

**BY ORDER OF THE COMMANDER
AIR FORCE RESEARCH LABORATORY
(AFRL)**

**AIR FORCE RESEARCH LABORATORY
INSTRUCTION 61-101**

23 SEPTEMBER 2025



Scientific/Research and Development

**EQUIPMENT AND OTHER
LABORATORY ASSET MANAGEMENT**

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This instruction implements property management procedures for materiel solution development as required per DAFI 61-101, *Management of Science and Technology* (S&T). This instruction provides direction on how the technology and functional directorate requiring activities and authorizing agents interact with the Accountable Property Officer (APO) and Logistics Materiel Control Activity (LMCA) to properly manage accountable property. This instruction applies to all AFRL government and contract personnel that perform, plan, schedule, evaluate, and supervise materiel management functions in support of AFRL operations. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Form 847 through the appropriate chain of command. Requests for waivers must be submitted to the OPR for consideration and approval. Ensure all records created as a result of the processes described in this publication are maintained in accordance with Air Force Instruction (AFI) 33-332, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Revisions include streamlined property accountability, reporting and turn-in processes based on audit findings; restructured responsibilities for the technical and functional directorate agencies; removal of non-accountable property system of record (non-APSR) items from the Enterprise Logistics Management System (ELMS) segment formerly known as R15; and a requirement for LMCA to

verify serviceable/unmodified centrally managed items for return to the supply system. AFRLI61-101_GM2024-01 included in rewrite.

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Chapter 1

GENERAL INFORMATION

1.1. Overview. This publication prescribes how accountable property system of record (APSR) items and non-APSR items are managed by AFRL personnel and their in-house contractors. It applies to a portion of general equipment items that are used in the administrative, laboratory and test range areas of AFRL, but does not apply to real property, networked information technology hardware, software, or general-purpose vehicles.

1.1.1. Contracts requiring government furnished property (GFP) or government-titled base support property must comply with this instruction.

1.1.2. The Director of Staff (AFRL/DS) implements this instruction and establishes the Center APO under AFRL/DSO.

1.2. Waiver requests for this instruction must include a justification. Use the format listed in [Attachment 2](#), Waiver/Change Request Format.

1.3. Accountable Property System of Record (APSR) items: Property meeting the accountable property record criteria in DoD 7000.14-R, *Financial Management Regulation* (FMR) Volume 4, Chapter 25; and DoDI 5000.64 DAFI 23-111, *Accountability and Management of DoD Equipment and Other Accountable Property*, must be reported to LMCA for APSR entry/tracking and managed by the responsible branch/division. In general terms, this includes nonexpendable equipment with an initial acquisition cost of \$5,000 or more, GFP meeting the nonexpendable equipment definition of any value, and controlled inventory items of any value [e.g., communications security (COMSEC)/controlled cryptographic item (CCI) equipment coded items, weapons items, nuclear weapons related materiel (NWRM)]. See [Chapter 3](#) and [Attachment 1](#) for the definition of nonexpendable equipment. Special Purpose Recoverable Authorized Maintenance (SPRAM) accounting processes identified in 23-series policies do not apply to AFRL.

1.4. Non-APSR items: Items that do not meet accountability requirements in the policies in [paragraph 1.3](#) are considered non-APSR items. Owning work center supervisors will establish controls for non-APSR property/nonexpendable equipment. At a minimum, an electronic listing or spreadsheet will be established with each nonexpendable equipment item's acquisition cost, description and assigned facility/area. Tracking of these items is required when they are removed from the assigned facility/area for a period of more than 30 calendar days (but remain on the assigned installation), or if they are removed from the assigned installation for more than one business day.

1.5. Enterprise Logistics Management System (ELMS). ELMS is DAF's general equipment APSR. All APSR items will be maintained within the ELMS Unit Identification Codes (UICs) identified in [Attachment 5](#).

1.6. ELMS Access and Roles. The AFRL Center APO will manage all training, roles and DD Form 2875, System Authorization Access Request, to access ELMS site ID DF-RDTE.

1.6.1. Send all ELMS access requests for Site ID DF-RDTE to the Center APO for processing.

1.6.2. ELMS training requirements are TD/Wing/Detachment (Det) funded, as applicable.

1.7. Rome and Maui ELMS Site ID Procedures. Rome and Maui have unique requirements as the installation owners of their respective sites. The DAF and/or AFRL ELMS unit identifiers will be used to ensure integrity in the inventory management process.

1.7.1. AFRL/RI (Rome) will follow this instruction for managing S&T equipment items and will use the ELMS Site ID DF-RDTE and Unit Identification Code (UIC) RRFSD1. DAF 23-series procedures will be used for managing other installation equipment items that are not used in an S&T application, utilizing ELMS Site ID FH-AFHAF, Accountable Unit Identification Code (AUIC) FE2812 and UIC FFSD20. **Note:** A transition period of 18 months from the date of this instruction is granted to transition the applicable items to UIC RRFSD1.

1.7.2. Maui is home to the 15th Space Surveillance Squadron, Space Delta 2 and AFRL Directed Energy Directorate – RDSM Branch. Guidance under this instruction applies to the latter where all non-standard, commercially procured equipment supporting AFRL's R&D mission and otherwise meeting APSR reporting requirements will be accounted for in ELMS Site ID DF-RDTE. All other equipment supporting Space Delta 2 operational mission and installation networks (CCI with ERRC S/U) and defense (small arms) will comply with DAF 23-series publications and host Logistics Readiness Squadron (LRS) policy under ELMS HAF Site ID FH-AFHAF. A Statement of Understanding will exist between the RDSM APO and the supporting LRS/CC. Within Site ID FH-AFHAF, Maui will use AUIC FE5260 and UIC AD2302.

1.8. Equipment Management Accountability System (EMAS) Label. The AFRL EMAS label that is issued by LMCA is the asset's unique item identifier (UII). The asset identifier in ELMS will match the label number that is affixed/associated with the asset. **Exceptions:** The AFTO Form 66, *TMDE Bar Code Label*, may be used in lieu of the EMAS label to preclude multiple labeling of test measurement equipment. CCI equipment will not have the EMAS label affixed to the chassis of the equipment; a hanging tag (i.e., tag with a lanyard) may be used instead. Items used/stored outdoors may have the EMAS number marked/etched on the equipment.

Chapter 2

GENERAL RESPONSIBILITIES

2.1. This chapter outlines responsibilities for key leaders and personnel involved in equipment and other laboratory asset management activities.

2.2. AFRL Center APO (AFRL/DSO). The Center APO will:

2.2.1. Ensure TD/Wing APOs follow the APO requirements defined in DoDI 5000.64. Oversee personal property management and LMCA policy.

2.2.2. Staff any waivers/deviations to this publication.

2.2.3. Serve as the Program Administrator and as the Information Owner for ELMS site ID DF-RDTE.

2.2.4. Perform quality assurance audits on ELMS documents in conjunction with AFRL Inspector General reviews.

2.2.5. Act as the Center Nuclear Certified Equipment (NCE) Liaison.

2.2.5.1. Maintain a listing of AFRL NCE.

2.2.5.2. Ensure initial AFRL NCE training is accomplished. Develop unique NCE training materials covering NCE/Master Nuclear Certification List (MNCL), User Course Computer Based testing (CBT), and AFRL requirements/awareness.

2.3. Directors/Wing Commanders will:

2.3.1. Ensure an APO is appointed for each site/detachment to oversee the accountable property processes. **Note:** The site/detachment APO does not require an appointment memo if the APO duty is specified in their statement of duties and experience (SDE). An APO will be appointed by the division chief or detachment director/commander responsible for the LMCA process when APO duties are not specified in the individual's SDE. The WPAFB AFRL APO will be appointed by RQW Division Chief. The WPAFB AFRL APO will also have oversight of AFRL support at Arnold AFB. The RD/RV APO will be appointed by RVO Division Chief.

2.3.2. Ensure their assigned personnel manage property per this instruction.

2.4. Branch/Division Chiefs or Detachment Commanders (organizational commander equivalents) will:

2.4.1. Ensure items within their custodial areas that meet the criteria in [paragraph 1.3](#) are reported to LMCA. See [Attachment 1](#) for the definition of the custodial area.

2.4.2. Serve as primary property custodian (PC) and appoint alternate PC(s) in writing for all equipment accounts in the applicable custodial area. **Note:** Primary PCs are responsible for performing all custodian functions, including inventories, in the absence of an alternate PC. Therefore, it is recommended to assign more than one alternate PC to accounts with more than 50 items.

2.4.2.1. Complete primary PC initial training.

2.4.2.2. Ensure LMCA is provided with a copy of all alternate PC appointment letters. **Note:** Contractors who perform alternate PC duties require the function to be stipulated in their contract.

2.4.2.3. The alternate PC appointment letters are valid while at least one alternate PC is still available. However, the letter must be updated if the appointing branch/division chief changes.

2.4.3. Attest to the inventory accuracy of their accountable property records and that inventory procedures were properly followed by signing the applicable Custodian Inventory Report (CIR).

2.4.3.1. Review inventory results and perform duties as responsible officer ensuring proper corrective action is taken for losses or damage to APSR items (i.e., Financial Liability Investigation/Report of Survey [FLI/ROS]). **Note:** A FLI/ROS is required for controlled items when an overage occurs and supporting documentation of the item's origin cannot be located/obtained.

2.4.3.2. Upon change of the primary PC, the incoming/acting branch/division chief will immediately countersign the CIR to accept financial responsibility for the equipment or may direct the alternate PC(s) to contact LMCA to initiate an out-of-cycle inventory to verify the accuracy of the CIR items.

2.4.4. Staff waiver requests through the APO to document the rationale for DAF policy non-compliance condition and a corrective action date when an inventory cannot be performed on time.

2.4.5. Provide a list of personnel authorized to receive classified property to the LMCA office.

2.5. Scientist and Engineer (S&E) and Program Managers (PMs) will:

2.5.1. Notify their organization's property custodians (PCs) of equipment that meets the conditions of [paragraph 1.3](#) upon receipt/acceptance. If a PC is not assigned, notify LMCA and the TD Logistics Manager (LOG MGR) for assistance.

2.5.2. Coordinate with the PCs on the movement, shipment, and transfer of nonexpendable equipment of any value. See [Chapter 3](#) for nonexpendable equipment procedures and [Chapter 6](#) for Tech Transfer and GFP/contractor acquired property (CAP) procedures.

2.5.3. Plan upfront for costs associated with dispositioning GFP and/or CAP at the end of the contract. Ensure applicable CAP returning to the government is delivered/accepted before the end of the contract's period of performance.

2.5.3.1. Obtain a government inventory report from contractors in the possession of GFP utilizing DI-MGMT-80441D. Provide a copy to the TD/wing Logistics Manager and PC(s) annually or when annual inventory is due.

2.5.4. Provide GFP attachments and contract modifications that pertain to GFP disposition instructions to LMCA to ensure ELMS records are accurate.

2.5.5. Review CCI requirements semi-annually (NLT than 15 February and 15 August) and provide change forecasts to PC and Alt PC.

2.5.6. Ensure LMCA and the APO are notified when an administrative contracting officer (ACO) executes a contract modification on behalf of the Procuring Contracting Officer (PCO) that affects GFP/CAP.

2.6. Contracting Officers (CO) and Contracting Specialists (CS) will:

2.6.1. Ensure LOG MGR, LMCA Chief and APO are assigned as GFP reviewers when contracting personnel initiate GFP attachments on behalf of the S&E PM in the Procurement Integrated Enterprise Environment (PIEE).

2.6.2. Ensure LMCA and the APO are notified when an administrative contracting officer executes a contract modification on behalf of the CO that affects GFP.

2.6.3. Consult with either the S&E PM or LOG MGR for disposition instructions of GFP/CAP at the end of the contracts period of performance. Ensure applicable GFP/CAP items are dispositioned per the S&E PM or LOG MGR's decision at the end of the contract's period of performance.

