CRA should be directed to the AFMC Logistics Readiness Division's Mission Readiness Branch (AFMC/A4RX, mail: HQAFMCA4.A4RX.AFMCA4RXWorkflow.

8.9.2. **(Added-AFMC)** Overview. Combat Ready Airman (CRA) program is the centralized enterprise management of the life cycle of Organizational Clothing and Individual Equipment (OCIE) and Personal Protective Equipment (PPE).

8.9.3. **(Added-AFMC)** Requirements. Serves as the Enterprise Requirements Integrator for all OCIE, PPE and uniforms. Coordinates with other Services to determine common requirements.

8.9.4. **(Added-AFMC)** Funding. Identifies financial requirements, coordinates budget planning and funding with key stakeholders, and provides overall financial oversight for each Fiscal Year.

8.9.5. **(Added-AFMC)** Product Support. Coordinates product support strategy, which includes sustainment with Air Force Life Cycle Management Center and Air Force Sustainment Center, if required.

Chapter 9

SPECIAL REQUIREMENTS

9.1. Overview. This chapter outlines programs with special requirements for AF materiel management. These requirements include Special Logistics Support and the AF Donation, Loan, and Lease Programs, and Satellite Operations. As listed in **Attachment 1**, *References* various DoD and AF publications are reference sources for this publication. For this chapter, the Federal Logistics Information System Technical Procedures; DoDM 4140.01, all volumes; DoDM 4160.21, Volumes 1-4; and DoDM 4160.28, Volume 2, *Defense Demilitarization: Demilitarization Coding,* serve as primary DoD reference sources.

9.2. Special Logistics Support. For certain materiel management operations special logistic support arrangements are essential for the smooth flow of operations. These areas include AMC Forward Supply System (FSS); RED HORSE project(s); Logistic Support between the AF and the North Atlantic Treaty Organization; and Logistics Materiel Control Activity support.

9.2.1. AMC Forward Supply System.

9.2.1.1. Purpose. The AMC Forward Supply System (FSS) provides an en-route support system for the C-5, *Galaxy,* and C-17, *Globemaster III,* strategic airlifters where assets for these aircraft are not normally available, but where the volume of traffic warrants support. An FSL is an Air Mobility Squadron (AMS)/Supply Activity located at a key point along an AMC airlift traffic route and designed to stock selected aircraft spares and spare parts to support the AMC airlift fleet. The AMC FSS comprises of interrelated network of FSLs, SOSs, Primary Supply Points (PSP) and FSP. See **Section 1B** for roles and responsibilities.

9.2.1.2. AMC FSL Support. LRS/Materiel Management Activity providing Host Support at FSS locations will:

9.2.1.2.1. Be accountable for prepositioned spares and item accounting procedures.

9.2.1.2.2. Ship assets to designated PSPs for those assets identified by the materiel management IT system designation using an AMC Form 281, *MICAP/VVIP/FSS Special Handling*. **(T-2).**

9.2.1.2.3. Ensure requisition exception processing for mated wheels and tires is not overridden. **(T-2).** The materiel management IT system designation will stop requisitioning and the AFMC will order manually through the designated PSP.

9.2.1.2.3. **(AFMC)** The materiel management IT system designation will stop requisitioning and the 635 SCOW will order manually through the designated PSP. **(T-2)**

9.2.1.2.4. Disapprove bench stock authorization requests for assets with the designated contractor (Boeing) SOS. **(T-2).**

9.2.1.2.5. Coordinate with the Air Mobility Squadron (AMS)/QA for status and shipping instructions. **(T-2).** Channel QDR tracking for LRS/Materiel Management Activity through the Air Mobility Squadron/QA. The LRS/Materiel Management Activity does not have access to Information Center (INFOCEN). The QA will have a POC at LRS/Materiel Management Activity for QDRs to provide updated status and

shipping instructions as soon as it is released. **(T-2).** The FSC will process the shipment and move the items to Cargo Movement.

9.2.1.3. PSP Functions:

9.2.1.3.1. Provides support for primarily for built-up items (e.g., wheels and tires).

9.2.1.3.2. Coordinates with the Cargo Movement to ensure expeditious processing of reparable FSS receipts for priority processing to the appropriate repair activity.

9.2.1.3.3. Coordinates with the Flight Service Center to expedite processing of spares returned to PSPs from FSLs.

9.2.1.4. AMC FSL General Management.

9.2.1.4.1. Primary FSL re-supply support will come directly from the SOS. **(T-2).**

9.2.1.4.2. FSLs will be embedded into a supporting host LRS/Materiel Management Activity account when an AF materiel management account is present on station. When an AF materiel management account is not available, FSLs will be established as categories IIA and IIIA satellite materiel management accounts with records maintained on an AF materiel management IT system for automated inventory control and asset visibility. **(T-2).**

9.2.1.5. Identification and Exemption Processing.

9.2.1.5.1. FSL-unique items will be identified through the use of exception data coding and assigned Project Code Pacer Haul or Pacer Raven. Assets common to both the LRS/Materiel Management Activity and the FSL will be exempt from exception coding.

9.2.1.5.2. Items common to both the C-5 and the C-17 will assume the application code of the weapon system with the highest demand.

9.2.1.5.3. FSL items will not be automatically shipped or redistributed. AFMC will approve all shipments prior to release.

9.2.1.5.3. **(AFMC)** 635 SCOW will approve all shipments prior to release. **(T-2)**

9.2.1.6. Stockage Requirements.

9.2.1.6.1. Inventory levels will be limited to mission essential (aircraft grounding) assets for C-5 and C-17 weapon systems.

9.2.1.6.2. Inventory levels will be based on a remove and replace maintenance concept. Three-level maintenance capability does not exist at en route locations.

9.2.1.6.3. Inventory requirements computation for en route locations is unique. Erratic demand patterns and distribution of assets across the entire en route system will be considered when making stockage decisions.

9.2.1.6.3.1. Level computations will consolidate demand data for the entire en route into a single quantity.

9.2.1.6.3.2. Levels will be distributed based on usage patterns and by FSS category codes.

9.2.2. RED HORSE units are AF-controlled, as explained in AFI 38-101, and fall under using command jurisdiction once deployment has been made. They are a resource to be used at the choice of the using command, and will not fall under the operational control of wing/base commanders, although they are responsive to requirements developed at this level.

9.2.2.1. The magnitude of supplies and equipment needed to accomplish the RED HORSE project(s) mission such as (lumber, cement, plumbing supplies, construction equipment, etc.) requires special support apart from base civil engineering organizations. See **Section 1B** for roles and responsibilities.

9.2.2.2. RED HORSE unit.

9.2.2.2.1. When deployed to a location supported by the AF materiel management IT system, assign the RED HORSE logistics officer to perform duties of the Satellite Operations Officer (see **paragraph 9.4** of this instruction).

9.2.2.2.2. When the assignment is to a non-IT system location, assign a RED HORSE logistics officer to coordinate logistics support.

9.2.2.3. Guidance for Overseas Deployments.

9.2.2.3.1. Initial equipment and supplies requirements for overseas deployments by a RED HORSE unit will be computed by AF/PREC. Equipment authorizations will be established through normal procedures using AF tables of allowance.

9.2.2.3.2. Equipment required by RED HORSE units will be authorized, obtained, and accounted for IAW AFMAN 23-122. RED HORSE commanders will ensure that equipment marked for their units is not diverted to other activities without MAJCOM approval.

9.2.2.3.3. The initial EAID for RED HORSE units will be developed by AFCEC. When local conditions dictate additions, normal AF procedures will be followed. Additions beyond the approval authority of the base equipment approval authority will be submitted to AFCEC for action.

9.2.2.3.3.1. Special equipment required to complete a levied task after deployment will be requisitioned and funded by the host MAJCOM.

9.2.2.3.3.1.1. Locations supported by the AF materiel management IT system will use the appropriate procedures in AFMAN 23-122.

9.2.2.3.3.1.2. Locations not supported by the AF materiel management IT system will coordinate support through their MAJCOM with the AFMC.

9.2.2.3.3.1.2. **(AFMC)** Locations not supported by the AF materiel management IT system will coordinate support through their MAJCOM and the 635 SCOW.

9.2.2.3.3.1.3. Necessary controls will be established to ensure that consumption data on nonrecurring demands are not recorded along with the normal base recurring demands. **Note:** The majority of requisitions for RED HORSE project(s) construction materiel are nonrecurring demands.

9.2.2.3.3.1.4. After materiel has been received and entered in appropriate

records, it is to be forwarded to the RED HORSE holding area**. Note:** This holding area may be located in a different location separate from the base Materiel Management Activity.

9.2.2.3.4. Redeployment. Upon HAF approval to redeploy a Civil Engineer Squadron (Heavy Repair) to a new location, the squadron will forecast a RED HORSE project(s) bill of materials. Those items available in the squadron's account, and through on-base and in-country excesses will be shipped to the new location as appropriate. Only the remaining requirements will be passed to AFMC by the MAJCOMs and will be aggregated and shipped directly to the new location.

9.2.3. Logistic Support between the AF and the North Atlantic Treaty Organization (NATO). AF logistical and financial guidance and procedures for acquiring and transferring logistic support, supplies, and services between the AF and other NATO military forces, and NATO subsidiary bodies deployed in Europe and adjacent waters, are contained in AFI 25-301, *Acquisition and Cross-Servicing Agreements*.

9.2.4. Research Development Test & Evaluation (RDT&E) programs.

9.2.4.1. Authorized Users. User organizations listed below and identified as having RDT&E as part of the Designated Operating Capabilities statement are authorized. Organizations not listed below will obtain authorization from MAJCOMs to utilize special logistics materiel management and processes in support of RDT&E core mission. **(T-1).**

9.2.4.2. RDT&E activities include:

9.2.4.2.1. AF Research Laboratory (AFRL)

9.2.4.2.2. Air Force Institute of Technology School of Engineering

9.2.4.2.3. National Air and Space Intelligence Center (NASIC) for Air Force Intelligence Surveillance Reconnaissance Agency

9.2.4.2.4. DoD Space Test Program (STP)

9.2.4.2.5. AF Test Centers (AFTC)

9.2.4.3. Activities Management

9.2.4.3.1. Activity Support. RDT&E activities and Customer Logistics Support Teams/Sections will:

9.2.4.3.1.1. Operate as the supply support focal point between organizational personnel and procurement support activities. **(T-2).**

9.2.4.3.1.2. Units will adhere to AFI 64-117.

9.2.4.3.1.3. Establish a formal document control system for internal use. This system will be maintained to clearly indicate those documents (requests for purchase, receipts, and issues) pertaining to materiel procured by the base contracting activity and will be subject to audit. Subject files will be disposed of according to AFI 33-322, *Records Management Program*.

9.2.4.3.1.4. Receive requirements from organizations and submit them through the appropriate IT system.

9.2.4.3.1.5. May bypass the standard materiel management system for nonrecurring non-NSN supplies. When direct procurement is used, the sections must perform all necessary research and document preparation. **(T-1).**

9.2.4.3.1.5.1. **(Added-AFMC)** AFRL may bypass the standard materiel management system for nonrecurring, non-controlled item coded (e.g. COMSEC, SA/LW) supplies and equipment (BC 9/Z). When direct procurement is used, AFRL must perform all necessary research and document preparation. **(T-2)**

9.2.4.3.1.6. Coordinate equipment purchases through local EAE.

9.2.4.3.1.6.1. **(Added-AFMC)** AFRL LMCAs will serve as the authority to validate equipment purchases.

9.2.4.3.1.7. Provide documentation or information required by EAE.

9.2.4.3.1.7.1. **(Added-AFMC)** AFRL LMCAs will obtain required documentation and record within the support equipment APSR.

9.2.4.3.2. The host LRS CC/APO will be responsible for accounting and reporting of all accountable assets. **(T-1).**

9.2.4.3.2. **(AFMC) Note:** The designated AFRL Site APO will be responsible for accounting and reporting of all AFRL accountable assets within the support equipment APSR.

9.2.4.3.3. Authorization.

9.2.4.3.3.1. Authorization. Procedures referring to support stocks and temporary storage areas are limited to RDT&E activities, specifically authorized by AFMC to retain items having an anticipated future usage. This guidance is applicable when the laboratories or centers are supported by either an AFMC base or are supported as a tenant of any other MAJCOM base.