2.6.4. Furnish CAP records (i.e., listing of item descriptions and acquisition costs or AFRL Form 141) to LMCA upon delivery to the government to support the establishment of APSR records.

2.7. Government Purchase Card (GPC) Holders will:

2.7.1. Coordinate purchases with LMCA and/or the applicable alternate PCs that meet the criteria in [paragraph 1.3](#) of this publication.

2.7.2. Manage non-APSR item records that are purchased by GPC for the owning work center supervisors, consistent with DAFI 64-117, *Government Purchase Card Program*, and paragraph 1.4 of this publication.

2.8. Technology Transfer Office Personnel will:

2.8.1. Coordinate planned items for loan/donation (APSR and non-APSR items) with the technical point of contact (TPOC), alternate PC, LOG MGR prior to gaining technology transfer agreement approval from the director.

2.8.2. Ensure the loanee organization is notified to return the items at the end of the loan period, or as applicable, ensure a loan extension/new agreement is approved prior to the loan expiring.

2.9. Alternate PCs will:

2.9.1. Complete initial training furnished by LMCA and annual refresher training thereafter.

2.9.2. Ensure APSR equipment is properly labeled, and correct locations and data elements (e.g., CIR and AFRL Form 141, if required) are provided to LMCA for update in ELMS.

2.9.3. Perform an inventory of the equipment on the CIR upon notification by LMCA. See [paragraph 5.2](#) for additional information.

2.9.3.1. Sign the alternate PC section of the CIR, obtain the primary PC's certification of the CIR, and send the completed listing to LMCA before the end of the month in which the inventory is due.

2.9.3.2. Initiate an inquiry for any missing item(s), document the initial facts for why the item(s) cannot be located, and notify the primary PC, LOG MGR and LMCA of the suspected loss. See [paragraph 7.4](#) for additional information.

2.9.4. Maintain a PC jacket file according to this instruction for each assigned organizational account (see [Figure A4.1](#) for required jacket file contents). The PC jacket file must be accessible in the alternate PC's duty area and the records must reflect the latest changes to the equipment account. A digital jacket file is acceptable.

2.9.5. Engage with S&E PMs and TPOCs to participate in planning activities when government property is considered for loan/donation to a contractor, academia or industry. Coordinate APSR changes with LMCA. See [Chapter 6](#) for more information.

2.9.6. Ensure property temporarily leaving PC control is recorded in jacket file and tracked until returned. This includes but is not limited to contract repair, off-station research projects, loans, and transfers of custody. Retain documentation (shipping documents, AF Form 1297, *Temporary Issue Receipt*, loan contracts, Component Property Lead [CPL] Memorandums of Agreements [MOA], SF 153, etc.) in the jacket file and notify LMCA to update the ELMS record.

2.9.6.1. Ensure property not under the PC's custody that exceeds a period of 365 days has current documentation in the jacket file to reflect the equipment is still in the possession of the loanee (i.e., signed email, SF 153, AF Form 1297, etc.). This excludes CPL MOAs which are based upon DoD Components agreed upon expiration dates. **Note:** See [Chapter 6](#) for Tech Transfer and GFP loan procedures.

2.9.6.2. Notify LMCA when APSR items are relocated from the ELMS-assigned facility/area location for periods of 30 days or more and provide LMCA with a signed hand receipt or COMSEC Material Report. Work with LMCA to permanently reassign transferred equipment to the authorized receiving organization so the ELMS data remains accurate.

2.9.6.3. Record temporary movement of CCI that leave the TD/Wing/Det on SF 153, *COMSEC Material Report*, and ensure the recipient signs the mandatory receipt statement. E-mail a copy of the SF 153 to the AF COMSEC/CCI Central Authority, provide a copy to LMCA, and retain a copy in the Jacket File.

2.9.7. Coordinate with the LOG MGR and LMCA when contracting or technology transfer loans/donations are initiated (e.g., GFP, Cooperative Research and Development Agreement (CRADA), Education Partnership Agreements [EPA]).

2.9.8. Determine APSR applicability for commercially procured equipment by consulting with the appropriate S&E PM, LOG MGR and LMCA. See [Chapter 3](#) for procedures.

2.9.9. Identify and process excess APSR and non-APSR property through LMCA.

2.9.10. Prepare property for turn-in per [paragraph 7.3](#).

2.9.11. Conduct quarterly reviews of the custodial area to ensure proper custody of APSR items. Report equipment that meets APSR requirements, but is not listed on the CIR, to LMCA for ELMS entry.

2.10. TD/Wing LOG MGR will:

- 2.10.1. Act as the TD/Wing's liaison with LMCA and the APO (unless designated as APO).
- 2.10.2. Assist the PCs with APSR and non-APSR item management processes.
- 2.10.3. Assist the S&E PMs to make APSR determinations and to obtain applicable acquisition documentation for ELMS records (i.e., supporting and key supporting documents).
- 2.10.4. Advise S&E PMs and COs on property accountability and logistics support requirements.
- 2.10.5. Work with Logistics Quality Assurance personnel and inspection agencies to solve complex accountable property reporting problems for the Branch and Division chiefs.

2.11. Logistics Quality Assurance Superintendent (QA Sup). Note: The LMCA contracting officer's representative (COR) will perform the following if a QA Sup is not assigned. The QA Sup or LMCA COR will:

- 2.11.1. Determine, in conjunction with the APO, the appropriate inspection sample size of APSR items for review. The review will focus on comparing physical property markings and attributes to each APSR item's data element accuracy in ELMS to the physical item. Additionally, inspect for government managed nonexpendable equipment accountable property in the review area that meets APSR requirements but does not have an EMAS label to ensure it gets properly labeled and accounted for in ELMS.
- 2.11.2. Report the status of the review to the APO and the applicable division/branch personnel per the AFRL Logistics Standardization and Evaluation Program (LSEP).

2.12. The Site APO will:

- 2.12.1. Follow the APO requirements defined in DoDI 5000.64 DAFI 23-111, paragraph 3.2.
- 2.12.2. Establish procedures for accountability processes to support the effective execution of responsibilities in DoDI 5000.64_DAFI 23-111.
- 2.12.3. Ensure a LMCA Chief is designated. This may be established in contract requirements (i.e., the performance work statement) or through an appointment letter if not defined in the contract.
- 2.12.4. Ensure accountable property inventories are performed per this instruction. Upon request, assist the primary PCs to develop documented corrective action plans when inventories are not completed per policy requirements.
- 2.12.5. Provide financial liability recommendations to management authorities when APSR items are lost or damaged. Ensure property losses are thoroughly queried or investigated according to DAF Report of Survey Guidance, DoD 7000.14-R Volume 12, Chapter 7, and applicable host base commander procedures.
- 2.12.6. Act as the site focal point to coordinate/resolve supply support issues between the servicing LRS, LMCA and TD/Wing/Det personnel.

2.12.7. Review ELMS inventory adjustments (i.e., additions, transfers, deletions) quarterly to ensure the appropriate recording of transactions. The “Increase/Decrease” report should be used to review and document transactions that result in the decrease of a record (for other than turn-ins to DLADS).

2.13. The LMCA Chief will:

2.13.1. Act in the Equipment Accountability Element capacity for AFRL property. Be responsible for creating/maintaining accountable property records in ELMS for the APO and correcting APSR item deficiencies during the periodic inventory process and financial reviews. Prepare and publish a FY inventory schedule NLT 10 Oct.

2.13.2. Maintain the master jacket file for all TD/Wing/Det accounts IAW [Attachment 3](#).

2.13.3. Verify PCs accomplish a floor-to-book, book-to-floor inventory per this instruction. Add items that meet APSR criteria to the respective custodial area accounts and inform the PCs of the equipment account additions.

2.13.4. Act as the site Loan Control Officer (LCO) in the GFP process. See [Chapter 6](#) for more information. Establish formal GFP records in ELMS on property provided to third parties when identified by the S&E PMs, LOG MGRs, and/or COs.

2.13.5. Perform duties as the NCE Monitor if applicable.

2.13.5.1. Obtain required NCE training per AFI 63-125, *Nuclear Certification Program*, if performing NCE Monitor duties.

2.13.5.2. Cross reference all ELMS cataloging requests with the Master Nuclear Certification List (MNCL). Advise the alternate PC if a requested item is on the MNCL.

2.13.5.3. Maintain the TD/Site MNCL Listing. The listing will be posted to: <https://livelink.ebs.afrl.af.mil/livelink/lisapi.dll/open/92804630>

2.13.6. Ensure APSR items are uploaded to ELMS within seven business days of receiving/acceptance. For those using AFRL Form 141, *AFRL ARC Change Request Form & ELMS Catalog Request Form* the seven days start with receipt of the completed/signed AFRL Form 141 to LMCA.

2.13.7. Ensure ELMS data integrity by working with TD/Wing finance managers to correct ELMS financial code errors identified during audits.

2.13.8. Ensure inventory management procedures are followed per [Chapter 5](#).

2.13.9. Manage temporary storage areas and in-transit property areas.

2.14. LMCA Personnel. LMCA personnel will:

2.14.1. Serve as the AFRL site focal point for materiel management requirements.

2.14.2. Conduct LMCA organizational assistance visits for each equipment account and act as a liaison with external logistics support activities including procurement activities.

2.14.3. Use ELMS to track and manage items, meeting accountable property record criteria and process transactions. Ensure auditability is maintained.

2.14.4. Work closely with Alt PCs to ensure APSR items are entered in ELMS under the applicable custodian account within seven business days. If using AFRL Form 141, seven days start upon receipt to LMCA.

2.14.5. Pick up and deliver property from/to PCs per the contract and applicable local policy.

2.14.6. Maintain a list of primary and alternate PCs for all organizational account codes. Ensure the applicable PC signs for new APSR items that are added to the account.

2.14.7. Provide and track initial and annual property custodian training.

2.14.8. Maintain a TD/Wing/Det listing of authorized personnel to sign for classified item letters to ensure only those authorized receive classified items.

2.14.9. For APSR items in Temporary Storage Areas (TSA), change the ELMS asset status code from “U” (in use) to “N” (not in use) and follow-up with the alternate PC each inventory cycle to ensure the ELMS status is accurate.

2.14.10. Coordinate/conduct property movements/shipments between the PCs and other logistics agencies.

2.14.11. Upon approval from the APO, process FLI/ROS adjustments and attach supporting documentation in ELMS. **Note:** Add the FLI/ROS control number from the Comptroller Service Portal in the remarks block of the ELMS data record if a DD Form 200 is not available at the time of the adjustment.

2.14.12. Assign an EMAS label to all APSR items. The Asset ID in ELMS will match the applicable EMAS label number. Note: Alternate PCs may apply label. **Exception:** The AFTO Form 66, TMDE Bar Code Label, may be used in lieu of the EMAS label to preclude multiple labeling of test measurement equipment.

2.15. All AFRL personnel will:

2.15.1. Ensure proper use, care, physical protection, and disposal of government property.

2.15.2. Inform the Alt PC(s) when accountable property is found that is not recorded in ELMS or is moved to a location not identified on the property records.

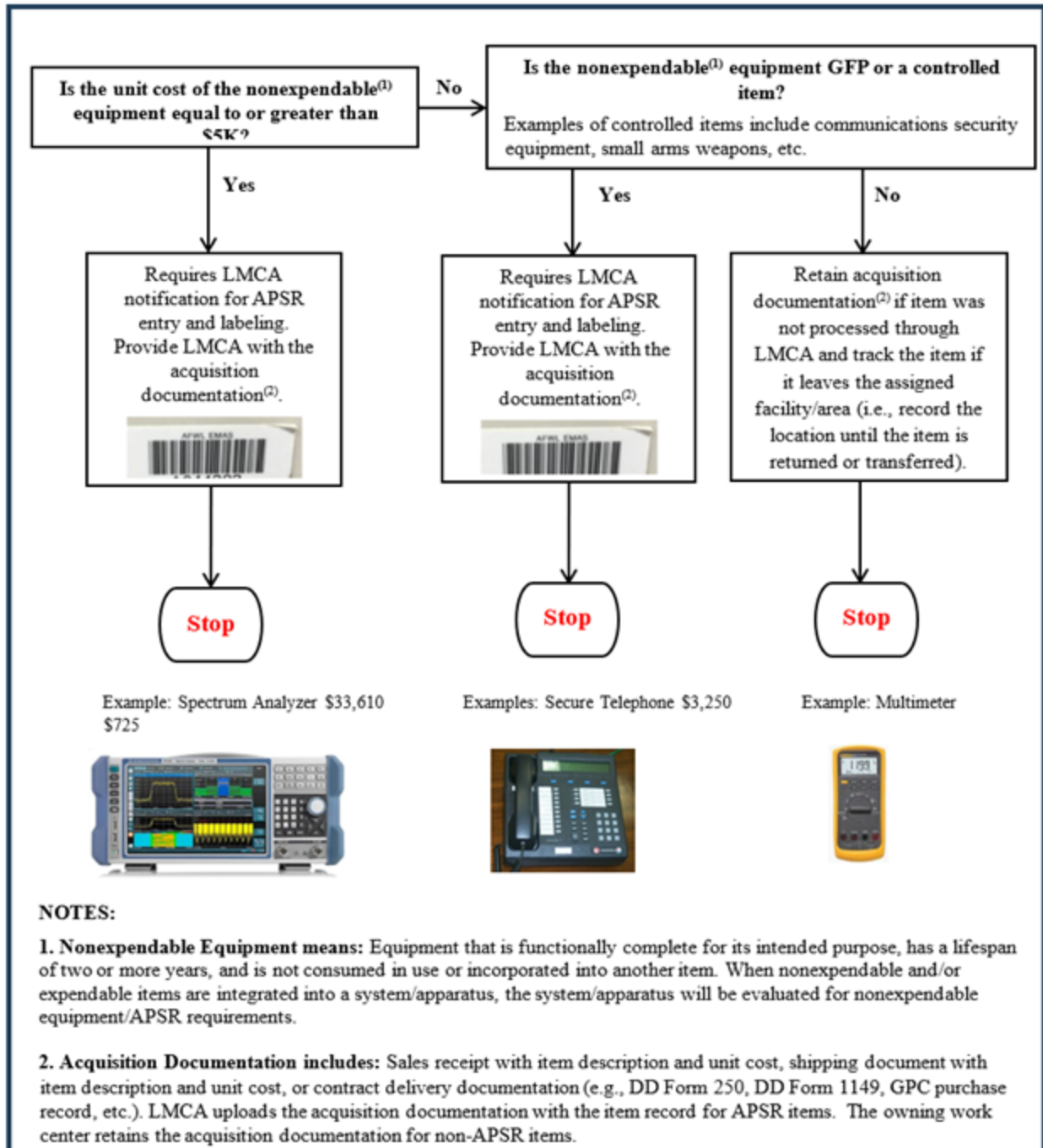
2.15.3. Immediately report loss, damage, destruction, theft, fraud, waste, abuse, or mismanagement of government property to their supervisor and Alt PC(s), if applicable.

Chapter 3

APSR AND NON-APSR PROCEDURES

3.1. Determination Process. Accurately assessing items for APSR applicability is important for meeting the DoD's Financial Improvement and Audit Remediation (FIAR) plan for general equipment. [Table 3.1](#) condenses the process for determining APSR and non-APSR items.

Table 3.1. APSR and Non-APSR Item Determination Process.



3.2. APSR Procedures.

3.2.1. The policies in [paragraph 1.3](#) provide the overarching requirements for APSR reporting. [Table 3.1](#) explains the process for determining which items are managed in the APSR.

3.2.2. Personnel performing accountable property transactions (e.g., procuring the item, accepting the item, transporting or shipping the item) are required to notify LMCA within five business days of the transaction and provide the appropriate supporting documentation or notification (e.g., DD Form 250, GFP Attachment, AF Form 9, GPC purchase receipt, DD Form 1149, etc.) and AFRL Form 141 where applicable.

3.2.3. LMCA personnel will ensure APSR items are uploaded to ELMS within seven business days of notification (i.e., load/update the property record). LMCA will:

3.2.3.1. Assign ARC “N” (nonexpendable equipment) in ELMS for to all items that meet APSR entry criteria. **Exception:** See [paragraph 4.3.1.1](#) for supply system sourced APSR items.

3.2.3.2. Assign the asset category code “T-Equip-RDT&E” to all APSR items in ELMS. **Note:** Ensure the useful life interval of 60-months has been assigned.

3.2.3.3. Assign the originator provided fund code in ELMS to indicate the funds used to procure the item. Instruct the branch that acquired the item to consult with their division/directorate finance managers when the fund code/source is unknown. **Note:** The USAF RDT&E appropriation fund code is 29, the USSF RDT&E appropriation fund code is HM. If the proper fund code is not loaded in the dropdown, navigate to the Master Data section, then the Appropriation tab to load the fund code.

3.2.3.4. Enter the appropriate capital code and activate the depreciation function in ELMS for APSR items with an acquisition cost of \$1M or more that have alternative uses among government agencies/industries and are delivered as a completed functioning unit/system. Examples include thermal vacuum chamber, autoclave, scanning electron microscope, flight motion simulator, forging press, vibration table, etc.

3.2.3.4.1. Ensure the capital code “A” is selected, under the Asset Receiving section within the Basic tab, and “Activate Depreciation” within the Depreciation tab for capital assets with alternate uses. **Exception:** Use capital code “S” for assets that are transferred to AFRL from a department/agency with a capitalization threshold less than \$1M (e.g., Department of the Army currently has a threshold of \$250K).

3.2.3.4.2. Ensure a properly annotated/signed Key Supporting Document (KSD) is uploaded to ELMS for all items delivered as of date of this publication. See [Attachment 1](#) for the definition of KSD. The KSDs will be filed in the LMCA and Alt PC jacket files.

3.2.3.4.3. **Exception:** Prototype/mock-up systems and AFRL-unique systems that consist of a multitude of components and vendor hardware/software to study or test a concept are not depreciated.

3.2.3.4.3.1. Ensure the capital code “N” is selected, under the Asset Receiving section within the Basic tab, but do not activate the depreciation function for prototype/mock systems and AFRL-unique systems.

3.2.3.4.3.2. These items are considered expensed and do not require a KSD. An engineering estimate (i.e., bottoms-up estimate), in the form of a supporting document (i.e., memo or email from the S&E PM), will be used to establish the acquisition cost. The supporting document will be based on the direct labor, material and applicable contracted efforts required to bring the system to a nonexpendable equipment condition.

3.2.3.4.3.3. Upload engineering estimates to ELMS for prototypes/mock-ups that meet the nonexpendable equipment requirement as of date of this publication.

3.3. Non-APSR Procedures.

3.3.1. Branch and Division chiefs will ensure a method to track non-APSR items. Establish an effective program to track these items.

3.3.2. Personnel will use non-APSR items for official use and will notify their Branch or Division point of contact (typically the Alt PCs or GPC Holders) when non-APSR items leave the assigned facility/area. See [paragraph 1.4](#) for additional information.

3.4. General Equipment Defined. General equipment refers to tangible items that are used by DoD in providing goods and services.

3.4.1. General equipment items are those items that:

3.4.1.1. Are durable and have a useful life of two years or more.

3.4.1.2. Are not intended for sale in the ordinary course of operations.

3.4.1.3. Are not held in anticipation of physical consumption.

3.4.1.4. Are functionally complete and ready to use for their intended purpose; and

3.4.1.5. Do not ordinarily lose their identity or become a component part of another asset when put into use.

Chapter 4

PROCUREMENT, RECEIVING AND APSR CATALOG PROCEDURES

4.1. Procurement Process. Commercially sourced items may be ordered in lieu of DoD/DAF stocked items if the required item is superior to the item available through supply stocks (i.e., better suited for the S&T requirement), the supply chain lead time is too long for the project schedule, or because it is significantly less expensive. See [paragraph 4.1.1.1](#) below for exceptions.

4.1.1. DAF Supply Chain and National Stock Number (NSN) Requisitions.

4.1.1.1. AF Supply Chain requisitions must be used to obtain serialized controlled property (e.g., CCI, weapons, or classified items).

4.1.1.2. The alternate PC prepares the appropriate form or locally determined method for supply chain requisitions, forwards the request to the LMCA for processing, retains the document in the jacket file until the item is received, and annotates the request in the custodian request log.

4.1.2. Commercial Procurements (e.g., via S&T contract, Form 9 or GPC).

4.1.2.1. S&E PMs, COs and GPC Holders will coordinate APSR item purchases with the applicable alternate PCs.

4.1.2.2. Ensure the proper delivery location information is included in the procurement action (i.e., LMCA or the TD/Wing/Det facility address).

4.2. Receiving Process. The purpose of the receiving process is to determine if the government received the functionally complete item that was paid for, identify which items require APSR reporting/tracking, and to obtain/retain the required supporting documentation for financial audit purposes.

4.2.1. LMCA will serve as the central receiving agency for the site, or the TD/Wing/Det will establish this function within its designated area(s).

4.2.2. If APSR items are not delivered to LMCA, the acquiring Branch/Division will ensure their Alt PCs and LMCA are notified within five business days of receiving/accepting an APSR item.

4.2.2.1. The TD/Wing/Det will utilize the AFRL Form 141, per APO discretion, when LMCA cannot perform the central receiving point function and physically verify APSR items for reporting requirements.

4.2.2.2. The acquiring organization's LOG MGR(s) will assist the alternate PCs to initiate an AFRL Form 141 when its use is required.

4.2.2.3. A LOG MGR, S&E PM, PC or branch/deputy chief or other SME identified by an MFR that is signed by branch chief/deputy chief or Log Mgr, will sign block 23 of the AFRL Form 141 to certify the item meets/does not meet APSR reporting criteria per [Chapter 3](#) of this publication (if the form is required by local policy).

4.2.3. Send accountable property procurement documents citing the item's total acquisition price (e.g., invoice, purchase agreement, delivery order, etc.) to LMCA to support the equipment record in ELMS. Provide LMCA rationale when supporting documents are not available to support a memo for record for capital assets.

4.2.4. Furnish the applicable CCI and Hazardous Material (HAZMAT) authorization documents to LMCA or the applicable agency per local policy.

4.3. ELMS Catalog Process. LMCA is responsible for ensuring the data integrity of ELMS asset receiving and catalog entries.

4.3.1. LMCA will follow the policies and procedures in [paragraph 3.2](#) of this publication and reference the ELMS Support site's property accountability procedures to ensure APSR item entries are entered appropriately. Reference ELMS Support site information at: <https://ELMSSupport.golearnportal.org/index.php/resource-center/downloads/158-help-reference-guides/186-property-accountability>.

4.3.1.1. Supply System Sourced APSR Items. LMCA will catalog controlled inventory items in ELMS using the assigned NSN, not a L/P stock number. Non-controlled inventory items will be cataloged using a L/P stock number. **Note:** Determine expendability of non-controlled inventory by the S&E PM's actual application/use, not the expendability code listed in the Web Federal Logistics Information System (WebFLIS). Supporting documents will be uploaded to ELMS to provide evidence of the acquisition date and cost for all initial cataloging loads and requests involving changes to acquisition cost.

4.3.1.2. Commercially Sourced APSR Items. LMCA will catalog commercial procurement APSR items in ELMS using the L/P stock number. **Note:** Determine expendability of non-controlled inventory items by the S&E PM's actual application/use, not the expendability code listed in WebFLIS. Supporting documents will be uploaded to ELMS to provide evidence of the acquisition date and cost for all initial cataloging loads and requests involving changes to acquisition cost.