9.2.4.3.3.2. Authorization for Commercial Standard Items. RDT&E activities are authorized to procure commercial standard items instead of requisitioning NSN or military standard items. This authority covers those instances when the item locally procured is superior to the item available through normal supply either because it is better suited to RDT&E requirements or because it is significantly less expensive. **Note**: When entering into the APSR do NOT cross the part number to NSN. Create a non-stock listed NSN by using the part or model number of the item procured.

9.2.4.3.3.2.1. **(Added-AFMC)** This authority also applies when the DoD Supply Chain cannot meet the timeline of RDT&E projects; especially when operational/contractual requirements are time sensitive.

9.2.4.3.4. Holding Areas.

9.2.4.3.4.1. RDT&E activities are authorized to establish and maintain temporary storage areas and in-transit property areas.

9.2.4.3.4.2. RDT&E activity will maintain working stock as acquired

9.2.4.3.5. Equipment Support.

9.2.4.3.5.1. RDT&E activities will have responsibility for the following:

9.2.4.3.5.2. Equipment authorization approval for ASC 040 and 049.

9.2.4.3.5.3. Inventory of in-use equipment.

9.2.4.3.5.4. Temporary storage.

9.2.4.3.6. Single Custodian Concept. Each organization will use the single custodian concept. An individual will be designated as the custodian for all property within the organization and will be responsible to EAE for the property, even though several sub-accounts are used for ease of management. Each organization will determine the number of accounts needed for effective internal management, i.e., individual organizations or off-base locations. Each organization also will maintain on file all supporting documentation for authorization of equipment.

9.2.4.3.7. **(Added-AFMC)** L/P equipment and materials, including finished prototypes, deemed classified in a project Security Classification Plan or OPSEC plan will be accounted for IAW DoDI 5000.64, para 4.2; however, classified information will not be entered into an unclassified system.

9.2.4.3.7.1. **(Added-AFMC)** L/P equipment and materials, including finished prototypes, deemed classified in a project Security Classification Plan or OPSEC plan will be accounted for IAW DoDI 5000.64, para 4.2, to the greatest degree possible without risking exposure, but may not be entered into an unclassified system.

9.2.4.3.7.2. **(Added-AFMC)** The site level APO along with the program manager, unit security manager, and in the case of GFP the contracting officer, must develop an accountability strategy based on program requirements for each case and ensure the assets are adequately controlled/protected.

9.2.4.3.7.3. **(Added-AFMC)** LMCA will load a generic DoDAAC, (e.g., 'MASKED') in DPAS with a dummy address and use disposition processing actions for equipment shipped to a classified location.

9.2.5. Air Traffic Control, Approach, and Landing System (ATCALS).

9.2.5.1. Air Force Flight Standards Agency Regional Maintenance Center will:

9.2.5.1.1. Manage ATCALS spares and equipment requirements. Coordinate with site managers on all parts related concerns and problems. **(T-1).**

9.2.5.1.2. Coordinate ILS-S user access and TRIC Group assignments with AFLCMC. **(T-1).**

9.2.5.1.3. Submit issue requests through IMDS or ILS-S against the host LRS or supply activity. **(T-1).**

9.2.5.1.4. Validate Weapon System Designator Codes (WSDC) with AFMC agencies for ATCALS assets. **(T-1).**

9.2.5.2. ATCALS Sites.

9.2.5.2.1. Establish and maintain organizational accounts. (e.g., OCCR, PFMR, etc.).

9.2.5.2.2. Coordinate materiel management actions for assigned activity per AFMAN 23-122.

9.2.5.2.3. Identify appropriate custodians and submit appointment letters to host LRS or supply activity.

9.2.5.2.4. Perform custodial inventories (scheduled/unscheduled) as required per with this instruction.

9.2.5.2.5. Participate in host LRS or supply activity repair cycle asset management.

9.2.5.2.6. Resolve all DIFM and local accountability issues with host LRS or supply activity.

9.3. Donation, Loan, and Lease Programs.

9.3.1. For the donation, loan, and lease of AF surplus and foreign excess property to eligible recipients, it is AF policy that any such donation, loan or lease shall comply with the provisions of Title 10 United States Code Section 2572, as amended; DoDM 4140.01, DoDM 4160.21, Volume 1, DoDM 4160.28, Volume 2, and AFI 23-119. **(T-0).**

9.4. Satellite Operations. Satellite Accounts and Accountability. There are two categories of satellites, autonomous or non-autonomous.

9.4.1. Category II/IIA (Autonomous).

9.4.1.1. Accountability. The computer support base (CSB) LRS APO retains accountability for Categories II/IIA Accounts.

9.4.1.2. Decentralization. The LRS APO may request a satellite account if approved by AFMC.

9.4.1.2. **(AFMC)** The LRS APO may request a satellite account if approved by 635 SCOW.

9.4.1.3. Category II/IIA Satellite Operations Officer (SOO). The SOO for category II/IIA satellites is responsible to the CSB LRS APO. The SOO will supervise operator maintenance of terminal equipment. **(T-2).** This includes ensuring that operator maintenance is scheduled and completed. When unscheduled downtime requires remedial maintenance, the SOO works with the CSB and local communication personnel (if applicable) to repair the terminal.

9.4.1.4. CRFs will be established as a satellite Category II autonomous operation with a separate/unique stock record account number from the host LRS. **(T-1).** This allows for a separate unserviceable storage area and unique locations for serviceable assets.

9.4.2. Category III/IIIA (Non-autonomous). The Satellite LRS APO is the accountable supply officer and is responsible to the commander or senior materiel officer for the effective and efficient management of the supply account. Satellite supply accounts are not authorized a deputy satellite LRS/CC.

9.4.3. Operating Systems for Satellite Policy. AF materiel management activities will use approved operating systems unless exceptions are approved by AF/A4LR. **(T-1).** The CSB LRS APO request approval of hardware requirements IAW AFMAN 17-2101, *Long-Haul Communications Management*. ANG satellites will coordinate needs with the National Guard

Bureau. **(T-2).** Manages Cryptographic and Communications-Security (COMSEC) equipment. If the SRD code begins with Uxx, the responsibility for management belongs to Cryptologic and Cyber Systems Directorate. An active list of SRD codes can be retrieved from ILS-S.

9.4.4. Ordering Satellite Hardware. The ordering of satellite terminal hardware, including communication lines is a CSB responsibility. Either the LRS CC/APO or Chief of Base Network Control Center at the CSB submits a request and coordinates with the satellite parent command.

9.4.5. Common Support Records and Management Products. Where common support records and management products are involved, the satellite will comply with CSB policies and follow CSB directives unless otherwise amended by other documentation such as a Memorandum of Understanding/Memorandum of Agreement (MOU/MOA). **(T-2).**

9.4.6. Proposals and Modification. Units desiring a new satellite or rehome of existing accounts will route their request with complete justification through their applicable MAJCOM**. (T-2**). In turn, the MAJCOM will forward to AFMC for final approval. **(T-1).** When a MAJCOM has a requirement to relocate a supply satellite to another CSB, they will ensure that the requirement is coordinated with the command's Information Systems (SC) and the DFAS. **(T-1).** In addition, the requirement must be coordinated with the parent command of the proposed new host CSB if the two affected bases belong to different MAJCOMs. **(T-2).** If they have the same parent command, no further coordination is required. However, if they are assigned to separate commands, the desired CSB parent command will ensure that the relocation proposal is coordinated with SC prior to concurring with the relocation. **(T-2).**

9.4.6. **(AFMC)** Units desiring a new satellite or rehome of existing accounts will route their request, with complete justification, through their applicable MAJCOM. **(T-2)** In turn, the MAJCOM will forward to 635 SCOW for final approval.

9.4.7. Notification of changes. For CSB changes, the gaining CSB parent command will ensure that reporting requirements are accomplished. **(T-1).** For changes other than CSB changes, the MAJCOM will ensure that approved changes are reported to Retail Systems Program Office. **(T-1).**

9.4.8. Establishment of the Satellite Account.

9.4.8.1. Assignment of Department of Defense Activity Address Code (DODAAC) and Type Account Codes. Following AFMC approval, the CSB LRS CC/APO will submit a request for the assignment of a DODAAC and Routing Identifier (RID) for the satellite. **(T-1).** The request will be made on-line IAW AFMAN 23-230. **(T-1).** Upon receipt of the DODAAC and RID, the CSB LRS CC/APO will ensure coordination with the appropriate office to establish connectivity and funding. **(T-1).**

9.4.8.2. A series of system designators will have an account code for the DODAAC prefix of “FB” or “FE” depending on the type of support being supplied. **(T-1).** ANG satellites will submit their requests to the National Guard Bureau. **(T-2).**

9.4.8.3. Notification of DODAAC or CSB Changes and System Designators. Retail SPO will be notified when DODAAC or CSB changes are made. **(T-1).** For each alphanumeric systems designator, the CSB LRS APO provides the Retail Systems Program Office with

the satellite DODAAC, type account code(s), category of satellite, satellite name, CSB, command and the planned date of conversion.

9.4.8.4. Organization Codes. Satellites are assigned a standard organization code (516 Record) from a series of codes reserved for them. These codes are used to identify satellite account information and are loaded on the satellite organization record IAW this instruction and AFH 23-123, Volume 1. **Note:** Do not confuse these codes with organization records assigned to activities receiving support from the satellite.

9.4.8.5. Offline Requisitions. The CSB will provide blocks of requisition serial numbers to the satellite for processing offline requisitions. **(T-2).**

9.4.9. GSD Stock Fund Management guidance for Satellite Activities. All satellites activities will appoint a GSD Stock Fund liaison to work with their designated GSD Stock Fund manager and comply with the GSD Stock Fund direction of AFMC, MAJCOM and APO. GSD Stock Fund managers will perform all the requisite duties and responsibilities to manage the GSD Stock Fund operating program **(T-2).**

9.4.10. Satellite Pre-conversion/Conversion.

9.4.10.1. Pre-Conversion Requirements.

9.4.10.1.1. Before a satellite is converted, a support agreement according to AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, or a formal MOA will be developed. **(T-1).** The agreement will define the CSB and satellite responsibilities that are not covered in this instruction. **(T-1). Note:** AFMC managed host accounts are not required to maintain support agreements or formal MOAs with satellite accounts; however, a coordinated Transition Support Plan is required. Non AFMC managed host accounts may maintain a support agreement or formal MOA with their satellites as required. At a minimum, the agreement will cover these points:

9.4.10.1.2. Purchasing support by the CSB where the satellite does not have purchasing authority.

9.4.10.1.3. Accounting and Finance support from the CSB for the satellite and listing of satellite responsibilities for GSD Stock Fund operations and satellite Operations Operating Budget funds management area.

9.4.10.1.4. CSB and satellite responsibilities for budgeting O&M appropriations.

9.4.10.1.5. Satellite management responsibilities for those satellite accounts that the CSB LRS CC/APO is accountable IAW AFI 23-111.

9.4.10.1.6. Satellite and CSB responsibilities for terminal hardware maintenance requirements.

9.4.10.1.7. Redistribution between the CSB and satellite for excess assets.

9.4.10.1.8. Transition of manpower, as necessary, and a critical path schedule as agreed upon by both parties.

9.4.10.2. Satellite Conversion.

9.4.10.2.1. CSB MAJCOM will:

9.4.10.2.1.1. Monitor, direct, and assist in conversion. Advise and assist satellites in alignment and location of functions, facilities, manning policies, and terminal equipment.

9.4.10.2.1.2. Develop conversion schedules with satellite MAJCOM or responsible agency.

9.4.10.2.1.3. Develop command programs to produce load inputs for areas not handled by standard computer programs.

9.4.11. Reporting for CSB and Satellite Accounts. The host MAJCOM will establish report requirements for CSB and satellite accounts. The CSB LRS CC/APO will inform AFMC when conversion begins. The LRS CC/APO will also provide the following information: total item records loaded; total dollar value of the satellite account; type of communications circuit (military or commercial); and type of terminal function maintenance (military or contract). **(T-2).**

Chapter 10

INTENSIVELY MANAGED AND TRACKED ITEMS

10.1. Overview. This chapter outlines policies and programs for AF intensively managed and tracked items. These include management of controlled material to include NWRM and other controlled or sensitive items. As listed in **Attachment 1**, *References* various DoD and AF publications are reference sources for this publication. For this chapter, DoDM 4140.01 and AFI 20-110 are the primary DoD and AF references.

10.2. Management of Controlled Materiel.

10.2.1. Management of Controlled Materiel. Controlled materiel encompasses controlled inventory items as defined by DoDM 4140.01, COMSEC, NWRM, select serialized controlled high cost items, and small arms. Policies contained within this chapter apply to all AF activities or agencies managing, issuing, receiving, storing, shipping or tracking AF-owned controlled materiel to include ANG, AFR and contractor operations.

10.2.1.1. AF activities will maintain positive inventory control (PIC) and in-transit visibility of inventory through all nodes of the supply chain. **(T-1).** Each activity is responsible for the accuracy of the inventory within its custody.

10.2.1.2. Unit Commander or equivalent will designate in writing, personnel authorized to handle, accept and process transactions into accountable record systems for controlled material based upon access requirements contained in AFI 16-1404. **(T-1).** The unit security manager certifies all designated personnel.

10.2.1.2.1. Utilize only the most current authorization list(s) of individuals approved to handle, process, or accept controlled materiel. Maintain the source lists in a single collection point to manage the documents. Organizations are required to update these lists when changes occur.

10.2.1.2.2. AF activities will coordinate with the NWRM Transaction Control Cell prior to the processing of all NWRM transactions. **(T-1).**

10.2.1.3. AF activities will manage documentation for controlled materiel IAW disposition guidance found in the AF RDS and AFI 16-1404. **(T-1).**

10.2.1.4. AF activities will stamp or mark in red ink each document and label with appropriate item classification phrase (e.g., "Classified Item", "Controlled Cryptographic Item", or "CCI", "Sensitive Item", "Pilferable Item", or "Classified NWRM Item") prior to the issue, receipt, turn-in, or shipment of controlled materiel. **Note:** Classified NWRM assets will be stamped in red IAW AFI 20-110. **(T-1).**

10.2.1.5. AF activities will ensure the item serial number of the physical asset is annotated onto all documents and labels for serialized controlled assets identified with a Serialized Report Code (SRC). **(T-1).**

10.2.1.6. AF activities will not release, requisition or transport AF owned controlled materiel outside of normal MILSTRIP/Defense Logistics Management Standard (DLMS). **(T-1).** All AF activities will coordinate acquisition, utilization, and transportation requirements for AF owned controlled materiel with authorized activities. **(T-1).**

10.2.1.7. AF activities will provide training to affected personnel in regards to all DoD and AF policies to be followed in managing, issuing, receiving, storing, shipping or tracking controlled materiel. AF activities will conduct annual controlled item training using the Advanced Distributed Learning Service Special Handling Assets Course Materiel Management and NWRM training IAW AFI 20-110 to maintain awareness and competence regarding proper management of controlled materiel and will document all training in formal training records. **(T-1).**

10.2.1.8. Organizations preparing, packaging and producing documentation will ensure proper item identification. Security classification must appear on documents and tags for all items other than unclassified. **(T-1).**

10.2.1.9. NWRM, SA/LW and COMSEC items are serially controlled to ensure PIC.

10.2.2. Issuing Controlled Materiel.

10.2.2.1. The issuing of controlled materiel requires a legible signature of receipt on the DD Form 1348-1A or applicable automated paperless system (e.g. ILS-S Asset Management) by the person receiving custody of the materiel. Signed documents will be retained in document control files and disposition will be IAW this chapter. **(T-1).**

10.2.2.2. Supply activities will not issue classified or NWRM materiel to individuals not identified on the most current Classified Receipt Listing or NWRM Receipt Listing. **(T-1).**

10.2.3. Return of Controlled Materiel.

10.2.3.1. AF materiel management activities will open containers for all controlled materiel and perform a bare asset inspection using both an in-checker and inspector to verify documents, serial number (to include all alpha characters, special characters and zeroes), and part number/stock number match the property. **(T-1)**. All documents must have a certified inspector signature stamp prior to processing the turn-in transaction. **(T-1).**

10.2.3.2. AF materiel management activities will coordinate with maintenance activities for items with special packaging requirements to maintain the integrity of the container and item. **(T-1).**

10.2.3.3. AF materiel management activities will research and verify the serial number and part number/stock number conversions for all controlled materiel being returned without the serial number or national stock number physically identified on the item. **(T-1).**

10.2.4. Shipping Controlled Materiel. AF activities will comply with guidance in this chapter, AFI 24-602, Volume 2, AFI 16-1404 and AFI 20-110 for proper packaging and shipping of controlled materiel. **(T-1).**

10.2.4.1. Each DD Form 1348-1A, created for the shipment of controlled items, will reflect the CIIC definition.

10.2.4.2. An extra set of DD Form 1348-1As (except confidential items) will be provided for use as a hand receipt for shipment processing. The extra set will provide the CIIC, item identification, the CIIC definition and a signature block. Place unsigned copies inside the number one shipping container for use by consignee receiving functions.

10.2.5. Container Marking.

10.2.5.1. AF activities will ensure the removal, replacement, and necessary destruction or obliteration of authorized tags and labels (e.g., 999, MICAP, 777, etc.) is accomplished while in-checking, stocking, or shipping property unless required by other directives. **(T-1).**

10.2.5.2. For controlled items (except for FMS shipments), the shipping documentation will be placed inside all containers. **(T-1).** Markings which indicate the nature of the materiel and its security classification will not appear on the exterior of each container if it will identify the nature of the shipment. **(T-0).** Identification bar code markings are required. Reference MIL-STD-129 for further information.

10.2.6. Inventory of Controlled Materiel.

10.2.6.1. AF activities will perform 100% physical inventories for controlled materiel, to include equipment in-use assets IAW DoDM 4140.01 and DoD 7000.14-R, Volume 1 **(T-0).**

10.2.6.2. For serialized controlled items, AF activities will physically verify the serial number on the item matches the serial number on the record. **(T-1).**

10.2.6.3. AF activities will maintain inventory records IAW DoDM 4140.01 and DoD 7000.14-R, Volume 1. **(T-0).**

10.2.6.4. AF activities will conduct an investigation to determine if losses were the result of theft or misappropriation prior to attributing the loss to an inventory or accountability discrepancy IAW DoD 7000.14-R, Volume 12, Chapter 7. **(T-0).**

10.2.7. Storage of Controlled Materiel.

10.2.7.1. AF activities will store controlled materiel according to the security classification and security risk or pilferage controls of the item IAW AFJMAN 23-210. **(T-1).**

10.2.7.2. AF materiel management activities will ensure controlled inventory items are handled and safeguarded in appropriate storage facilities IAW DoDM 4140.01 and DoD 7000.14-R, Volume 1 and AFI 31-101. **(T-0).**

10.2.7.3. AF activities will clearly identify the item, classification, and serial number (as appropriate) for all controlled materiel being stored IAW MIL-STD-129. **(T-0).**

10.2.7.4. Clearly marked physical barriers are required to identify NWRM storage areas. When a dedicated warehouse is not available, partition existing warehouses with cages or fencing for NWRM storage. As a temporary interim procedure, activities will use ropes and stanchions clearly marked with “NWRM” signs.

10.2.7.5. Storage activities will apply normal warehousing practices to include separation amongst NWRM (e.g., ESD, classified, magnetized materiel, etc.) and the use of storage locator systems**. (T-1).**

10.2.7.6. All NWRM storage facilities, cages, containers, rooms, etc. will have a key and lock program to ensure access to NWRM is limited to authorized individuals. **(T-1).** These procedures do not apply to organizations with an existing key and lock program identified in AFMAN 21-201 or AFMAN 21-204, *Nuclear Weapons Maintenance*. Also, NWRM

secured in GSA approved vaults or WS3 vaults do not require a key and lock program as long as access controls meet the minimum requirements set forth in applicable regulations and guidance.

10.2.8. Serialized Control and Reporting of SA/LW.

10.2.8.1. This section describes guidance for the serialized control and reporting of SA/LW items.

10.2.8.2. SA/LW are man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive.

10.2.8.2.1. SA/LW will be managed by serial number (serially controlled) within the applicable materiel management system.

10.2.8.2.2. Serialized control and reporting applies only to complete weapons or the part of the SA/LW on which the serial number is stamped or etched (receiver or frame). Serialized reporting does not apply to barrels, firing mechanisms, etc.

10.2.8.3. General Reporting. The AFMC SA/LW Serialized Control Activity will maintain a central file of all weapons items by serial number for the AF. **(T-1).**

10.2.8.4. Small Arms Referral Inquiries Point of Contact. The LRS APO will assign a single POC for referral of inquiries regarding small arms serial number reports and data. **(T-2).**

10.2.8.4.1. Responsibilities of the POC include researching the consolidated transaction history, confirming or correcting of records, scheduling the annual reconciliation, and scheduling any monthly reconciliation when a monthly is deemed necessary by either the POC or LRS APO.

10.2.8.5. Annually, not earlier than 30 April and not later than 10 May, the POC's name, phone number, organizational address, and e-mail address (when available) will be sent to AFMC SA/LW Serialized Control Activity.

10.2.8.5.1. **(Added-AFMC)** AFMC SA/LW Serialized Control Activity is AFLCMC/EBW Warner Robins Small Arms Program Office.

10.2.8.6. Weapon Reconciliation.

10.2.8.6.1. Time Frame. All weapons will be reconciled annually with AFMC SA/LW Serialized Control Activity through the applicable materiel management system.

10.2.8.6.1.1. Weapons will be reconciled no later than 30 April. **(T-1).**

10.2.8.6.1.2. Reconciliation images transmitted to the appropriate system will arrive no later than 10 May of each year. **(T-1).**

10.2.8.6.2. Overages and shortages identified during reconciliation with AFMC will be thoroughly researched, inventoried, and appropriate investigative actions initiated. **(T-1).**

10.2.8.6.3. EAE will perform a local monthly weapon reconciliation by processing an R46 with a dash in position 65 to identify and resolve serial number discrepancies. **(T-1).** Refer to AFH 23-123, Volume 2, for IT specifics.

10.2.9. Serialized Control and Reporting of Communications Security/Controlled Cryptographic Item (COMSEC/CCI).

10.2.9.1. Overview. This section describes guidance for the serialized control and reporting of communications security/controlled cryptographic items (COMSEC/CCI). Accounting Legend Code (ALC) and Cryptographic High Value Product (CHVP) accounting requirements are defined IAW AFMAN 17-1302-O, *Communications Security (COMSEC) Operations* and *Committee on National Security Systems Instruction* (CNSSI) 4005, *Safeguarding Communications Security (COMSEC) Facilities and Materials.* Accountable Property Officers (APO) must adhere to additional accountability and reporting requirements as prescribed in AFMAN 17-1302-O.

10.2.9.2. COMSEC/CCI must be managed according to category IAW CNSSI 4001, *Controlled Cryptologic Items*. Serialized controlled are items that will be managed by serial number within the applicable materiel management system and will have SRC C assigned. Other assets are identified with CIIC 9 and are not serially managed. Additional AF COMSEC/CCI accountability related policy may be found in AFMAN 17-1302-O.

10.2.9.3. The AF COMSEC/CCI Central Authority is the Cryptologic and Cyber Systems Division, JBSA-Lackland, Texas. Questions related to COMSEC accountability can be directed to the Cryptologic and Cyber Systems Division's COMSEC Policy Office (AFLCMC/HNCLS).

10.2.9.3. **(AFMC)** The Cryptologic and Cyber Systems Division is designated as the Air Force Central Controlled Cryptographic Item (CCI) Authority and will provide oversight for managing all Cryptologic and Cyber Systems Division assets held by the Air Force. The authority given to Cryptologic and Cyber Systems Division is derived from Secretary of the Air Force/Chief Information Office through Air Combat Command Cyberspace Support Squadron. This authority originates from the Committee on National Security Systems Instruction (CNSSI) 4001, Department of Defense Instruction 8523.01, Air Force Instruction 23-101, and Air Force Manual 17-1302-O, *Communications Security (COMSEC) Operations (O).* Any questions related to the accountability of COMSEC/CCI should be directed to the Cryptologic and Cyber Systems Division's COMSEC Policy Office (AFLCMC/HNC-PSL, email: **AFLCMC.HNCLS.CCIWorkflow@us.af.mil**).