Chapter 5

INVENTORY MANAGEMENT PROCEDURES

5.1. Inventory Process. The purpose of the periodic inventory is to verify each APSR item physically exists, the ELMS data elements are accurate (e.g., serviceable/unserviceable, location, part/serial number, EMAS label number, etc.), and to ensure all items in the custodial area that meet APSR entry criteria are reported to LMCA and added to the applicable CIR. See [Attachment 1](#) for the definition of the custodial area.

5.2. Inventory Frequency. LMCA notifies the primary and alternate PCs approximately 30 days before the inventory is due per the schedules below. The inventory must be performed within the month the respective account is due to maintain DoD/DAF policy compliance.

5.2.1. Small Arms/Light Weapons (SA/LW) requires a monthly inventory utilizing a Custodian Asset Report, filed within the custodian jacket file only. A semi-annual inventory (performed in February and August) utilizing a CIR is required for unit level SA/LW and general officer personal defense weapons. CIRs will be signed and returned to LMCA.

5.2.2. AFRL CCI and capital assets require an annual inventory. Capital assets are nonexpendable equipment/systems with a total acquisition value of \$1M or more.

5.2.3. APSR items, other than those listed in 5.2.1 and 5.2.2, require inventory every three years.

5.2.3.1. Equipment accounts with comingled items that require annual inventory will be sorted by LMCA so only the annual items are listed for certification by the primary/alternate PCs each year. LMCA will contact the PCs at the two-year mark in the three-year cycle to plan an inventory timeframe that is best for the branch/division's mission schedule.

5.2.3.2. For property with loan code C, the PC(s) will utilize the Government Property Inventory Report provided by the PM to verify contractor has completed an annual inventory. If a current (less than one year old) report is not available, the PC(s) will request LMCA provide a CAR for each separate contractor. The CAR will be sent to the contractor to perform the inventory and data validation and return signed. Documentation of the contractor's completion of the inventory will be retained in Tab A of the Alt PC jacket file.

5.3. LMCA Organizational Visits. LMCA personnel serve as the APO's equipment accountability element, providing assistance to the PCs and verifying the inventory/custodial area record accuracy. The LMCA will:

5.3.1. Provide PCs with requested ELMS CIR reports and conduct an organizational visit for each equipment account under periodic inventory.

5.3.1.1. Review all capital assets, CCI, NWRM and weapons items on each account to ensure all ELMS data elements and the EMAS label number matches the physical asset's identification plate/markings/labeling.

5.3.1.1.1. Correct any discrepancies between the ELMS record and the asset markings.

- 5.3.1.1.2. **Note:** LMCA will record the name of the individual that verified the asset information when security restrictions prevent LMCA from physically checking the item. Provide the details in the report to the APO when this situation arises.
- 5.3.1.2. Select an additional 10% of each ELMS CIR's items that do not meet the criteria in [paragraph 5.3.1.1](#) prior to the organizational visit (if controlled and non-controlled inventory items are on the same account).
- 5.3.1.2.1. Verify during the visit if these items can be readily located using the ELMS location data, then check the other ELMS data elements to ensure they match the physical asset.
- 5.3.1.2.2. Correct and document any discrepancies between the ELMS record and the asset markings.
- 5.3.1.3. Review the custodial area for items that meet APSR entry criteria but are not listed on the CIR.
- 5.3.1.3.1. Conduct an internet search to quickly determine the approximate value of suspect items. If the value of the suspect item is \$5K or greater, assist the alternate PC to ascertain the actual value from similar items in ELMS or from the organization's purchasing records.
- 5.3.1.3.2. Add items to the applicable ELMS CIR and record the overage details in the report to the APO.
- 5.3.1.4. Ensure APSR items in AFRL custodial areas are labeled/marked in a visual manner to distinguish ownership. There will be a visual indicator to discern whether the property is:
- 5.3.1.4.1. Government property. Ensure a LMCA-furnished EMAS label number is affixed to the item. Research and add applicable government property to ELMS that meets APSR criteria when items are discovered in the facility/area without an EMAS label number.
- 5.3.1.4.2. Contractor-owned property or contractor acquired property. Ensure these items are marked with the contractor's label to distinguish them from government property control processes. Contact the S&E PM or CO to determine when/if these items will be delivered to the government.
- 5.3.1.5. Review the Alt PC's equipment jacket file for compliance with [Attachment 4](#) of this instruction. Ensure items on temporary loan have the loan agreement documentation recertified annually. Ensure items loaned on a technology transfer agreement (i.e., CRADA, EPA) are still within the term limit of the agreement.
- 5.3.1.6. Ensure equipment/components in temporary storage areas are effectively characterized (i.e., have a projected use). Provide the APO and LOG MGR with written details of suspected excess equipment/components or suspected mismanagement of temporarily stored items.

5.3.1.7. Provide a written report to the APO for each account's inventory that details suspected lost/misplaced items, the discovery of overage items, and a brief objective analysis of the effectiveness of the inventory process. **Note:** The APO will utilize these reports for appropriate follow-up action with the applicable branch/division chief.

5.4. Logistics Support Stock (LSS). These are consumable materials and non-APSR durable components needed to support/sustain laboratory operations.

5.4.1. LSS items will be organized in an area or bin to ensure they can be readily located by lab personnel. Cabinet/bin placarding is required for efficiency when items are stored in a closed location.

5.4.2. The work center supervisor or lab POC must review LSS to ensure excess quantities are not retained. Consult with the work center supervisor when excess items are observed.

Chapter 6

LOAN AND DONATION PROCESSES

6.1. Technology Transfer (T2) and Government Furnished Property (GFP) Transactions. T2 authorities in law and DAF policy allow TD/Wing leaders to loan or donate government property to academia and industry. GFP loans are authorized by the authorities in the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS).

6.2. T2 Loans and Donations. Reference the DAF Tech Transfer Handbook at <https://www.aft3.af.mil/> for detailed procedures (e.g., CRADA, EPA and other agreements).

6.2.1. The technical point of contact (TPOC) and TD/Wing T2 Program Office must ensure PCs are advised whenever property is being considered for grants, loans, transfers, or donations.

6.2.1.1. The TPOC will work with their branch/division chief to ensure funding is projected for the return of loaned equipment, as applicable.

6.2.1.2. The T2 Program Office will ensure any changes to the agreement's terms (i.e., modification or termination) are communicated to the TPOC and PCs, and communications are sent to the agreement partner to return loaned property by the end of the agreement period.

6.2.2. Alternate PC will:

6.2.2.1. Notify LMCA when APSR items are being considered for a grant, loan or donation (upon notification by the TPOC).

6.2.2.2. Ensure the T2 agreement is signed by the TD/Wing's designated agent prior to physically transferring the property.

6.2.2.3. Provide LMCA with a copy of the agreement showing the items to be loaned or donated to include the applicable EMAS label number(s).

6.2.2.4. Ensure a completed signed copy of the agreement is filed in the PC jacket file and provided to LMCA.

6.2.2.5. Ensure LMCA is provided with any extension to the loan agreement.

6.2.2.6. Notify LMCA within five workdays of the item being returned.

6.2.3. LMCA will:

6.2.3.1. Screen proposed loan/donated property for demilitarization (DEMIL) codes and advise the PCs and TPOC on the required DEMIL requirements.

6.2.3.2. Obtain a copy of the agreement and record the transaction in ELMS using the "On LOAN/GFE" option. Attach the agreement and any supporting document changes to the ELMS record. **Note:** Custody/inventory of items on T2 agreement loans are per the terms of the agreement.

6.2.3.3. Enter the agreement number, date shipped, project title, agreement expiration date, and any other pertinent data.

6.2.3.4. Contact the TPOC and alternate PC when the agreement is within 30 days of expiring and make arrangements to get the items returned or have the agreement modified.

6.2.3.5. Ensure all donated APSR items are removed from ELMS and a copy of the donation agreement is uploaded as the supporting document for the removal of the item from ELMS.

6.3. GFP Loans. Reference the AFRL GFP Guide at [https://livelink.ebs.afrl.af.mil/livelink/lisapi.dll/fetch/2000/210703/1716296/31342548/31538610/127617699/126309623/-GFP CAP Guidebook Feb 2023.pdf?nodeid=203956725&vernum=-2](https://livelink.ebs.afrl.af.mil/livelink/lisapi.dll/fetch/2000/210703/1716296/31342548/31538610/127617699/126309623/-GFP%20CAP%20Guidebook%20Feb%202023.pdf?nodeid=203956725&vernum=-2) for detailed procedures. Refer to Attachment 7 and 8 for procedures involving COMSEC/CCI GFP.

6.3.1. GFP Module Set-Up. DoDI 4161.02, *Accountability and Management of Government Contract Property*, requires GFP to be reported within the GFP Module of the Procurement Integrated Enterprise Environment (PIEE) and recorded in the APSR. Each TD/Wing/Det will register personnel in the following roles:

6.3.1.1. GFP Attachment Initiator: This may be the S&E PM, their designated representative, or the CO/CS. The initiator either downloads the GFP spreadsheet from the DoD Procurement Toolbox or creates the attachment in the PIEE GFP Module.

6.3.1.2. GFP Attachment Reviewer: This may be the APO, LMCA, and/or the LOG MGR. The purpose of the review is to ensure the logistics community is kept informed of third party loan status enabling complete and accurate ELMS accountability and financial reporting.

6.3.1.3. GFP Attachment Approver: Only the CO/CS can perform this role in PIEE.

6.3.2. GFP Loan Tracking in ELMS. The LMCA updates GFP data in ELMS and notify the applicable PCs. The GFP must be cataloged and recorded in ELMS. Also, the LMCA must load Master Contractor and Master Contract records in ELMS to properly assign the GFP to the applicable record.

6.3.3. A single capability-system ELMS entry may be entered to account/track GFP items on a contract. The GFP Attachment from the PIEE GFP Module will be uploaded to the ELMS equipment record when using this process. Follow procedures in the AFRL GFP Process Guide for generating the ELMS entry and assigning the system's value.

6.4. Contract Administration. During the contract period of performance, day-to-day management of the contract may be turned over to a Defense Contract Management Agency's (DCMA) Administrative Contracting Officer (ACO). The ACO executes contract modifications working directly with the PCO and S&E PM that may involve GFP additions or returns. S&E PM will provide DCMA POCs with LMCA POCs to ensure up-to-date shipping notifications for GFP adding/returning assets. These changes must be reflected in the APSR.

6.5. Contract Closeout. If applicable, the S&E PM provides the ACO and PCO disposition instructions towards the end of the period of performance. Careful consideration should be given to the GFP's cost and potential value to the TD/Wing/Det's mission before processing the items through DCMA's plant clearance process.

6.6. Accounting for GFP on Data-Masked Projects.

6.6.1. If any of the data elements required to populate the PIEE GFP Module or ELMS is identified as restricted from release on a data-masked/sensitive project classification guide, do not enter the data into unclassified PIEE/ELMS system.

6.6.2. The PM must create a Memorandum for Record (MFR) stating they are assuming responsibility for the property if it is on a lab equipment account.

6.6.3. The MFR must include the nomenclatures, ELMS Asset ID Label numbers, and contract expiration date and be signed by the primary PC and S&E PM.

6.6.3.1. Do not include any information prohibited in the classification guide.

6.6.3.2. Provide a copy of the letter to the LMCA to upload to the equipment record.

6.6.3.3. The LMCA will designate the item as on loan in ELMS.

6.7. CAP Management. CAP is property acquired, fabricated, or otherwise provided by the contractor for performing a contract, and to which the government has title. CAP will not be entered into ELMS until it is delivered and accepted by a government agent and meets the criteria for APSR entry per [Chapter 3](#).