10.2.9.4. The LRS APO will assign a single POC for referral of inquiries regarding COMSEC serial number reports and data. **(T-2).** POC information will be posted on AFLCMC/HNC SharePoint site. **(T-2).**

10.2.9.4.1. Responsibility of the POC is to serve as liaison between the LRS APO and AFLCMC/HNC. POC will assist LRS APO in resolving accountability/serial number reporting discrepancies identified by AFLCMC and provide other information as required.

10.2.9.4.2. Organizational commanders are responsible to ensure COMSEC incidents are reported for loss of accountability tampering, unauthorized access, etc. IAW AFMAN 17-1302-O. **(T-1).**

10.2.9.5. **(Added-AFMC)** To ensure interoperability, security, accountability and standardization, Program Offices (PO)/Program Managers (PM) are responsible to notify AFLCMC/HNC of any acquisition, modernization or sustainment actions of COMSEC/CCI assets through the AFLCMC/HNC workflow: **esc.lclworkflow@us.af.mil**. Details of this process are posted on the AFLCMC/LG- LZ SharePoint: **https://usaf.dps.mil/sites/41289/SitePages/Home.aspx** in the document, AFLCMC/LG-LZ Internal Process Guide for Notification of COMSEC/CCI.

10.2.10. COMSEC Reconciliation.

10.2.10.1. The AF is required (as directed by the National Security Agency) to account for all COMSEC assets requiring serial number control. All COMSEC assets on applicable materiel management system detail records or on hand in supply will be reconciled semiannually prior to 15 March and 15 September.

10.2.10.2. LRS APO will not maintain visibility of type account B COMSEC (ERRC XD/XF/XB) assets once they are issued to the using organization and will not be included in the annual reconciliation. When these items are shipped, the applicable materiel management system will report the serial number of the asset and that will overlay to applicable materiel management system to conform to National Security Agency policy. **(T-1). Note:** "XD2" COMSEC assets used in support of RDT&E programs and projects that are maintained on SPRAM accounts will be tracked 100% of the time and included in the annual COMSEC reconciliation. **(T-1).**

10.2.10.3. Out-of-Cycle Reconciliation. The office of primary responsibility for CCI, AFMC Cryptologic and Cyber Systems Division, JBSA Lackland, Texas may direct out-of-cycle reconciliation reports IAW AFMAN 17-1302-O with MAJCOM approval. When bases are directed to do these out-of-cycle reconciliations, transmission of data will be by the same method and to the same places as the scheduled annual reconciliation.

10.2.10.4. Activities will perform a local monthly COMSEC reconciliation by processing an R46 with a dash in position 64 to identify and resolve serial number discrepancies. Refer to AFH 23-123, Volume 2, for IT guidance.

10.2.10.5. **(Added-AFMC)** The Cryptologic and Cyber Systems Division will use the Cryptologic Depot Accountability System Asset Computation Module (CDAS-ACM) to perform asset reconciliation, computing replenishment requirements for both recoverable and consumable secondary items, Central Secondary Item Stratification and development of the Secondary Supply Inventory Report for all items managed by FPD source of supply.

10.2.11. Special Logistics Support for Special Access Required (SAR) Parts Program.

10.2.11.1. Required when normal security methods cannot protect an activity from a known threat, special access controls safeguard operational and technological advantages from potential enemies by limiting access to information about, or observation of, certain weapons, weapon systems, techniques, and operations. The term Special Access Program (SAP), often substituted for "Special Access Required (SAR)", may describe the security control system, the entire effort, and in some cases certain budget information.

10.2.11.2. SAPs must obtain approval to introduce the SAP into a Sensitive Compartmented Information Facility (SCIF) from 497 IG/INS and also negotiate a security

agreement with 497 IG/INS. Refer to AFPD 16-7, *Special Access Programs* and AFI 16-701, *Management, Administration and Oversight of Special Access Programs*.

10.2.11.3. Access Requirements. The LRS APO will ensure prior to activation of a special access program that personnel obtain proper clearances and are granted access by the program manager or their designated representative for receiving, handling, storing and issuing SAR materiel. For contracted supply activities the government must include in the Performance Work Statement the requirement for the contractor to have or hire individuals with the proper clearance for SAR processing. The LRS APO will identify the number of individuals required to handle SAR material. Only in rare or unusual instances will office administration personnel be granted access to SAR information, and then only if there is a valid need to know. Convenience or efficiency is not legitimate need-to-know criteria.

10.2.11.3.1. After the individuals are granted the proper clearance and the storage area is inspected and certified, the program manager or their designated representative must "read" the cleared individuals into the program to allow the proper handling, storage and issue of SAR classified material.

10.2.11.3.2. The LRS APO will generate and keep current and authorized list of on base personnel authorized to receipt/handling for SAR materiel. This listing will be used to update the applicable materiel management system and confirm only authorized personnel receive SAR items.

10.2.12. Item Unique Identification (IUID) Program.

10.2.12.1. Overview. This section describes guidance for the capture and reporting of the UII for IUID managed assets.

10.2.12.2. When the IUID program is fully implemented, the AF is required (as directed by the Department of Defense (DoD)) to capture and report the UII to the DoD IUID registry for all IUID managed assets. LRS personnel are required to scan/enter the UII(s) of IUID managed assets when prompted by the applicable ILS-S system. If UII is unavailable, submit transaction through the ILS-S system.

10.2.12.3. IUID managed assets are identified in the DoD and AF cataloging systems and include Class II, VII and IX supply items. These cataloging systems provide the IUID indicator to the applicable ILS-S system.

10.2.12.4. The LRS APO will assign a single POC for referral of inquiries regarding IUID managed assets when the IUID program is fully implemented. **(T-2).** Responsibilities of the POC include researching the consolidated transaction history, delivery verification records and audit trail when necessary by the appointed IUID POC or LRS APO.

WARREN D. BERRY, Lt Gen, USAF
DCS/Logistics, Engineering & Force Protection

(AFMC)

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Director of Logistics, Civil Engineering,
Force Protection and Nuclear Integration

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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(**Added-AFMC**) AFMC Form 563, *Improved Item Replacement Program (IIRP) Formal Package Approval*

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(**Added-AFMC**) AFMC Form 800, *Materiel Management Scheduler Workload Projection Summary*

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Adopted Forms

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AF Form 847, *Recommendation for Change of Publication*

AF Form 1230, *Standard Reporting Designator (SRD) Candidate Information*

AF Form 1297, *Temporary Issue Receipt*

AF Form 2691, *Aircraft/Missile Equipment Property Record*

(**Added-AFMC**) AFMC Form 318, *Item Contracting History Record*

(**Added-AFMC**) AFMCSS Form 1

(**Added-AFMC**) DD Form 1173, *Uniformed Services Identification and Privilege Card*

DD Form 250, *Material Inspection and Receiving Report*

DD Form 1149, *Requisition and Invoice/Shipping Document*

DD Form 1348, *DoD Single Line Item Requisition System Document (Manual)*

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DD Form 1574-1, *Serviceable Label – Materiel*

DD Form 1576, *Test/Modification Tag – Materiel*

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SF 361, *Transportation Discrepancy Report*

SF 364, *Report of Discrepancy (ROD)*

Abbreviations and Acronyms

AAO—Approved acquisition objective

(Added-AFMC) ABCS—Automated Budget Compilation System

ACC—Air Combat Command

AETC—Air Education and Training Command

AF—Air Force

AFCEC—Air Force Civil Engineer Center

AFCFM—Air Force Career Field Manager

AFCIIF—Air Force Clothing Initial Issue Function

(Added-AFMC) AFLCMC—Air Force Life Cycle Management Center

AFPD—Air Force Policy Directive

(Added-AFMC) AFPET—Air Force Petroleum Office

(Added-AFMC) AFRC—Air Force Reserve Command

AFRDP—AF Readiness Drivers Program

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFMCSS—Armed Forces Military Clothing Sales Store

AFMMCAB—Air Force Supply Chiefs Advisory Board

AFOSI—Air Force Office of Special Investigations

AFR—Air Force Reserve

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Sustainment Center

AFSCPWG—Air Force Supply Chain Policy Working Group

AFSPBP—Air Force Spare Parts Breakout Program

(Added-AFMC) AFTC—Air Force Test Center

AFWCF—Air Force Working Capital Fund

AFH—Air Force Handbook

AIAO—Alternate Information Assurance Officer

AIT—Automatic Identification Technology

ALC—Air Logistics Complex

(Added-AFMC) AMARG—Aerospace Maintenance and Regeneration Group

AMC—Air Mobility Command

AME—Alternate Mission Equipment

AMSC—Acquisition Method Suffix Code

AMT—Asset Marking and Tracking

ANG—Air National Guard

APO—Accountable Property Office

APS—Aircraft Parts Store

APSR—Accountable Property System of Record

AS—Allowance Standard

ASC—Allowance Source Code

(Added-AFMC) AY—Apportionment Year

(Added-AFMC) B&RR—Buy & Repair Requirements

(Added-AFMC) BOS—Base Operating Support

(Added-AFMC) BOSS—Base Operating Stock Specialist

(Added-AFMC) BY—Budget Year

(Added-AFMC) CCSD—Cryptologic and Cyber Systems Division

(Added-AFMC) CDAS—COMSEC Depot Accountability System

(Added-AFMC) CM—Counterfeit Material

(Added-AFMC) CMOS—Cargo Movement Operations System

(Added-AFMC) COLT—Customer Oriented Leveling Technique

(Added-AFMC) CY—Calendar Year

(Added-AFMC) DARD—Defense Accountability, Reutilization and Disposal

(Added-AFMC) DASD (SCI)—Deputy Assistant Secretary of Defense for Supply Chain Integration

(Added-AFMC) DLA-TS—Defense Logistics Agency-Troop Support

(Added-AFMC) DMAG—Depot Maintenance Activity Group

(Added-AFMC) DoE—Department of Energy

(Added-AFMC) EA—Economic Analysis

(Added-AFMC) EIP—Equipment Item Process

(Added-AFMC) EY—Extended Year

(Added-AFMC) FC—Fund Code

(Added-AFMC) FCF—Functional Check Flight

(Added-AFMC) FDT—First Destination Transportation

(Added-AFMC) FM—Funds Management

(Added-AFMC) FORCE—Fuels Operational Readiness Capability Equipment

(Added-AFMC) FY—Fiscal Year

(Added-AFMC) FYDP—Future Years Defense Program

(Added-AFMC) GOCO—Government-Owned, Contractor-Operated

(Added-AFMC) GTN—Global Transportation Network

(Added-AFMC) IMR—Inventory Management Review

(Added-AFMC) ISG—Interchangeable & Substitute Group

(Added-AFMC) LMCA—Logistics Materiel Control Activity

(Added-AFMC) MHE—Materials Handling Equipment

(Added-AFMC) OSS&E—Operational Safety, Suitability & Effectiveness

(Added-AFMC) P&E—Planning and Execution

(Added-AFMC) PD—Preliminary Data

(Added-AFMC) PDM—Programmed Depot Maintenance

(Added-AFMC) PDMC—Planning for DLA-Managed Consumables

(Added-AFMC) PIC—Positive Inventory Control

(Added-AFMC) RMS—Requirements Management System

(Added-AFMC) ROI—Return on Investment

(Added-AFMC) SCMS—Supply Chain Management Squadron

(Added-AFMC) SCMW—Supply Chain Management Wing

(Added-AFMC) SCRM—Supply Chain Risk Management

(Added-AFMC) SGM—Sub Group Master

SL—Adjusted Stock Level

ASM—Aircraft Sustainability Model

ATCALS—Air Traffic Control, Approach, and Landing System

AWP—Awaiting Parts

BA—Budget Authority

BC—Budget Code

BEAR—Basic Expeditionary Airfield Resources

BES—Bioenvironmental Engineering Services; Budget Estimate Submission

BOCR—Business Overhead Cost Recovery

BP—Budget Program

C-E—Communications-Electronics

CA/CRL—Customer Authorization/Custody Receipt Listings

CAM—Centralized Asset Management

CC—Commander

CCI—Controlled Cryptographic Item

CEMF—Centralize Equipment Management Flight

CFO—Chief Financial Officer

CHPMSK—Contingency High Priority Mission Support Kit

CIIC—Controlled Inventory Item Code

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

CJCS—Chairman of the Joint Chiefs of Staff

CLS—Contractor Logistics Support

CLSSA—Cooperative Logistics Supply Support Agreement

COCOM—Combant Commander

COMSEC—Communication Security

CONOPS—Concept of Operations

CONUS—Continental United States

CNSSI—Committee on National Security Systems Instruction

COOP—Continuity of Operations

COSIS—Care of Supplies in Storage

CMER—Condemnation Material Expense

CPFH—Cost Per Flying Hour

CRF—Centralized Repair Facility

CRS—Contingency Retention Stock

CRSP—Consumable Readiness Spares Packages

CSAF—Chief of Staff of the Air Force

CSAG—Consolidated Sustainment Activity Group

CSAG-S—Consolidated Sustainment Activity Group - Supply

CSAG-M—Consolidated Sustainment Activity Group – Maintenance

CSB—Computer Support Base

CSI—Critical Safety Item

CSWSWG—Contractor Supported Weapon Systems Working Group

CTIC—Contractor Technical Information Codes

DDR—Daily Demand Rate

DFARS/PGI—Defense Federal Acquisition Regulations Supplement and Procedures, Guidance and Information