6.7.1. CAP in AFRL facilities will be clearly marked with the contractor's label/inventory identifier to distinguish it from government managed property.

6.7.2. CAP will be delivered per the DFARS Appendix F, utilizing the Wide Area Workflow (WAWF) receiving report process (i.e., electronic DD Form 250, *Materiel Inspection and Receiving Report*). The PM will provide the DD Form 250 to the Logistics Manager, applicable Alt PCs, and LMCA prior to the accountable property being placed-in-service in the lab.

Chapter 7

TRANSFER, TURN-IN AND LOSS PROCEDURES

7.1. Overview. All APSR items that are transferred to other agencies require coordination with the gaining unit/alternate PC and LMCA to maintain ELMS reporting accuracy. All APSR and non-APSR property that is excess to the applicable branch/division will be turned-in through LMCA, or as applicable, dispositioned through the contracting plant clearance process.

7.2. Transfer of APSR Items. This section pertains to permanently transferring APSR items to other DoD agencies for use in S&T applications or technology transition operations. See [paragraph 2.9.6](#) for temporary loan transfers and [paragraph 6.2](#) for T2 donation transfers.

7.2.1. Alternate PCs will:

7.2.1.1. Coordinate with the receiving organization's property custodian to determine if ELMS is utilized. If ELMS is not used or if there are issues due to "P" stock number cataloging, inform LMCA an ELMS-to-ELMS transfer is not possible and provide a completed, signed DD Form 1150, Request for Issue/Transfer/Turn-In, or DD 1149 as applicable.

7.2.1.2. Contact LMCA with the applicable details of the transaction, the item(s) that will be transferred, and the name of the S&E PM that authorized the transfer (if the authorizing official is not the primary PC).

7.2.1.3. Prepare the item(s) for shipping per LMCA guidance.

7.2.1.4. Annotate the PC jacket file with the details of the transfer and add any supporting documentation (e.g., emails between the receiver, shipping document, memorandum of agreement).

7.2.2. LMCA will:

7.2.2.1. Determine if a losing ELMS site to a gaining ELMS site transfer is possible. If ELMS supports the transaction, the "Transfer" option will be used.

7.2.2.2. If ELMS-to-ELMS transfer is not possible, the "Transfer Out – outside ELMS" asset disposition option will be used. Assist the alternate PC to complete the applicable transfer document (e.g., DD Form 1149, DD Form 1150).

7.2.2.3. Assist the alternate PC to obtain shipping support as applicable.

7.2.2.4. Complete the applicable ELMS transactions to remove the item(s) from the alternate PC's CIR, add the gaining organization's information to the record's remarks block for audit readiness, and furnish any supporting documentation to the alternate PC (i.e., invoice or receipt that provides evidence of the acquisition cost and date of purchase).

7.3. Turn-in/Disposal of APSR and non-APSR items. The expeditious turn-in of excess serviceable items is crucial to supporting the DoD/DAF missions and saving costs. Additionally, some S&T equipment items (APSR and non-APSR) are commonly used/centrally procured by DAF to sustain fielded end items (aka procurement source code 5 or PSC 5) and must be screened by LMCA to ensure they are returned to the supply chain or repair cycle. **Note:** Primary PCs must be consulted to determine excess items.

7.3.1. Alternate PCs and LOG MGRs will:

7.3.1.1. Identify APSR and non-APSR items that appear to be unnecessary or excess to mission requirements. Consult with the primary PC for approval to turn-in these items.

7.3.1.2. Advise LMCA of the type/condition of excess items and prepare the required documentation for turn-in per local procedures. **Note:** Consult with the applicable S&Es to determine the condition of the item and if any engineering modifications were made.

7.3.1.3. As applicable, ensure the item is purged of hazardous liquids/gases and DEMIL requirements are completed. Consult with LMCA for the required actions. **Note:** LMCA will advertise serviceable items in place for reutilization prior to conducting purge/DEMIL requirements to prevent unnecessary costs/waste streams.

7.3.2. LMCA will:

7.3.2.1. Advertise serviceable excess items with the site's primary/alternate PCs and LOG MGRs prior to directing/completing turn-in actions. The advertising period will be for a minimum of 10 business days and will be distributed by email notifications or other means per local policy.

7.3.2.2. Utilize the WebFLIS asset query catalog data tab to determine the applicable purge/DEMIL requirements, and the Foundational Logistics IT Enterprise System (FLITES) to determine if the item is identified as a PSC 5 asset.

7.3.2.2.1. Conduct research in WebFLIS (or alternatively, FED LOG) to determine if the part number correlates to an NSN. Inform and assist the alternate PC and LOG MGR to ensure the required documentation/actions are complete prior to turn-in to Defense Logistics Agency Disposition Services (DLADS).

7.3.2.2.2. Conduct research in FLITES at <https://flites.cce.af.mil/> to determine if the part number correlates to a NSN that is designated as PSC 5.

7.3.2.2.2.1. If the item is not identified as PSC 5, turn-in the item IAW standard procedures to DLADS.

7.3.2.2.2.2. If the item is identified as PSC 5, process the transaction for turn-in, or coordinate with the local LRS Supply for turn-in of all serviceable and unserviceable/reparable PSC 5 items. **Note:** PSC 5 items that have been modified for an S&T application, resulting in a different physical/electronic configuration, are no longer considered PSC 5.

7.3.2.3. Arrange for pick-up of the item with the appropriate agency and coordinate the turn-in with DLADS or LRS as applicable.

7.3.2.4. Update the applicable ELMS records.

7.4. Suspected Lost or Damaged Items. A FLI/ROS inquiry/investigation will be performed IAW DoD FMR 7000.14-R, Volume 12, Chapter 7, utilizing the Comptroller Services Portal (CSP) FLI/ROS module.

7.4.1. Anyone with a CSP profile can submit a new investigation in the CSP FLI/ROS module. Access the CSP module at <https://csp.cce.af.mil/#/FLI/home>, select the FLI/ROS icon in the upper right portion of the screen, then select “New Investigation” at the upper left portion of the screen to initiate an investigation. **Note:** Policy memos, guidelines and FLI/ROS training aids are available within the FLI/ROS module.

7.4.2. The APO will perform duties as the Accountable Officer in CSP for those assets managed under their UIC(s) in ELMS. Review investigation details and data ensuring sufficient documentation to approve adjustment of the APSR record. Consult with the responsible officer to resolve issues.

7.4.3. The branch chief or division chief will serve as the responsible officer in CSP and will appoint a disinterested person to investigate the facts of the lost/damaged property by performing the duties of the financial liability officer in CSP.

7.4.4. An AFRL site division chief or site commander may serve as the approving authority in CSP when authorized by the applicable installation commander that is managing the FLI/ROS process. This ensures the effective execution of the FLI/ROS process when AFRL organizations are tenant units under an installation’s CSP program.

JASON E. BARTOLOMEI,
Brigadier General, USAF
Commander

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

DoD 7000.14-R, Financial Management Regulation, Volumes 4 and 12, Chapters 25 and 7 respectively; *General Equipment and Financial Liability for Government Property Lost, Damaged, Destroyed or Stolen*.

DoDI 5000.64_DAFI 23-111, *Accountability and Management of DoD Equipment and Other Accountable Property*.

DoDI 4161.02, *Accountability and Management of Government Contract Property*.

DAFMAN 17-1302-O, *Cyberspace Operations*.

DAFMAN 23-300, *Materiel Management*.

DAFMAN 23-119, *Government Furnished Property*.

AFI 61-301, *The Domestic Technology Transfer Process and the Offices of Research and Technology Applications Cooperative Research and Development Agreements*.

DAFI 24-302, *Vehicle Management*.

DAFI 64-117, *Government Purchase Card Program*

AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*

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

AFI 33-332, *Air Force Privacy and Civil Liberties Program*.

Financial Liability Investigation (FLI)/Report of Survey (ROS) Module User Manual

Prescribed Forms

AFRL Form 141, *AFRL ARC Change Request Form & ELMS Catalog Request Form*

Adopted Forms

DD Form 250, *Materiel Inspection and Receiving Report*

DD Form 1149, *Requisition and Invoice/Shipping Document*

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

DD Form 1348-6, *DoD Single Line Item Requisition System Document DoD (Manual-Long Form)*

DD Form 2875, *System Authorization Access Request*

DAF Form 9, *Request for Purchase*

DAF Form 1297, *Temporary Issue Receipt*

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 2005, *Issue/Turn-in Request*

AFMC Form 36, *Purchase Request*

SF 153, *COMSEC Material Report*

Abbreviations and Acronym

AAR—Administrative Adjustment Report

ACO—Administrative Contracting Officer

ARC—Accounting Requirements Code

ASP—Acquisition Strategy Plan

A&J—Administrative and Janitorial

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manuals

AFMC—Air Force Materiel Command

AFRL—Air Force Research Laboratory

APO—Accountable Property Officer

APSR—Accountable Property System of

ARC—Accounting Requirements Code

CAP—Contractor Acquired Property

CC—Commander

CCI—Controlled Cryptographic Item

CCSD—Cryptologic and Cyber Systems Division

CIIC—Controlled Inventory Item Code

CIR—Custodian Inventory Report

CEMF—Centralized Equipment Management Flight

CLIN—Contract Line Item Number

CO—Contracting Officer

CS—Contracting Specialist

COMSEC—Communications Security

COR—Contracting Officer Representative

CRADA—Cooperative Research and Development Agreement

DEMIL—Demilitarization

DLADS—Defense Logistics Agency Disposition Services

DoD—Department of Defense

DoDAAC—Department of Defense Activity Address Code
DFARS—Defense Federal Acquisition Regulation Supplement
ELMS—Enterprise Logistics Management System
EMAS—Equipment Management Accountability System
EPA—Education Partnership Agreement
ESD—Electrostatic Discharge
FAR—Federal Acquisition Regulation
FSC—Federal Supply Classification Code
FLI/ROS—Financial Liability Investigation/Report of Survey
FM—Financial Management
GFE—Government Furnished Equipment
GFP—Government Furnished Property
GPC—Government Purchase Card
HAF—Headquarters Air Force
HAZMAT—Hazardous Material
IAW—In Accordance With
ID—Identification
IM—Item Manager
IPA—In-transit Property Areas
IPT—Integrated Process Team
IT—Information Technology
ITAM—Information Technology Asset Management
ITO—Installation Transportation Officer
KSD—Key Supporting Document
LCO—Loan Control Officer
LMCA—Logistics Materiel Control Activity
L/P—Local Purchase
LRS—Logistics Readiness Squadron
LSS—Logistics Support Stocks
MNCL—Master Nuclear Certification Listing
MMAS—Material Management Accounting System
MFR—Memorandum for Record

MORD—Miscellaneous Obligation Reimbursement Document
NCE—Nuclear Certified Equipment
NSN—National Stock Number
OI—Operating Instruction
OPR—Office of Primary Responsibility
ODC—Other Direct Cost
PC—Property Custodian
PCO—Procuring Contracting Officer
PCB—Polychlorinated Biphenyls
PIEE—Procurement Integrated Enterprise Environment
PSC 5—Procurement Source Code 5
PHA—Project Holding Area
PM—Program Manager
PMEL—Precision Measurement Equipment Laboratory
PMS—Property Management System
QA—Quality Assurance
RDO—Redistribution Orders
REMIS—Reliability and Maintainability Information System
RDT&E—Research, Development, Test, and Evaluation
S&E—Scientist & Engineer
SME—Subject Matter Expert
SPRAM—Special Purpose Recoverable Authorized Maintenance
SDE—Statement of Duties and Experience
SuA—Support Agreement
TD—Technical Directorate
TDS—Technical Data System
TMDE—Test, Measurement and Diagnostic Equipment
TPOC—Technical Point of Contact
TSA—Temporary Storage Area
UIC—Unit Identification Code
UII—Unique Item Identifier
WEBFLIS—Web Federal Logistics Information System

WAWF—Wide Area Workflow

Terms

Accountable Property Record—The record contained within the APSR.

Accountable Property Officer (APO)—An individual who, based on his or her training, knowledge, and experience in property management, accountability, and control procedures, is appointed in writing through the DoD Component procedures to establish and maintain an organization's accountable property records, systems, or financial records, in connection with government property, irrespective of whether the property is in the individual's possession.

Accountability—The obligation imposed by law, lawful order, or regulation, accepted by an organization or person for keeping accurate records and to ensure control of property, documents or funds, with or without physical possession. The obligation, in this context, refers to the fiduciary duties, responsibilities, and obligations necessary for protecting the public interest; however, it does not necessarily impose personal liability upon an organization or person.

Accountable Property—Property that meets accountability requirements. This property is recorded in the APSR.

Accountability Record—A record maintained for managerial rather than financial reporting purposes. Accountability records should be used when the property does not meet the accountable property record requirements but does require active management based on other than financial criteria.

Accountable Property System of Record (APSR)—The government system used to control and manage accountable property records. A subset of existing organizational processes related to the lifecycle management of property; the system that is integrated with the core financial system.

Accountable Property System of Record (APSR) Item—Accountable property that meets the criteria in DoDI 5000.64, paragraph 4.2 required to be recorded in ELMS. Examples include nonexpendable equipment having a unit acquisition cost of \$5,000 or more, assets of any value with controlled inventory item codes, and nonexpendable equipment of any value provided to a contractor as government furnished property.

Accounting Requirements Code—ELMS 1-digit alpha code used to designate an asset as expendable, non-expendable or durable.

Acquisition Cost—The amount, net of both trade and cash discounts, paid for the property, plus transportation costs and other ancillary costs.

Alternate Property Custodian—Appointed by Branch or Division Chiefs, Detachment Commander in writing. Performs floor-to-book, book-to-floor inventory of equipment account. Manages equipment jacket file.

Capital Assets—Nonexpendable equipment/systems with a total acquisition value of \$1M or more.

Causative Research—An investigation of discrepancies, i.e., gains and losses, consisting of, as a minimum, a complete review of all transactions to include supporting documentation, catalog change actions, shipment discrepancies, and unposted or rejected documentation occurring since the last completed inventory. The purpose of causative research is to identify, analyze, and evaluate the cause of inventory discrepancies with the intention of eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after review of the transactions, no conclusive findings are possible.

Contractor Acquired Property (CAP)—Any property acquired, fabricated, or otherwise provided by the contractor for performing a contract, and to which the government has title. CAP that is subsequently delivered and accepted by the government for use on the same or another contract, is considered GFP.

Classified Items—Property requiring protection in the interest of national security.

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 ARC designator X. A consumable item cannot be economically repaired by a field or depot maintenance activity. Accountability for consumable items are terminated upon issue.

Contract—Any enforceable agreement, including rental and lease agreements and purchase orders, between an agency and a business concern for the acquisition of property or services.

Controlled Inventory Item Code—Those items designated as having characteristics that require that they be identified, accounted for, secured, segregated, or special handling to ensure their safeguard or integrity.

Custodial Area—. A segment of the site/detachment's accountable area (e.g., the facilities, storage areas, range areas) where a division or branch chief conducts their mission and is responsible for. Primary PCs establish the appropriate amount of equipment accounts for each custodial area to execute effective property management.

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.

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.

Expendable Equipment—Equipment that is consumed during use or that loses its identity during use.

Government Furnished Property (GFP)—Property in the possession of, or directly acquired by, the government and subsequently furnished to the contractor, including sub-contractors and alternate locations, for performance of a contract. GFP in the context of this issuance includes equipment, special tools, and special test equipment. It does not include consumable, or material items or items held as inventory as defined by DoD 7000.14-R.

Key Supporting Document (KSD)—An audit requirement, for APSR items valued at \$1M or greater that are depreciated, that consists of a vendor invoice or receiving report indicating the vendor's name, a description of the item, the dollar amount paid, the invoice/receipt date, the contract, military interdepartmental purchase request or request for purchase number, and the signature of the authorized agent. Examples include: DD Form 250 or electronic equivalent, DD Form 448, AF Form 9, DD Form 1348-1A, DD Form 1149. See DoD FMR 7000.14-R, Vol 4, Ch 25, Table 25-3 for more information.

Logistics Support Stock—These are consumable materials and non-APSR durable components needed to support/sustain laboratory operations.

Master Nuclear Certification List (MNCL)—Identifies equipment, hardware, facilities and software that are certified in accordance with AFI 63-125. The MNCL is the sole source for verifying the nuclear certification status of NCE (system, hardware, software).

National Stock Number (NSN)—The term used for the 13-digit stock number consisting of the four-digit Federal Supply Class and the nine-digit National Item Identification Number. Each national stock number is assigned to identify an item of supply and equipment within the material management functions.

Nonexpendable Equipment—Equipment that is functionally complete for its intended purpose, has a lifespan of two or more years, and is not consumed in use or incorporated into another item. When nonexpendable and/or expendable items are integrated into a system/apparatus, the system/apparatus will be evaluated for nonexpendable equipment/APSR requirements.

Non—Accountable Property System of Record Item - Equipment, expendables, and material that does not meet the APSR item criteria listed above. Examples include equipment with a unit acquisition cost less than \$5,000, laboratory optics, flanges and glassware of any value, components of any value that do not have a standalone function, laboratory or office consumable items, and non-APSR item GFP.

Nuclear Certified Equipment (NCE)—Nuclear Certified Equipment is defined as either system-specific, common specialized, or non-specialized support equipment whose design meets applicable design criteria and is nuclear-certified in accordance with the nuclear certification process outlined in this publication and identified in the MNCL.

Personal Property—All property (systems and equipment, materials, and supplies) except real property (land and improvements to facilities), and records of the Federal Government.

Procurement Source Code—A code identifying the source level from which unit/system will be purchased. Centrally Procured Support Equipment will always be assigned a PSC 5

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. For platforms/programs in the acquisition phase, the PM is accountable for credible cost, schedule, and performance reporting and analysis, and has responsibility and authority to accomplish objectives for the total life cycle of the program.

Property—Equipment, weapon systems, and other accountable property (e.g., administrative property, special tools, special test equipment). Other types of personal property, such as supplies, material, and records, are not included in this definition unless expressly stated as being included.

Property Custodian—Division and Branch Chiefs, by nature of their position, are designated as the primary property custodians (PCs). Primary PCs, in turn, appoint alternate PCs to manage the property in each custodial area. Receipts are signed (i.e., custodian inventory report) by the PCs and hand-receipts are used to transfer responsibility to others, when appropriate, to ensure the physical custody of accountable property under their control. See “custodial area.”

Property Management—A monitoring and control function, charged with assuring that organization processes related to the lifecycle of property support organization objectives, represent sound business practice, and are compliant with applicable standards, policies, regulations, and contractual requirements. The system of acquiring, maintaining, using, and disposing of the personal property of an organization or entity.

Scrap—Property that has no value except for its basic metallic, mineral, or organic content.

Sensitive Property—Property requiring a high degree of protection and control due to statutory requirements or regulations (e.g., narcotics and drugs, precious metals, high value or highly technical assets, hazardous assets, or small arms, ammunition, explosives, and demolition material).

UII—A set of data elements marked on an item that is globally unique and unambiguous.

Attachment 2**WAIVER/CHANGE REQUESTS FORMAT****A2.1. Waiver/Change Request Format.**

A2.1.1. The following format will be used in submitting waiver requests or recommended changes to any logistics publication without a defined process. These requests will be submitted in a memorandum format and shall include the following information.

A2.1.2. Submitting Organization.

A2.1.3. Date.

A2.1.4. Subject: Waiver or Change Request.

A2.1.5. Priority of Request: Urgent or Routine.

A2.1.6. Reference: Include chapter, paragraph, and line number or Table or Figure number.

A2.1.7. Proposed waiver or change requested.

A2.1.8. Background and Discussion. Unique circumstances or history leading up to request rationale for waivers or change and any workaround.

A2.1.9. Recommendation: Desired outcome and identify any alternative processes that will be used.

A2.1.10. Applicability and Duration: Unit to which waiver and change applies and duration of waiver.

A2.1.11. POC: Name, office symbol, DSN, and e-mail.

Attachment 3

LMCA EQUIPMENT JACKET FILE CHECKLIST

Figure A3.1. LMCA Master Jacket File. LMCA Master Jacket File Checklist Requirements.

UIC:		CUSTODIAN NUMBER:		DATE:	
TAB A	Memorandum & Certificates	YES	NO	Discrepancy Fixed (date/initials)	Date of Documents in File
1	Alternate PC Appointment Letter (SSgt and above)				
2	Block III Training Certificates				
3	Controlled Cryptographic Item (CCI) Briefing (DD Form 2625) (as required)				
4	Controlled Item Training Certificates (as required)				
5	NWRM Training Certificate (as required)				
TAB B	Custodian Inventory Report				
1	Current Custodian Inventory Reports (CIRs)				
TAB C	Information File				
1	Host wing agreement letter (if applicable)				
2	Other documents mandated by higher HQ's				

TAB D	Organizational Visits				
1	Written Report of Annual Organizational Visit				
2	Replies to Written Report				
TAB F	Miscellaneous Documentation				
1	Standard Form (SF) 153, <i>COMSEC Material Report</i> , Special Inventory documentation, Financial Improvement and Audit Readiness (FIAR) Documentation such as KSDs				
LMCA REPRESENTATIVE NAME: _____ NEXT REVIEW DUE: _____					

A3.1. The following actions will be performed for the Master Jacket File:

A3.1.1. Insert checklist at the beginning of each folder.

A3.1.1.1. Tab A – Memorandums and Certificates.

A3.1.1.1.1. Appointment letter.

A3.1.1.1.2. All required annual training certificates, e.g., issued Block III Custodian training, Deployed Equipment, Controlled Cryptographic Item (CCI) Briefing, Controlled Item training, NWRM training, and any locally issued training.

A3.1.2. Tab B – Custodian Inventory Report.

A3.1.2.1. Current Primary and Alternate signed Custodian Inventory Report.

A3.1.3. Tab C – Information File.

A3.1.3.1. Any host wing agreement letters when applicable.

A3.1.3.2. Other source documents mandated by higher HQs.

A3.1.4. Tab D – Organizational Visits.

A3.1.4.1. Written report of Annual Organization Visit (signed by the APO or designated representative).

A3.1.4.2. Replies to written report (within 30 days of written report).

A3.1.5. Tab F – Miscellaneous Documentation.

A3.1.5.1. Standard Form (SF) 153, *COMSEC Material Report*, Special Inventory, Financial Improvement and Audit Readiness (FIAR) Documentation.

Attachment 4

ALTERNATE PC EQUIPMENT JACKET FILE CHECKLIST.

Figure A4.1. Set-Up of Alternate PC Equipment Jacket File Checklist.