DFAS—Defense Finance and Accounting System

DIFM—Due-In From Maintenance

DLA—Defense Logistics Agency

DLADS—Defense Logistics Agency Disposition Services

DLIS—Defense Logistics Agency Logistics Information Service

DLM—Defense Logistics Manual

DLMS—Defense Logistics Management Standards

DMS—Diminishing Manufacturing Sources; Decentralized Materiel Support

DMSMS—Diminishing Manufacturing Sources and Material Shortages

DEMIL—Demilitarization

DoD—Department of Defense

DoDD—Department of Defense Directive

DODACC—DoD Activity Address Codes

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DPAS—Defense Property Accountability System

DRU—Direct Reporting Unit

EAE—Equipment Accountable Element

EAIM—End Article Item Manager

EEIC—Element of Expense Investment Code

ELRS—Expeditionary Logistics Readiness Squadron

ELS—Enterprise Logistics Strategy

EM—Enterprise Manager

EMC—Equipment Management Code

EMEF—Enterprise Mobility Equipment Facility

EOQ—Economic Order Quantity

EPWG—Air Force Equipment Policy Working Group

ERRC—Expendability, Recoverability, Reparability Category

ERRCD—Expendability, Recoverability, Reparability Category Designator

ERAA—Equipment Review Authorization Activities

ERS—Economic Retention Stock

ES—Equipment Specialist

ESD—Electro-Static Devices

ESN—End Item Serial Number

EXPRESS—Execution & Prioritization of Repair Support System

FAD—Force Activity Designator

FAR—Federal Acquisition Regulation

FMS—Foreign Military Sales

FAM—Functional Area Manager

FOA—Field Operating Agency

FOB—Found on Base

FSC—Flight Service Center

FSG—Federal Supply Group

FSL—Forward Supply Location

FSS—Forward Supply System; Force Support Squadron

GFM—Government Furnished Material

GIDEP—Government Industry Data Exchange Program

GMO—Global Management Office

GPC—Government Purchase Card

GSA—General Services Administration

GSD—General Support Division

GSU—Geographically Separated Unit

HAF—Headquarters Air Force

HAZMAT—Hazardous Material

HPMSK—High Priority Mission Support Kit

IAO—Information Assurance Officer

I&S—Interchangeability and Substitutability

IAW—In Accordance With

IBA—Individual Body Armor

ICP—Inventory Control Point

ICS—Interim Contractor Support

IIRP—Improved Item Replacement Program

ILS-S—Integrated Logistics System-Supply

IM—Item Manager

IMC—Item Management Coding

IMDS—-Integrated Maintenance Data System

INS—Insurance

IPE—Individual Protective Equipment; Industrial Plant Equipment

IRSP—In-Place Readiness Spares Package

IT—Information Technology

IUID—Item Unique Identification

JCS—Joint Chief of Staff

JDRS—Joint Discrepancy Reporting System

JPIWG—Joint Physical Inventory Working Group

JR—Job-Routed

LAC—Latest Acquisition Cost

LOGMOD—Logistics Module

LRC—Latest Repair Cost

LRS—Logistics Readiness Squadron

LRU—Line Replaceable Unit

LSS—Life Systems Stock

LSV—Low Speed Vehicle

LP—Local Purchase

LR—Local Repair

LTA—Low Threat Area

LWG—Logistics working Group

MAJCOM—Major Command

MDD—Maintenance Data Documentation

MDS—Mission Design Series

MIC—Mission Impact Code

MICAP—Mission Impaired Capability Awaiting Parts

MILCON—Military Construction

MILSTRIP—Military Standard Requisition and Issue Procedures

MIS—Maintenance Information System

MMAC—Materiel Management Aggregation Code

MMHS—Mechanized Materiel Handling System

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MRSP—Mobility Readiness Spare Package

MSK—Mission Support Kit

MX—Maintenance

NATO—North Atlantic Treaty Organization

NCAA—Non Nuclear Consumables Analysis

NCO—Non-Commissioned Officer

NEO—Noncombatant Evacuation Operations

NGS—Non-Government Standards

NHA—Next Higher Assembly

NLT—No later than

NRTS—Not-Reparable This Station

NSN—National Stock Number

NWRM—Nuclear Weapons-Related Materiel

O&M—Operation and Maintenance

O&ST—Order & Shipping Time

OC—Operations Compliance

OCCR—Organization Cost Center Record

OCONUS—Outside Continental United States

OGMVC—Other Government Motor Vehicle Conveyance

OIC—Officer In Charge

OPLAN—Operations Plan

OPR—Office of Primary Responsibility

OSD—Office of Secretary of Defense

OUSD(C)—Office of the Under Secretary of Defense (Comptroller)

PA—Program Authority

PICA—Primary Inventory Control Activity

PICP—Physical Inventory Control Program

PM—Program Manager

PMRP—Precious Metals Recovery Program

POC—Point of Contact

POM—Program Objective Memorandum

POS—Peacetime Operating Stock

PRS—Potential reutilization Stock

PS&D—Plans Scheduling and Documentation

PSN—Package Serial Number

PSP—Primary Supply Points

QA—Quality Assurance

QDR—Quality Deficiency Report

RDO—Redistribution Order

REALM—Requirements/Execution Availability Logistics Module

REM—Registered Equipment Management

RFID—Radio Frequency Identification

RID—Routing Identifier

RIMCS—Reparable Item Movement Control System

R&M—Reliability and Maintainability

RO—Requisitioning Objective

ROD—Report of Discrepancy

RSP—Readiness Spares Package

RVP—Reverse Post

SA/LW—Small Arms/Light Weapons

SAF—Office of the Secretary of the Air Force

SAS—Storage Aids Systems

SCM—Supply Chain Management

SCOW—Supply Chain Operations Wing

SDR—Supply Discrepancy Report

SDT—Second Destination Transportation

SE—Support Equipment

SICA—Secondary Inventory Control Activity

SIASCN—Standard Inter-service Agency Serial Control Number

SM—System Manager

SOO—Satellite Operations Officer

SOS—Source of Supply

SP—Standard Price

SPC—Stockage Priority Code

SPO—Systems Program Officer

SPRAM—Special Purpose Recoverable Authorized Maintenance

SPRS—Spares Priority Release Sequence

SRAN—Stock Record Account Number

SRD—Standard Reporting Designator

SRU—Shop Replaceable Unit

SSIR—Supply System Inventory Report

STR—System Transaction Recovery

TCM—Technical Content Manager

TCTO—Time Compliance Technical Order

THPMSK—Temporary High Priority Mission Support Kit

TNB—Tail Number Bin

TO—Technical Order

TOC—Technical Order Compliance

TPO—Training Purposes Only

TRAP—Tanks, Racks, Adapters & Pylons

TRN—Turnaround

TWG—Theater Working Group

UCC—Unit Control Center

UDM—Unit Deployment Manager

UEWG—Uniform Enterprise Working Group

UII—Unique Item Identifier

UMMIPS—Uniform Materiel Movement and Issue Priority System

(Added-AFMC) UND—Urgency of Need Designator

(Added-AFMC) USD(C)—Under Secretary of Defense Comptroller

USSF—United States Space Force

UTC—Unit Type Code

(Added-AFMC) VCSAF—Vice Chief of Staff of the Air Force

(Added-AFMC) WAWF—Wide Area Work Flow

WCDO—Wartime Consumable Distribution Objective

WCF—Working Capital Fund

WMP—War and Mobilization Plan

WRM—War Reserve Materiel

WSDC—Weapon System Designator Code

WSGC—Weapon System Group Code

WSMIS—Weapons System Management Information System

WSSP—Weapon System Support Program

Terms

Active Inventory—Materiel that is expected to be consumed within the budget year (2 years) and materiel that has been purchased to meet specific war reserve requirements.

Additive Requirement—Requirements that are supported by projected requirements (e.g., modifications) rather than past demand experience. Requirements computed outside the recoverable computation.

(Added-AFMC) AFMC Organic ICPs—AFSC: Oklahoma City, Oklahoma / Ogden, Utah / Warner Robins, Georgia; AFLCMC: AF Cryptologic and Cyber Systems Support Center, Lackland AFB, TX / Intelligence Surveillance Reconnaissance ICP, Robins AFB, Georgia.

(Added-AFMC) Air Force Working Capital Fund (AFWCF)—The Air Force Working Capital Fund is a Revolving Fund in which all income is derived from its operations and is available to finance the Fund's continuing operations without fiscal year limitations. Unlike appropriated funds, a revolving fund temporarily holds gains and losses – this is the key to its flexibility. Reference AFI 65-601, Volume 3, *The Air Force Budget Corporate Process.*

Aircraft Parts Store—LRS function located near flight line maintenance and functions as a demand processing unit, customer service, and aircraft parts warehouse for maintenance activities.

Aircraft Sustainability Model—The mathematical model used to determine the requirements for recoverable RSP items (in the D087G system) It uses a unit's wartime flying hour program, the range of items determined at the annual review, and the demand rate/indicative data for each item to determine the optimum mix of spares to achieve the target Direct Support Objective.

Allowance Standard—Authorized document that identifies the amount and type of equipment for an organization.

(Added-AFMC) Apportionment Year (AY)—The second Fiscal Year (31 March and 30 June cycle) or first Fiscal Year (30 September and 31 December). It is also known as the operating year.

Approved Acquisition Objective—The quantity of an item authorized for peacetime and wartime requirements to equip and sustain U.S. and Allied Forces, according to current DoD policies and plans. That quantity shall be sufficient to support other U.S. Government Agencies, as applicable.

(Added-AFMC) Automated Budget Compilation System (ABCS)—An online, real-time mainframe system that resides on the Logistics and Sustainment Management Data Bank (LMDB) (D075). It is used to prepare budget submissions for both buy and repair of AFMC-managed reparables and consumables.

Awaiting Parts—During the repair process for systems/equipment, parts are ordered for the system/equipment undergoing repair or an end item is being scheduled for a repair process and parts are ordered for a scheduled repair of the system/equipment to start the repair process. The end item system/equipment undergoing repair/being scheduled for repair is AWP when the parts to continue the repair process are backordered or the scheduled repair process will exceed mission requirements.

Back shop—Base repair activities primarily established to perform field level component repair.

Base Condemnation Rate—The number of base condemnations divided by the sum base Repair This Station and base condemnations.

Base Consumption Rates—Base consumption rates will be determined by taking the number of failures at base level, over a specific period of time, divided by the operating program for that same time period.

Base Not Reparable this Station Rate—The number of Base NRTS divided by the sum of the base RTS, base NRTS, and base condemnations.

(Added-AFMC) Base Operating Stock (BOS) Management—The process of aggregating and managing all retail enterprise stock control discrepancies associated with an NSN. The process relies on a dashboard that presents the assigned manager a single picture of an NSN across all retail locations, with NSNs sequenced greatest to least impactful to the assets' readiness position.

(Added-AFMC) Base Operating Stock Specialist (BOSS)—Code (5-position A/N). Identifies a person or organization responsible for various activities related to the management of an item. This code is reserved for the exclusive use of the AFMC SCM-R.

(Added-AFMC) Base Operating Support (BOS)—The total support infrastructure for a given unit that supports the mission of an operational infrastructure. This includes the base operations and maintenance (O&M)-type costs that provide common infrastructure support required by all offices, regardless of mission. Additionally, it involves directly assisting, maintaining, supplying, and distributing support of forces at the operating location.

Base Repair Cycle—The number of days that elapse between the time an unserviceable reparable item is removed from use and the time it is made serviceable and ready for issue.

Base Stock Level—This level is computed in support of the base requisitioning objective.

Basic Expeditionary Airfield Resources—AF systems consisting of assets formerly known as Harvest Eagle and Harvest Falcon. BEAR Systems are designed to provide minimum essential troop cantonment facilities (lodging, field feeding, showers, and latrines) and operational support (offices, shops, limited shop equipment, and runway matting). Units using this equipment are expected to deploy with mobility equipment, vehicles and spares peculiar to their operation in sufficient quantities to allow self-support until resupply is established.

Bench Stocks—Stores of ERRC "XB3" items kept on-hand in a work center to enhance maintenance productivity.

(Added-AFMC) Budget Cycle—That time necessary to formulate, review, present, and secure approval of the fiscal program for a specified ensuing period. Reference AFMAN 65-604, *Appropriation Symbols and Budget Codes*.

(Added-AFMC) Budget Year (BY)—The fiscal year covered by the budget estimate. A budget year begins 1 October and ends 30 September of the following calendar year. It is used by the federal government for accounting purposes, frequently referred to as "BY." Reference AFMAN 65-604.

Calendar Time Change Items—Items requiring replacement at regular intervals as specified in appropriate technical orders.

Carcass Cost—The value of an asset when the LRC plus BOCR have been removed from the SP of the item. Carcass cost is also equal to the LAC minus the LRC.

Care of Supplies in Storage—Program composed of a set of processes and procedures whose purpose is to ensure that materiel in storage is maintained in ready-for-issue condition or to prevent uneconomic deterioration of unserviceable materiel.

Cataloging—Act of naming, classifying, describing, and numbering each item repetitively used, purchased, stocked, or distributed to distinguish each item from every other item. Also included is the maintenance of information related to the item and the dissemination of that information to item users.

Cataloging Tools—The process of initiating and enhancing documents and procedures required to research, record, and organize logistics information.

Central Locator—a directory, file, or listing used to provide the location of all stored material. Location changes are manually entered onto the central locator. Maintain the central locator in current status for use during degraded operations.

Central Procurement—The purchase of materiel, supplies or services by an officially designated command or agency with funds specifically provided for such procurement for the benefit and use of the entire component or the military departments as a whole.

Classes of Supply—Not to be confused with Federal Supply Class, terminology used to divide supplies and equipment into 10 easily identifiable categories of materiel that are depicted by Roman Numerals.

Classified Item—Controlled inventory item/materiel that require protection in the interest of national security.

Command Authority—**AFI 51-509**, *Appointment to and Assumption of Command,* identifies command authority. Unless otherwise stated, all references to commander in this publication apply to the mission commander at the appropriate level, i.e. squadron, group, wing, etc. Joint Base locations/activities will refer to Joint Basing Implementation Guidance and the pertinent Joint Base MOAs for specific guidance on command relationships at that location.

Commodity—A homogeneous aggregation of like items.

Communications-Electronics—Specialized field items concerned with the use of electronic devices and systems for the acquisition, acceptance, processing, storage, display, analysis, protection, disposition, and transfer of information.

Condemnation Requirement—Stock replacements for base and depot condemnations

(Added-AFMC) Consolidated Sustainment Activity Group–Supply Division (CSAG-Supply)—The CSAG-Supply provides policy, guidance, and resources to meet the needs of the Air Force for spare parts, in war and peace. The CSAG-Supply manages weapons system spare parts, fuels, equipment, and items used for non-weapon system applications. Reference AFI 65-601, Volume 1, *Budget Guidance and Procedures.*

Consumable Item—Item of supply (except explosive ordnance and major end items of equipment) that is normally expended or used up beyond recovery in the use for which it is designed or intended. Minor parts, tools, and hardware identified by ERRC designator "XB3". "NF1" items (with IEX E, K) are managed like consumable items. A consumable item cannot be economically repaired by a field or depot maintenance activity. Accountability for consumable items is terminated upon issue.

Contingency Retention Stock—stock held above the approved acquisition objective to support anticipated contingencies or operations. The contingency retention stock will mainly consist of critical and difficult to obtain assets.

Contract Termination—The cessation or cancellation, in whole or in part, of work under a prime contractor a subcontract for the convenience of, or at the option of, the government, or due to failure of the contractor to perform in accordance with the terms of the contract.

Controlled Inventory Item Code—Those items designated as having characteristics that require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity.

Control Level—A computed stock level the inventory management specialist or materiel management IT system uses when filling requisitions. Non-programmed requisitions may be filled from depot stocks if the asset position is above the control level.

Coordination—The necessary action to ensure adequate exchange of information to integrate, synchronize, and deconflict operations between separate organizations. Coordination is not necessarily a process of gaining approval but is most often used for mutual exchange of information.

Cooperative Logistics Supply Support Arrangement—provides for pre-stockage and storage of DoD-stocked non-significant military equipment items that are needed and used by the Foreign Military Sales purchaser on a recurring basis.

(Added-AFMC) Cost-To-Hold—The sum of the annual charge for funds invested in inventory, storage costs and losses due to obsolescence, inventory losses, misplacement, theft, or damage.

(Added-AFMC) Cost-To-Order—The sum of the administrative expenses involved in procuring or requisitioning and issuing a single lot of one item regardless of the number of units ordered, their weight, cube, or dollar value. The major tasks contributing to the cost-to-order include requirements determination, order or requisition preparation and recording, receipt processing and stowage of materiel, accounting for the transfer of funds between the ordering activity and the source of supply, and in the case of a requisition filled from a distribution depot, issue processing.

Counterfeit Materiel—An item that is an unauthorized copy or substitute that has been identified, marked, or altered by a source other than the item's legally authorized source and has been misrepresented to be an authorized item of the legally authorized source.

Critical Safety Item—Means a part, an assembly, installation equipment, launch equipment, recovery equipment, or support equipment for an aircraft or aviation weapon system if the part, assembly, or equipment contains a characteristic any failure, malfunction, or absence of which could cause a catastrophic or critical failure resulting in the loss of or serious damage to the aircraft or weapon system, an unacceptable risk of personal injury or loss of life, or an uncommanded engine shutdown that jeopardizes safety.

(Added-AFMC) Current Year (CY)—The first Fiscal Year covering the time period from the computation asset cutoff date to the first calendar day of the next FY (1 October).

Daily Demand Rate—Average quantity of an item that is used daily. The retail materiel management system computes the DDR using one of the following methods: (1) Bachelor or Substitute Item. Divide the item cumulative recurring demand (CRD) by the difference of the current Julian date minus the DOFD. If the demand experience available is less than 180 days, a difference of 180 mitigates the effect of limited demand experience. (2) Master or Interchangeable Item. Divide the cumulative recurring demand (CRD) for the master and all interchangeable items within the group (for one system designator at a time) by the difference of the current Julian date minus the oldest date of first demand in the master/interchangeable group. If the demand

experience available is less than 180 days, a difference of 180 days mitigates the effect of limited demand experience.

Data Dissemination—Various products and events provide logistics information to customers at every level of the supply system.

Data Entry and Maintenance Transactions—Those actions necessary to ensure complete, accurate and current logistics data records (excluding item characteristics data) for an item of supply.

Defense Logistics Agency Disposition Services—Field activity of the DLA charged with the responsibility of managing all aspects of the process of receiving, storing, marketing, redistributing, and disposing of all materiel determined by elements of the DoD materiel management structure to be excess to the needs of a DoD activity.

Demand—An indication of a requirement (requisition, request, issue, and reparable generation; etc.) for issue of serviceable materiel. Demands are categorized as either "recurring" or "nonrecurring."

Demand Level—Stock level for a specific item that is based upon past user demands.

Demand-Support Items—Items that are stocked based on forecasted usage. Demand-supported items are stocked with demand-based requirements on the basis of economics or with limited demand requirements on basis of military mission essentiality.

Demilitarization—Act of destroying the functional or military capabilities of certain types of equipment or material that has been screened through inventory control points and declared surplus or foreign excess. Items that are subject to demilitarization include defense articles on the United States Munitions List, as provided by Section 38 of the "Arms Export Control Act" (22 CFR 121 (reference (aj)). Also included are items on the Commerce Control List of the Department of Commerce (15 CFR 774 (reference (ak)), and items on the United States Munitions Import List of the Bureau of Alcohol, Tobacco, and Firearms of the Department of Treasury. That term includes mutilating, cutting, crushing, scrapping, melting, burning, or otherwise altering to prevent the further use of that equipment or material for its originally intended purpose, and applies equally to equipment or material in serviceable or unserviceable condition.

Depot Consumption Rates—The number of failures at depot level divided by the appropriate depot program

Depot Level Maintenance—Maintenance performed on materiel requiring major overhaul or a complete rebuild of parts, assemblies, subassemblies, and end items, including the manufacture of parts, modifications, testing and reclamation as required.

(Added-AFMC) Depot Maintenance Inter-Service Support Agreement (DMISA)—A formalized agreement, similar to a contract, whereby one Service (the Agent) obligates itself to provide depot maintenance support for another Service (the Principal). DMISAs may also be used when a Military Service is the Agent and another Federal Government department or Agency (or element thereof) is the Principal. Lastly, DMISAs may also be used when a Federal Government agency (e.g. Coast Guard) is the Agent and a DoD Service is the Principal.

Depot Stock Levels—Depot stock levels represent those levels that are required in support of depot overhaul requirements. These are subdivided into two categories, job-routed (JR) and non job-routed (NJR) stock levels. JR items are those items that are repaired as part of a higher

assembly repair. The stock level in support of JR overhaul requirements represents the amount of stock required to prevent delay of programmed overhauls during the subassembly O&ST. Non-Job Routed items are those items that are removed during an overhaul and turned into supply. The non-job routed stock level requirement represents the quantity of stock required to support the overhaul line during subassembly O&ST.

Diminishing Manufacturing Sources and Material Shortages—The loss or impending loss of the last known manufacturer or supplier of raw materials, production parts, or repair parts.

Direction—Guidance to or management of support staff functions. Inherent within command but not a command authority in its own right. In some cases, can be considered an explicit instruction or order. Used by commanders and their designated subordinates to facilitate, channel, or motivate support staff to achieve appropriate action, tempo, or intensity. Used by directors of staff agencies on behalf of the commander to provide guidance to their staffs on how best to accomplish stated objectives IAW the commander's intent.

Disposal Freeze Notice—-A disposal freeze notice is a formal written directive issued by AFMC to withhold certain

Economic Order Quantity—Quantity derived from a mathematical technique used to determine the optimum (lowest) total variable costs to order and hold inventory.

Economic Retention Stock—ERS is stock above the AAO that is more economical to retain than to dispose of. To warrant economic retention, an item should have a reasonably predictable demand rate. When the expected demand for an item is not predictable, yet the expectation for future demand is probable, the item may still have ERS provided the managing DoD Component has a documented rationale that economically justifies retention and is available for audit purposes.

End Item—A final combination of end products, component parts, or materiel ready for its intended use, e.g. a ship, tank, mobile machine shop, or aircraft.

Excess—Materiel that has completed reutilization screening within the Department of Defense and is not required for the needs and the discharge of responsibilities of any DoD activity.

Exchange Price—The price charged to customer's exchanging a reparable item for a serviceable one.

Execution and Prioritization of Repair Support System (EXPRESS)—The tool that provides the capability to implement critical initiatives for the requirements, distribution, workload management, and supply reengineering efforts. Key processes in EXPRESS include repair requirements identification; prioritization method employing aircraft availability and deepest-hole methodologies; supportability analysis or repair resources; and output interfaces.

Expendability, Recoverability, Reparability Cost Designator (ERRCD)—Cataloging element that indicates whether an item can be economically repaired and what level (base or depot) has the authority to condemn an item.