ORGANIZATION SHOP CODE:		DATE:			
TAB A	Inventory Listings	LMCA (yes/no)	CUSTODIAN (yes/no)	Discrepancy Fixed (date/initials)	Date of Documents in File
1	Current signed ELMS Inventory Report				
TAB B	Information File, Regulations and Certificates				
1	Copy of applicable guidance				
2	Hand Receipt-AF Form 1297, <i>Temporary Issue Receipt, Standard Form (SF) 153, COMSEC Material Report</i>				
3	Warranty Documents				
4	Appointment Letter				
5	Annual Refresher Training				
6	Shipment Documents for in transit property (1149)				
7	ELMS Requisition Listing/KSDs				
TAB C	Request/Orders in Work/Suspense (e.g., AF Form 2005, Form 9's, GPC receipts, ELMS Cataloging Requests) AF IMT 126 Custodian Log				
1	Suspense File				
2	Completed File (Hold until they appear on the ELMS Inventory)				
3	Org Visit Report				
TAB D	Adjustment Documents				
1	DD Form 200's				

TAB E	Custodian LOG				
1	Log; any increase or decrease impacting account status				
CUSTODIAN NAME: CUSTODIAN SIGNATURE: _____ NEXT REVIEW DUE DATE:					

Attachment 5
ELMS STRUCTURE

A5.1. AFRL ELMS Structure:

A5.2. AGENCY: USAF

A5.3. SITE ID: DF-RDTE

A5.4. Accountable Unit Identification Code: AFRLHQ

A5.5. Unit Identification Codes:

A5.5.1. EDFB5R – Edwards (RQR) Accountable Items

A5.5.2. EGFR6X – Eglin (RW) Accountable Items

A5.5.3. FSFB9L – Ft Sam (RHD) Accountable Items

A5.5.4. MAFB61 – Maui (RDSM) Accountable Items

A5.5.5. PRF8ZY – Kirtland (RD, RV) Accountable Items

A5.5.6. RRFSD1 – Rome (RI) Accountable Items

A5.5.7. WSFRY7 – Wright Patterson (IZ, RG, RS, RQ East, RX, RY, STO, 711 HPW and AFRL Staff Accountable Items.

Attachment 6

AFRL ARC DETERMINATION & ELMS CATALOGING ACTION FORM

A6.1. This form if required by local procedures. Is used to request ELMS cataloging actions, document TD/Wing/Det ARC designator determinations and coordinate APSR purchases with the LRS when required.

Figure A6.1. AFRL Form 141 Cataloging Action.

CONTROLLED UNCLASSIFIED INFORMATION

AFRL ARC Determination & ELMS Cataloging Action Form

1. Cataloging Action Type: Add ☐ Change ☐ GFP ☐ CAP ☐ Attachments ☐				
2. Nomenclature: 				
3. Manfr Reference/Part #: 	4. Manfr Model #: 	5. Item Serial #: 	6. Acquisition Cost: 	
7. Quantity 	8. Manufacturer 	9. Year of Manufacture 	10. Acquisition Date 	
11. Acct Org/Shop 	12. Asset ID Label 	13. Location (Bldg) 	14. Sub-Location (Rm) 	15. Request Log #
16. Custodian Contact Info 				
17. CAGE 	18. Stock Number 			
GFP Data				
19. Demilitarization Code 	20. Fund Code 	21. CIIC 		
22. PMIC 	23. Prototype/Mock-up ☐ Yes ☐ No			
24a. Contract # 	24b. Start Date 	24c. Stop Date 	24d. Losing Contract # 	
25. Description/Remarks (Commercial Description and Use) 				
26. Alternative Future Use ☐ Yes ☐ No				

27. ARC Determination	
☐ N - Non-Expendable – Personal property not consumed during use and retains its original identity during the period of use (e.g., Accountable Equipment \$5,000 or more or GFP).	
☐ X – Expendable – Personal property that is consumed during use or loses its identity during use (e.g., XD2 controlled items).	
28. Requester/Custodian Signature	29. TD RDT&E SME Signature
30. Catalog Manager/LMCA Signature	31. ELMS Doc Number

Directions for Filling out AFRL Form 141

1. Select the applicable Cataloging Action Type.
2. Nomenclature: A noun and any necessary modifying adjectives to describe and identify an item of supply. Name of the item or from the manufacturer catalog, website, etc. Requesters will be notified if changed to comply with naming protocols.
3. Manufacturer ID/Part #: The number the manufacturer uses to identify the product either on the item or in the catalog, website, etc. This is the number that will be used to create the L/P stock number. Use the part number if specifically referenced; could also be referred to as a model, Stock Keeping Unit (SKU) or other title. If the manufacturer only uses a model number insert it here.
4. Manfr Model #: Manufacturer reference number used if there are variations of a part numbered item; located on the items identification plate/label or user's manual. (NOTE: If Manufacturer only uses a model number, place it in both the Manufacturer ID/Part # and Model # blocks).
5. Item Serial #: Item specific number manufacturer assigns to the item; located on the item's identification plate/label.
6. Acquisition Cost: Price paid for one unit. Should provide source document establishing cost.
7. Quantity: usually 1; LMCA needs a form for individual items because separate Asset ID Labels and possibly locations and serial numbers are required for each unit (Locally determined).
8. Manufacturer: Requester fills in company name as listed Commercial and Government Entity (CAGE, Block 15); if CAGE is not known just insert the name on item or purchase document.
9. Year of Manufacture: Obtain from the item after receipt, if known.
10. Acquisition Date: Provide month/day/year (e.g., 08/16/2018) of the date ordered.
11. Org/Shop Account: Three position-numeric Organization and two position-alpha Shop code of the equipment account.
12. Asset ID Label: EMAS label number for R14 or DPAS R15 items; or other TD specific Unique Item ID number if not using EMAS for items tracked in a system other than DPAS.
13. Location (Bldg): Provide building/room or other descriptor of where that item is primarily used/stored. (NOTE: Advise LMCA if location changes for periods exceeding six months to update DPAS record.
14. Sub Location(room): Provide room/area further describing where item is primarily used/stored
15. Request Log #: Enter the AF Form 126 Log number for R14 and DPAS R15 items, custodian use.
16. Requester/Custodian Contact Info: Enter the Name, Title, Office Symbol, phone number
17. Commercial and Government Entity (CAGE) if known: LMCA will look up if not known.
18. Stock Nbr: Assigned by LMCA, LMCA will inform the custodian when item is loaded in DPAS.

19. Demilitarization Code: See DoDM 4160.21, *Defense Materiel Disposition*, all volumes. See FLIS Technical Procedures, Volume 12, Table 38, and DoDM 4160.28, *Defense Demilitarization*, Volumes 1 & 2 for all possible codes.

20. Fund Code: DAFMAN 65-604, *Appropriation Symbols and Budget Codes*

21. Controlled Inventory Item Code (CIIC): FLIS Technical Procedures, Volume 12, Table 61.

22. Precious Metals Indicator Code (PMIC): FLIS Technical Procedures, Volume 12, Table 160.

23. Prototype/Mock-up:

24. GFP Data: Enter the contract #, contract start and stop dates and the losing contract # if item is being transferred from another contract or formerly Contractor Acquired Property.

25. Description/Remarks (Commercial Description and Use): Provide any info the LMCA may need to know and brief explanation is needed to populate DPAS with more detail than expected before to satisfy AF cataloging requirements. Besides a basic physical description that can be pulled from the manufacturer's catalog/website the description should answer the following types of questions:

- a. What is it used for? Indicate its use or purpose
- b. What does it do (or hold, drive, separate, connect)?
- c. What type of research is it used in? (ergonomic, laser, structural engineering, propulsion, additive manufacturing)
- d. How is it used? Is it mainly used by itself, or with other items?

26. Alternative future use: Does property have alternative uses among government agencies/industries and was it delivered as a complete functioning unit/system?

27. RDT&E Accounting Requirements Code (ARC): Select the applicable ARC based on:

- a. Assign "N" Non-expendable: Self-Explanatory.
- b. Assign "X" Expendable: Self-Explanatory.

28. Requester/Custodian signature: The originator of the request can be the S&E who provided the request or the custodian, signs wet or digital signature.

29. TD RDT&E SME Signature: Requires wet or digital signature to complete the audit trail documenting the Wing/TDs rationale for selecting the item's accountability level. TD Logistics Manager, S&E, PM, PC, branch chief/deputy chief or other SME identified by an MFR Qualifies.

30. Catalog Manager/LMCA signature: Individual completing the cataloging action.

31. ELMS Doc Number: Catalog Manager/LMCA enters the cataloging action ELMS document number.

DEMIL CODE EXPLANATION	
A	Non-MLI/Non SLI – Demilitarization not required.
B	MLI (Non-SME) – Demilitarization not required. (Trade Security Controls (TSC) required at disposition).
C	MLI (SME) – Remove and/or demilitarize installed key point(s) as prescribed in DoD 460-21-M-1, or lethal parts, components and accessories. Key points to be furnished by item. Technical Manager, generating activity must provide a copy to the DRMO.
D	MLI (SME) – Total destruction of item and components so as to preclude restoration or repair to a usable condition by melting, cutting, tearing, scratching, crushing breaking, punching, neutralizing, etc. (As an alternated burial or deep water dumping may be used when coordinated with by the DoD Demilitarization Program Office).
E	MLI (Non SME) – Additional critical items/material determined to require demilitarization either key point or total destruction. Demilitarization instructions to be furnished by the DoD Demilitarization Program Office. Generating activity must provide a copy to DRMO.
F	MLI (SME) – Demilitarization instructions to be furnished by the Item/Technical Manager. Generating activity must provide a copy to the DRMO.
G	MLI (SME) – Demilitarization required – AEDA. Demilitarization, and is required, declassification and/or removal of sensitive markings or information, will be accomplished prior to physical transfer to a DRMO. This code will be used for all AEDA items, including those that also require declassification and/or removal of sensitive markings or information.
P	MLI (SME) – Security Classified Item – Declassification and any additional demilitarization and removal of any sensitive markings or information will be accomplished prior to accountability or physical transfer to a DRMO. This code will not be assigned to AEDA items.
CCLI- Commerce Control List Item – Demilitarization not required. CCLI are non-MLI and are controlled by the U.S. Department of Commerce through the Export Administration Regulation and indicated on the CCL. Each CCL entry is preceded by a four digit Export Control Classification Number (ECCN) and those ECCNs ending in the letter "A" or "B" are defined as CCL. These items are subject to Import Certification and Delivery Verification (IC/DV) control and other Trade Security Controls.	

A6.2. Information will be. Provided by the alternate PC or LOG MGR. Accountability in the ELMS will be accomplished within 7 duty days of item receipt.

A6.3. Forms will be. Transmitted electronically either by email or workflow.

Attachment 7

WHOLESALE CONTROLLED CRYPTOGRAPHIC ITEM (CCI) PROCUREMENT, MANAGEMENT, ISSUANCE, AND ACCOUNTABILITY

A7.1. Anytime an e-mail is sent to the AF COMSEC/CCI Central Authority. All affected AFRL stakeholders such as LMCA, alternate PC, and S&E PM will be included in the communication.

A7.1.1. CCI Ordering Procedures:

A7.1.1.1. The PM identifies a CCI requirement to AFLCMC/HNC via the AF COMSEC/CCI Central Authority workflow e-mail box.

A7.1.2. The PM identifies if the requirement is new or an increase and provides NSN/model number, quantity requested, required delivery date, and purpose/justification.

A7.1.3. The PM entitles the subject line of the e-mail to read “AFRL CCI Request” and includes the alternate PC account organization, shop code (e.g., “AFRL CCI Request 391CM”), AFRL ELMS Unit Identification Codes (UICs) (i.e. FF****) and the host base LRS SRAN.

A7.2. After AFLCMC/HNC routes the request to the applicable IM for a supportability assessment. The IM responds to the PM with their determination.

A7.2.1. The PM works with the alternate PC to prepare the issue request (e.g. AF Form 2005). The alternate PC provides the original IM correspondence/e-mail and issue requests to LMCA. Additionally, the alternate PC advises LMCA, enters the request in the PC log, and retains related document in their Custodian Jacket File.

A7.2.2. Upon verification that the authorization is correct, the LMCA processes the requisition using the host base LRS SRAN, sends an e-mail to the AF COMSEC/CCI Central Authority using the same e-mail subject line as the original PM AFLCMC/HNC request (e.g. “AFRL CCI Request 391CM advising the PM of the requisition number(s). This email should include the AFRL ELMS Unit Identification Codes (UICs) (i.e. AD****) and the host base LRS SRAN. LMCA retains this documentation in the Master Jacket File.

A7.2.3. The LMCA advises the alternate PC of the requisition number(s); alternate PC updates the custodian log in the Custodian Jacket File.