Extended storage—Only weapons stored and packaged according to applicable special packaging instructions as outlined on **https://spires.wpafb.af.mil/** fall into this category. All others are considered In-Use. Weapons removed from special packaging become in-use until they are properly returned to storage following the applicable special packaging instructions.

(Added-AFMC) Extended Year (EY)—The Fiscal Year that follows the Budget Year.

Federal Supply Class—Series of 4 numerals at the beginning of the NSN that designates the general commodity grouping of the item of supply.

(Added-AFMC) File Maintenance—The act or method of making changes, deletions, or additions to elements of data on an established computer file.

Force Activity Designator—Roman numeral (I to V) that the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, or a DoD Component assigns to a unit, organization, installation, project, or program to indicate its relative mission essentiality. The FAD is an integral part of the UMMIPS.

Forward Supply Location—Part of the AMC's Forward Supply System and serves as an intermediate stockage location in the AMC Strategic Airlift route structure. Candidate NSNs for stockage at the FSLs are applicable to the C-5 and C-17 strategic airlift.

Found on Base—Assets that are in the possession of base customers that are not correctly accounted for on materiel management IT system due-in from maintenance or in-use equipment detail records are commonly referred to as found on base.

Government-Furnished Equipment—Personal property that is functionally complete for its intended purpose, durable, and nonexpendable. Equipment generally has an expected service life of 2 years or more; is not intended for sale; does not ordinarily lose its identity or become a component part of another article when put into use; has been acquired or constructed with the intention of being used. Government Furnished Equipment consists of property, special tooling, or special test property provided to the contractor for activities such as research and development, acquisition, repair, maintenance, overhaul, or modification.

Government-Furnished Material—Another form of U.S. government property which may be incorporated into, or attached to an end item to be delivered under a contract or which may be consumed in the performance of a contract. It includes, but is not limited to, raw and processed material, parts, components, assemblies, small tools, and supplies. GFM does not include property, special tooling, or test property and is consumed or expended by the contractor during the performance of the contract.

Hazardous Material—Item of supply consisting of materiel that because of its quantity, concentration, or physical, chemical, or infectious characteristics, may either cause or significantly contribute to an increase in mortality or an increase in serious, irreversible, or incapacitating reversible illness; or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Holding Costs—Those costs associated with the cost of capital, inventory losses, obsolescence, storage, and other variable costs of maintaining an inventory.

Initial Spares—Spares stocked to support a newly fielded weapon system or a modification of a weapon system.

Integrated Materiel Manager—Any DoD activity or Agency that has been assigned integrated wholesale materiel management responsibility for the DoD and participating Federal Agencies. Integrated wholesale materiel management responsibilities include requirements determination, procurement, distribution, overhaul and repair of reparable materiel, and disposal of materiel.

Interchangeable Items—An item that possesses such functional and physical characteristics as to be equivalent in performance, reliability, and maintainability, to another item of similar or

identical purposes, and is capable of being exchanged for the other item without selection for fit or performance, and without alteration of the item itself or of adjoining items, except for adjustment.

(Added-AFMC) Interim Contractor Support (ICS)—This is a cost-effective logistics support alternative for a system or high cost modification. It allows the Air Force to defer investment in all or part of the support resources such as spares, technical data, support equipment, and training equipment. Contractor support is used while Air Force capability is being phased in. ICS provides services, for the specified period of time requested in the President's Budget, after the first production system or equipment, or modified item, is delivered to the using command but before its major commitment in the War and Mobilization Plan (WMP). However, ICS may provide depot support for a longer period if such an extension is necessary and validated through review, analysis, and experience and justified in the President's Budget. Reference AFI 65-601, Volume 1.

Inventory—Materiel, titled to the U.S. Government, held for sale or issue, held for repair, or held pending transfer to disposal.

Inventory Control Point—An organizational unit or activity within the DoD materiel management system that is assigned the primary responsibility for the materiel management of a group of items either for a particular Military Service or for the Department of Defense as a whole. In addition to IMM functions, an ICP may perform other logistics functions in support of a particular Military Service or for a particular end item (e.g. centralized computation of retail requirements levels and engineering tasks associated with weapon system components).

Inventory Position—Sum of the on on-hand hand asset quantity and the quantity already on order, minus any existing customer backorder quantity.

Item Entry Control—Item entry control is a process where the cataloging agent examines potential items for inclusion in the Federal Catalog Program. A determination is made by screening the part number of the candidate item with existing items to see if a previously existing item can used in its place. The previously existing item will be coordinated with the AF ES for acceptance.

Item Management Coding—The process of determining whether items of supply qualify for management by the military Services, rather than by DLA or GSA, according to DoDM 4140.26, Defense Integrated Materiel management Manual for Consumable Items.

Latest Acquisition Cost—The price paid for an item the last time it was procured from a supplier. The LAC is generally the latest representative contract price obtained. However, it can be based on an earlier buy if that latest procurement is considered non-representative. The LAC does not include any cost recovery or inflation.

Latest Repair Cost—The current year depot repair End Item Sales Price. The LRC is either obtained from the depot maintenance pricing systems or is a value adjusted by the Inventory Manager or Production Manager based on updated information. When a new item with no reparable history is established, the LRC is systemically calculated at 25% of the LAC.

LRS/Materiel Management Activities—Organizations who perform both retail and wholesale materiel management functions.

(Added-AFMC) Maintenance Inter-Service Support Management Office (MISMO)—The single office within a Service responsible for formulation of policy, guidance, and procedures for

the implementation, management, and operation of the Joint Depot Maintenance Program. Service offices are located at the headquarters of the U.S. Army Materiel Command, Naval Air Systems Command, Air Force Materiel Command, and U.S. Marine Corps Logistics Bases Headquarter. The term MISMO also denotes the principal member of the MISMO Service office.

(Added-AFMC) Maintenance Inter-Service Support Office (MISO)—Offices established at the headquarters of US Army Materiel Command Major Subordinate Commands (MSCs) and selected activities, Naval Air Systems Command and selected activities, Air Force Materiel Command systems and logistics centers, and U.S. Marine Corps Logistics Bases Headquarter to disseminate and implement depot maintenance inter-Service policy, responsibilities, and procedures through their activities. The Term MISO also denotes the principal member of the MISO office.

Materiel—All items (including ships, tanks, self-propelled weapons, and aircraft; etc. and related spares, repair parts, and support equipment, but excluding real property, installations, and utilities) necessary to equip, operate, maintain, and support military activities without distinction as to its application for administrative or combat purposes. Materiel is either serviceable (i.e. in an issuable condition) or unserviceable (i.e. in need of repair to make it serviceable).

Materiel Cost Recovery—The portion of each exchange price sale that will pay for items needed to be purchased for customer support. The Materiel Cost Recovery represents the constrained extended year buy portion; the constraint being that it cannot be more than the customer is funded.

Materiel Management—The phase of military logistics that includes managing, cataloging, demand and supply planning, requirements determinations, procurement, distribution, overhaul, and disposal of materiel.

Materiel Manager—See integrated materiel manager.

Mission Capability—Failure of the system/equipment prevents performance of the required mission. The end item system/equipment mission capability is identified by the system reporting designator (SRD) as MICAP. The designation MICAP is provided by maintenance activity.

Minimum Replacement Unit—The minimum quantity of an item normally replaced during a maintenance action, often the quantity of a component used for each end item.

Mission Impact Code—Values of 1 through 4 are assigned programmatically to all consumable and recoverable item records during the issue process based upon the Urgency Justification Code of customer issue requests, not customer backorders (this is an important distinction that ensures all demanded items are assigned appropriate mission impact codes even when customer requests are issued from shelf stock upon demand). Mission Impact Codes are never programmatically downgraded, but are upgraded to reflect the priority of subsequent higher priority customer demands.

National Stock Number—13-digit stock number used to identify items of supply. It consists of a 4-digit FSC and a 9-digit National Item Identification Number.

Negotiated Level—If the quantities computed at base level do not provide adequate support, the MAJCOM may negotiate a special level with the prime inventory management specialist.

(Added-AFMC) Nonconsumable Item Materiel Support Codes (NIMSC)—Alphanumeric codes assigned to nonconsumable items, which indicates the degree of materiel support (numeric) or repair responsibility (alpha). PICA codes are always alpha and SICA codes are always numeric.

Non-Demand-Based—Requirements determination process that is not based on forecasted demand, but qualifies stockage based on other criteria. Types of non-demand-based stockage are insurance stockage, life-of-type buys, and program-based buys.

Not Reparable This Station—Term used to characterize the process of returning items that cannot be successfully repaired by a base maintenance repair shop to a repair activity designated by the wholesale item manager.

Numeric Stockage Objective—Term associated with stockage objective of low or sporadic demand essential items.

(Added-AFMC) Obligation—Amount representing orders placed, contracts awarded, services received, and similar transactions during an accounting period that will require payment during the same, or a future, period. Includes payments for which obligations previously have not been recorded and adjustments for differences between obligations previously recorded and actual payments to liquidate those obligations. The amount of obligations incurred is segregated into undelivered orders and accrued expenditures - paid or unpaid. For purposes of matching a disbursement to its proper obligation, the term obligation refers to each separate obligation amount identified by a separate line of accounting. Reference DoD 7000.14-R, *Financial Management Regulation*.

Order and Shipping Time—Average number of days between the initiation and receipt of stock replenishment requisitions assuming sufficient stock is available on the depot shelf to satisfy the requisition at the time the requisition is received.

Organizational Intermediate Maintenance—That maintenance which is the responsibility of and performed by a using organization on its assigned equipment. These responsibilities normally include the inspection, service, lubrication, adjustment and replacement of parts, minor assemblies, and subassemblies.

Operating Level of Supply—The quantity of materiel required to sustain operations in the interval between requisitions or the arrival of successive shipments.

Operating Requirement—Ensures that all assets removed due to failure will be replaced at the time of removal. It is computed by multiplying the organizational/intermediate demand rate by the operating program.

(Added-AFMC) Other War Reserve Materiel (OWRM)—Reserve requirements needed to augment RSPs and other POS and sustain wartime operations until the point when the delivery of industrially produced assets meets total war needs.

Peculiar item—An item that cannot proven to have similar form, fit, and function; or similar components with minor differences not confirmed through a comparison of part number, technical order, and figure and index. Commercial and Government Entity code, cataloging data, and agreement/disagreement by the SOS are not determination factors.

Percent of Base Repair—Percentage is the average base repair rate for the item over the current and past four quarters. The retail materiel management system calculates the PBR using RTS (repaired this station), NRTS, and condemnation data from the repair cycle record.

Personal Property. —All property (systems and equipment, materials, and supplies) except real property (land and improvements to facilities), and records of the Federal Government.

Pilferable Item—Controlled inventory item/materiel having a ready resale value or application to personal possession, which is especially subject to theft.

Pilot Unit—A pilot unit is responsible for developing and maintaining standard manpower and or logistics detail for each UTC for which it has been assigned responsibility by the Manpower Equipment Forces Packages Responsibility Agency.

Post-post—Post-post is a legacy term that identified where transactions were posted/input to automated systems after the actions were performed. Additionally, it was informally used to refer to conditions of degraded operations where automated systems are inoperative or when other circumstances impose significant limitations on normal processing capabilities. In this publication, the terms manual processing or Degraded Operations are used to refer to those conditions respectively.

Potential Reutilization/Disposal Materiel—DoD Component materiel identified by an item manager for possible disposal, but with potential for reutilization; or materiel that has the potential for being sent by an item manager to the DLADS for possible reutilization by another DoD Component or by a Federal, State, or local governmental agency, or for disposal through sale to the public.

Precious Metals—FSC 9660 items that are gold, silver, platinum, or palladium granulation and sponges, rhodium, ruthenium, iridium, and osmium recovered from items, such as photographic and x-ray film, spent photographic fixing solution, military accouterments, such as insignia, crucibles, special wires, silver cell batteries, missile and electronic scrap, turnings, desalter kits, brazing alloys, solder, and dental scrap.

(Added-AFMC) Primary Inventory Control Activity (PICA)—The service or agency ICP designated as the single activity within the DoD responsible for providing materiel support.

Procurement Lead Time—The interval between the initiation of a procurement action and receipt of the products or services purchased as the result of such action.

Program Manager (PM)—The designated individual with responsibility for and authority to accomplish program objectives for development, production, and sustainment to meet the user's operational needs. The PM shall be accountable for credible cost, schedule, and performance reporting to the Milestone Decision Authority (MDA).

Project Code—A three character alpha/numeric code used to distinguish requisitions and related documentation and shipments, as well as for the accumulation of intra-Service performance and cost data related to exercises, maneuvers, and other distinct programs, projects, and operations. Other than OSD and CJCS assigned codes, project codes do not provide or imply any priority or precedence for requisition processing or supply decisions. Reference CJCSI 4110.01E, and DLM 4000.25-1, Appendix 2.13.

Provisioning—Management process of determining and acquiring the range and quantity of support items necessary to operate and maintain an end item of materiel for an initial period of service.

Provisioning Screening Review and Support—Those actions taken to facilitate the best selection, procurement, and cataloging of items of supply required to sustain weapons systems and other government requirements (e.g., technical data validation, data calls, provisioning, guidance conferences, Logistics Support Analysis conferences, etc.).

Readiness—A measure or measures of the ability of a system to undertake and sustain a specified set of missions at planned peacetime and wartime utilization rates. Measures take account of the effects of system design (reliability and maintainability), the characteristics of the support system, and the quantity and location of support resources. Examples of system readiness measures are combat sortie rate, fully mission capable rate, and operational availability.

Readiness Based Level—Centrally computed quantity generated by the Readiness Based Leveling system (D035E) which uses a marginal analysis technique to allocate the D200A-computed requirement to bases and depots as requisitioning levels**.**

(Added-AFMC) Readiness Based Leveling—Centrally computed quantity generated by the Readiness Based Leveling system (D035E), or contractor equivalent system for C-ICPs, which uses a marginal analysis technique to allocate the applicable AF approved Requirements Computation data system, computed requirement to bases and depots as requisitioning levels**.**

(Added-AFMC) Readiness-Based Sparing—A requirement determination process that computes the levels of secondary item spares needed to support a weapon system readiness goal at least cost. Synonymous with readiness-based requirements and sparing-to-availability.

Receiving—All actions taken by a receiving activity from the physical turnover of materiel by a carrier until the on-hand balance of the accountable stock record file or in-process receipt file is updated to reflect the received materiel as an asset in storage, or the materiel is issued directly from receiving to the customer.

Reclamation—Process of reclaiming required serviceable and economically reparable components and material from excess or surplus property for return to the proper Materiel Management Activity, whereas the residue is processed as "disposable property."

Reference Number—A part, drawing, model, type or source controlling number that when used in combination with a Commercial and Government Entity code is used to identify an item of production. Additionally, a R/N can be a manufacturer's trade name, specification, or standard number, specification or standard part, drawing or type number.

Relocatable Buildings—A habitable prefabricated structure that is designed and constructed to be readily moved (transportable over public roads), erected, disassembled, stored, and reused.

Reorder Point—Point that, when an item's inventory position (i.e. on-hand stock plus stock due-in minus stock due-out) reaches or breaches, triggers an order to replenish stock.

Repair Cycle Assets—Any recoverable item with an ERRCD code of “XD” or “XF”.

Repair Cycle Demand Level—Pipeline stockage model that seeks to fill the O&ST, the base repair cycle time, and the base NRTS condemned time pipelines. each pipeline segment and customer demand are variable, the Repair Cycle Demand Level also includes a safety level quantity. The Repair Cycle Demand Level includes an EOQ component for selected “XF3” items.

Reparable Item—An item that can be repaired at either depot or field level.

Replenishment—Actions to resupply an inventory when the inventory position reaches the reorder point.

Required Delivery Date (RDD)—A date specifying when materiel is actually required to be delivered to the requisitioner and is always earlier or later than the computed standard delivery

date. A required delivery date cannot exactly equal a computed standard delivery date. Reference DLM 4000.25, Volume 1.

(Added-AFMC) Requirement—The inventory quantity that includes the Military Service and DLA forecasted demands for an NSN plus the NSN's pipelines (to support normal supply operations) and levels (to support minor interruptions in the normal supply operations).

Requirements Computation—Any mathematical calculation performed to support requirements determination functions.

Requisition—An order for materiel initiated by an established, authorized organization that is transmitted either electronically, by mail, or telephoned to a materiel management source within or external (i.e. sister services, DLA, etc.) to the AF.

Requisitioning Objective—Maximum quantity of materiel to be maintained on-hand and on order to sustain current operations and core war reserves. It shall consist of the sum of stocks represented by the operating level, safety level, repair cycle, if applicable, the O&ST level, and authorized additive levels.

Retail—Level of inventory below the wholesale level, either at the consumer level (directly supporting customers) or at the intermediate level (supporting a geographical area).

Retail Inventory—Level of inventory below the wholesale level, either at the consumer level (directly supporting customers) or at the intermediate level (supporting a geographical area).

Retail-Level Supply—Those secondary items stored within DoD intermediate and consumer levels of supply down to and including the AF base supply. Retail-level supply does not include end use secondary item materiel.

Retail Stock—Stock held in the custody or on the records of a supply organization below the wholesale level.

Safety Level Quantity—Designed to increase item stock levels in a way that protects retail materiel management system customers of stocked items from variations in O&ST and demand during replenishment lead time.

Save list items—Parts (bits, pieces, assemblies) that are reclaimed from a higher assembly at the direction of the item manager concerned.

(Added-AFMC) Secondary Inventory Control Activity (SICA)—The DoD Component ICP receiving materiel support from the PICA for selected logistics functions.

(Added-AFMC) Secondary Item—An item of supply that is either in use, stocked in inventory, or held in operating materials and supplies. It includes reparable components, subsystems, and assemblies, consumable repair parts, bulk items and materiel, subsistence, and expendable equipment and end items, including clothing and other personal gear. It does not include major weapon systems, munitions, and equipment and other property under DoDI 5000.64.

(Added-AFMC) Secondary Item Requirements System (SIRS)—A wholesale information technology system aligned under the Requirements Management System (RMS). It computes the Air Force's secondary item requirements on an aggregate basis, and applies available worldwide assets to those requirements, using the applicable AF approved Requirements Computation data system.

Security Assistance—A group of programs authorized by Title 22, United States Code, or other related statutes by which the US provides defense articles, military training, and other defense related services by grant, loan, credit, cash sales, or lease, in furtherance of national policies and objectives. The DoD does not administer all security assistance programs. Those security assistance programs that are administered by the Department are a subset of security cooperation. Reference AFMAN 16-101.

Sensitive Item—Controlled inventory item/materiel that requires a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items; precious metals; items of high value, highly technical, or hazardous nature; and small arms and ammunition.

Shelf-Life Item—Item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period shall be assigned to ensure that it shall perform satisfactorily in service.

(Added-AFMC) SM-3B—Weapon System Requirements exhibit that provides a breakout of the operating obligation request by type of supply system action (procurement versus repair) and by weapon system or category. Reference DoD 7000.14-R, Volume 2B.

Special Purpose Recoverable Authorized Maintenance—ERRCD code "XD"/"XF" items used by maintenance to perform functions such as detecting or isolating a fault, calibrating or aligning equipment, and duplicating an active system installed in an aircraft or on-line equipment. SPRAM includes items listed in the -21 TO's and are used to conduct approved AETC training courses.

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. This price includes the LAC plus the **BOCR@LAC**.

Standardization—AF standardization operations are conducted primarily within the framework of the Defense Standardization Program and IAW DoDM 4120.24, *Defense Standardization Program Procedures*. The main objectives are to achieve and maintain the highest practicable degree of standardization for items, materiel, practices, procedures, and terminology by preparing standardization documents. In addition to participating in the Defense Standardization Program, the AF standardization mission entails the conduct of, and participation in, various other related programs and projects, including International Standardization Programs, Non-Government Standards (NGS) Bodies, Parts Control Programs, and Overpricing Programs.

Stock Fund—Revolving fund established to finance the costs of inventories of supplies. It is authorized by specific provision of law to finance a continuing cycle of operations. Reimbursements and collections derived from such operations are available for use by the fund without further action by the Congress.

Stock Level—Demand level or an adjusted level.

Stockage Priority Code—Retail materiel management system programmatically assigns SPCs to consumable items. The requirements program uses SPCs to help determine when the items should be stocked for future use. SPCs are also used to prevent item stockage.

Stratification Process—A uniform portrayal of requirements and assets application that is a computer generated, time-phased simulation of actions causing changes in the supply position; e.g., procurement, repair, receipt, issue, termination, and disposal of materiel.

Stockage—Term used to describe an amount of items maintained at a warehouse.

Substitutable Item—An item possessing functional and physical characteristics that make it capable of being exchanged for another only under specified conditions or for particular applications and without alteration of the items themselves or of adjoining items. That term is synonymous with the phrase “one-way interchangeability," such as item B shall be interchanged in all applications for item A, but item A shall not be used in all applications requiring item B.

Supply Chain—The linked activities associated with providing materiel to end users for consumption. Those activities include supply activities (such as organic and commercial inventory control points or retail supply activities), maintenance activities (such as organic and commercial depot level maintenance facilities or intermediate repair activities), and distribution activities (such as distribution depots and other storage locations, container consolidation points, ports of embarkation and debarkation, and ground, air, and ocean transporters).

(Added-AFMC) Supply Inventory Control Point (ICP)—An organizational unit or activity within the DoD supply system (owned/managed by a military Service or the Defense Logistics Agency) that is assigned the primary responsibility for the integrated materiel management (IMM) of a group of items either for a particular Military Department/Service or for the Department of Defense as a whole. In addition to IMM functions, an ICP may perform other logistics functions in support of a particular Military Department or for a particular end item (e.g., centralized computation of retail requirements levels, repositioning of materiel, and engineering tasks associated with weapon system components).

Supply Support Request Processing—A request by a Materiel Management Activity making them a user of a consumable/field reparable item managed by another Materiel Management Activity.

Suspect Counterfeit Materiel—Items, or products in which there is an indication by visual inspection, testing, or other information that it may meet the definition of counterfeit materiel provided herein.

Total Asset Visibility—The capability to provide users with timely and accurate information on the location, movement, status, and identity of units, personnel, equipment, materiel, and supplies. It also includes the capability to act upon that information to improve overall performance of the Department of Defense’s logistic practices. Also called Total Asset Visibility. An integrated structure using a command and control process to ensure the quantity, condition, and location of critical assets are visible.

Total Organizational Intermediate Maintenance Demand Rate—The rate at which an item has failed. It is developed by dividing the sum of the base repaired this station (RTS), base NRTS, and the base condemnations by the item past program for the period.

Tanks, Racks, Adapters, and Pylons (TRAP)—Those items of aircraft suspension and release equipment (S&RE) and aircraft fuel tanks that are subject to in-flight consumption (consumed, jettisoned, expended, etc.) from the platform (aerial vehicle; aircraft) on which it is installed.

Turnaround—The means to record demand data in the materiel management system for either repairs in place or removal, repair, reinstallation of a recoverable item without ordering a replacement item.

Uniform Materiel Movement and Issue Priority System (UMMIPS)—UMMIPS sets priorities for the issuance and movement of materiel. The system enables supply customers to use one of 15

priority designators when requisitioning supply items. These 15 priority designators are based on two components: the UND defines the relative importance of the item ordered to the unit's mission and the FAD defines the relative importance of the unit placing the order. Reference CJCSI 4100.01E.

Unserviceable Asset Price—The price charged to a customer to purchase an unserviceable asset from the ICP. It includes the carcass cost of the unserviceable asset plus the BOCR. Unserviceable Asset Price is also equal to the SP minus the LRC.

Variable Safety Level—A quantity of materiel stored in addition to the operating level of supply. It is required to be on-hand to permit continuous operations in the event of minor interruption of normal replenishment or unpredictable fluctuations in demand.

War Reserve Materiel—Consists of enterprise managed, dynamically positioned equipment and consumables that contribute to initial operations and provide initial support cross the full range of military operations. It enhances Agile Combat Support capability to reduce the time required to achieve an operational capability and produce an operational effect.

Wholesale Stock—Stock, regardless of funding sources, over which the IMM has asset knowledge and exercises unrestricted asset control to meet worldwide inventory management responsibilities.

Wholesale—The highest level of organized DoD supply, and as such, procures, repairs, and maintains stocks to resupply the retail levels of supply.