A7.2.4. After the IM releases the requisition, the LRS receipts in the CCI asset. If required, the LMCA loads the NSN into ELMS catalog; then assigns Asset ID and adds item to the PC's equipment account. The CCI serial number will be used as the ELMS Asset ID when possible. If EMAS is used, the label must be applied to a separate tag attached to the item. Note: Physically labeling cryptologic assets is not permitted.

A7.2.5. The LMCA issues the CCI assets to the PC. Note: The TD COMSEC MGR requests keying material.

A7.3. Government Furnished Property:

A7.3.1. The PM identifies CCI requirement(s) to support a contract and initiates Integrated Process Team IAW **Chapter 7**. When CCI is required as GFP, the unit COMSEC MGR will be on IPT. The IPT justifies CCI need in the GFP memo for the Contracting Officer and the PM completes Program Integrated Enterprise Environment (PIEE) GFP attachment IAW **Chapter 7**. A11.3.2. The PM or IPT member prepares AFMC Form 8, GFM/Loan/Lease Availability/Supportability Request/Acquisition Assessment, or other request format (HNCS/Space), and sends to AF COMSEC/CCI Central Authority e-mail workflow box. The request must include the contractor's COMSEC Material Control System (CMCS) COMSEC account COMSEC Manager's name, Address, email address, and commercial phone number and titles the e-mail "AFRL CCI GFP Request" with the last four of the contract number.

A7.3.2. After AFLCMC/HNC routes to the CCSD Loan Control Officer for a supportability assessment, the LCO responds to the request as either:

A7.3.2.1. Not supportable: AFLCMC/HNC authorizes PM to procure commercially from an NSA approved source or AFLCMC/HNC authorizes PM to procure utilizing NSA's Indefinite Delivery, Indefinite Quantity (IDIQ) contracts.

A7.3.2.1.1. The PM procures CCI; completes PIEE GFP attachment IAW **Chapter 7**; provides SF 153 and approval document from the CCSD LCO to LMCA. LMCA establishes accountability and GFP records in ELMS. Documentation will be filed in the Master and Custodian Jacket Files.

A7.3.2.1.2. The PM sends SF 153 and copy of the awarded contract/mod and updated Form 8 to finalize loan to the AF COMSEC/CCI Central Authority workflow e-mail box using the original request email subject line.

A7.3.2.2. Supportable: The LCO advises PM of determination. The PM/IPT processes the GFP attachment in PIEE and includes a note saying equipment accountability records are maintained by AFLCMC/HNC. The LOG MGR and LMCA are included on the routing, but no ELMS action is required by AFRL. Note: Since the CCI will not be recorded in the AFRL ELMS UIC or on the PC equipment account, CCI documentation will be retained in the contract file, not in the Custodian Jacket File.

A7.3.2.2.1. The PM/IPT e-mails the CCSD LCO a copy of the awarded contract/mod via the AF COMSEC/CCI Central Authority workflow box using the original request e-mail subject line.

A7.3.2.2.2. The CCSD LCO ships the CCI asset to the contractor and transfers accountability to the contractor's COMSEC Account. Accountability records are maintained in the Stock Control System (D035). For CMCS Type Items, the CCSD Inventory Management Specialist (IMS) ships the CCI assets in the Tier 1 System to the contractor's COMSEC Account and transfers accountability. Accountability records are maintained with signed SF-153 from the contractors COMSEC Account.

A7.3.2.2.3. The Contractor accepts CCI on their account and acknowledges receipt in PIEE for the CCI serial numbers.

A7.3.2.2.4. AFRL supporting COMSEC Manager sends request to CIK manager aflcmc.hncdkm.cik@us.af.mil for transfer of corresponding FTR from AFRL “6” account to contractor “8” account. In request, ensure to annotate the CPSG Loan record number. EX: CPSG-8-1087

A7.4. Hand-Receipt of CCI:

A7.4.1. To effect temporary custody within the TD/Wing/Det, PCs will hand-receipt CCI assets utilizing SF 153 and follow applicable procedures.

A7.4.2. The alternate PC and LMCA will maintain SFs 153 in Tab B, 2 of the Custodian and Master Jacket Files respectively.

A7.5. Accounting for GFP on Data-Masked Projects.

A7.5.1. If any of the data elements required to populate the PIEE GFP module or ELMS is identified as restricted from release on a data-masked/sensitive project classification guide, do not enter into an unclassified system (PIEE/ELMS).

A7.5.2. There is a requirement to identify all accountable property and material provided to the contractor on the contract.

A7.5.3. If the accountable property is on a lab equipment account, the PM must create a Memorandum for Record (MFR) stating they are assuming responsibility for the property Project Lead/PM for a sensitive project.

A7.5.3.1. The MFR must include the nomenclatures, ELMS Asset ID Label numbers, and contract expiration date and be signed by the EC and PM.

A7.5.3.2. Do not include any information prohibited in the classification guide.

A7.5.3.3. Provide a copy of the letter to the LMCA to upload to the equipment record.

A7.5.3.4. The LMCA will designate the item as on loan in ELMS.

Attachment 8

AFRL RETAIL CONTROLLED CRYPTOGRAPHIC ITEM (CCI) GFP MANAGEMENT AND ACCOUNTABILITY

A8.1. Retail is a Level of inventory below the wholesale level. Either at the consumer level for the purpose of directly providing materiel to ultimate users or at the intermediate or region level for the purpose of supplying consumer levels or ultimate users in a geographical area.

A8.1.1. CCI property accounted for in AFRL ELMS site ID DF-RDTE and assigned to an AFRL CCI equipment account is considered “retail”. Retail CCI may be issued to U.S. Government contractors under the following conditions:

A8.1.1.1. U.S. Government contractors may be provided retail CCI as Government furnished Property (GFP) hand receipt holders in the performance of work under a contract, when provided for under the terms of a contract, and as stipulated in a completed and approved DD254 Contract Security Classification Specification where block 10a has been selected.

A8.1.2. The contractor must identify individual personnel within their organization who require access to Government issued retail CCI to carry out their regular duties in performance of the contract specified on the DD254 (i.e. all personnel that package, inspect, handle, inventory, remove and replace CCI) and provide a written request via email for CCI access of those personnel to the Program Manager and courtesy copy the AFRL Alt. Property Custodian.

A8.1.2.1. Prior to hand receipting of GFP, the Program Manager will ensure U.S. Government contractor personnel identified shall meet the following minimum requirements:

A8.1.2.1.1. Be a U.S. citizen for access to both keyed and unkeyed issued CCIs.

A8.1.2.1.2. For access to keyed CCIs and components personnel must have adequate security clearances (equal to or higher to classification of keyed CCI) and the need to know.

A8.1.2.1.3. For access to unkeyed CCIs a security clearance is not required, however access to CCI must be granted only to those who require this access to perform their regular duties in performance of the contract specified on DD 254.

A8.1.2.1.4. Shall complete the CCI briefing on DD2625 annually.

A8.1.3. The Program Manager shall ensure the contractor has a facility with the ability to afford protection of unkeyed CCIs at least equal to that provided to other high value/sensitive material. In addition, protective measures employed must reasonably guard against attempts by individuals to gain access to unkeyed CCIs with the intent of committing acts of theft, sabotage, counterfeiting, or tampering. Keyed refers to specific keying material that supports the cryptographic algorithm in that device and does NOT include ignition keys that are removable components to many modern CCIs and components. Protection for keyed CCIs and components will be consistent with the classification of the key used; its purpose and the sensitivity of the information or function being protected by the key. Keyed Limited CCIs must be protected consistent with the highest classification of loaded mission / operational keying material not disabled by a CIK/PIN. Keyed KMI Aware CCIs must be protected per the highest

classification of usable operational / mission keying material and/or the OTNK private keys (IA(M), (KE(I), and KE(M)) not disabled by a CIK/PIN.

A8.1.4. The Program Manager will provide the Alt PCs, TD/Wing Logistics Manager, and LMCA with a copy of the prime contract and associated loan start and end dates and DD254. Provided the conditions set forth above have been met, the Alt. Property Custodian may proceed with hand receipting retail CCI property on an SF153 only at the direction of the Government Program Manager. The Program Manager will keep the Alt PCs apprised of contract requirements/changes involving retail CCI GFP loans in a timely manner.

A8.1.5. Retail CCI property hand receipted to the U.S. Government contractor by the Alt. Property Custodian will remain on the AFRL ELMS account managed by the Alt. Property Custodian and will not be added to PIEE for accounting purposes. The Alt. Property Custodian will notify the TD/Wing Logistics Manager and LMCA whenever the status of retail CCI GFP loans changes (e.g., hand receipted, returned, etc.) in a timely manner. The Alt. Property Custodian maintains the authority to recall and have returned any hand receipted retail CCI property at any time.

A8.1.6. Retail CCI property must be hand receipted from the Alt. Property Custodian to the U.S Government contractor on SF153 adhering to the template guidelines. NOTE: SF153 must list the Prime Contract number in Block 7.

A8.2. Transportation and shipment of unkeyed retail CCI will be. Conducted in accordance with (IAW) CNSSI 4001, Section IX and Annex B. (DAFMAN 17-1302-O 8.1.3.2.3). Ship CIKs for unkeyed CCIs and components separately. Refer to the appropriate operational security doctrine (OSD) document for additional information.

A8.3. Transportation and shipment of keyed retail CCI property. Is not authorized. All CCI property must be verified as zeroized or in an unkeyed condition prior to transportation or shipment.

A8.4. The Alt. Property Custodian is the sole person responsible for coordinating movement of retail CCI property and originating SF 153s for hand receipt of retail CCI property. U.S. Government contractors who are in receipt of retail CCI property shall not relocate CCI property to a location other than indicated on the signed SF153. U.S. Government contractors shall not transfer CCI property between U.S. Government contractor personnel within their organization or other contractor organizations. U.S. Government contractors who are in receipt of retail CCI shall obtain relief from accountability from the Alt. Property Custodian prior to being relieved of duties. When relocation of hand receipted CCI property is required, or an update in personnel to relieve from accountability of currently hand receipted CCI property is required, a new SF153 will be generated by the Alt. Property Custodian. The new SF 153 will assign the CCI property to the new location and/or new U.S. Government contractor. The SF 153 will be signed by the receiving U.S. Government contractor at the new location. Only the most current SF 153 is valid and replaces all previous SF153s hand receipting the CCI property to prior locations and U.S. Government contractors.

A8.5. Alt PC shall maintain a current DD2625 in the Property Custodian jacket file. Only those U.S. Government contractors with a current DD2625 on file with the Alt. Property Custodian shall be hand receipted, sign for and inventory CCI.

A8.6. Anytime an e-mail is sent to the AF COMSEC/CCI Central Authority. All affected AFRL stakeholders such as LMCA, EC, and S&E PM will be included in the communication.

A8.7. Upon signature of receipt by the U.S. Government contractor. The Alt. Property Custodian shall provide a copy of the signed SF153 to AFLCMC/HNC (i.e. AF COMSEC/CCI Central Authority) for situational awareness at aflcmc.hncls.cciworkflow@us.af.mil. The Alt. Property Custodian entitles the subject line of the e-mail to read “AFRL CCI Issuance” and includes the AFRL Program Manager, account organization, shop code (e.g., “AFRL CCI Issuance 391CM”), AFRL ELMS Unit Identification Codes (UICs) (i.e. FF****) and the host base LRS SRAN.

A8.7.1. The Alt. Property Custodian will retain a copy of the signed SF153, prime contract and associated DD254 in the Jacket File for inventory and auditing purposes.

A8.8. Property Custodians. Have accounting responsibility for CCIs and will perform a complete inventory of their CCI holdings at periodic intervals not to exceed 12 months between successive inventories, or earlier at the LMCA request. This inventory must include all CCI properties and uninstalled CCI components. The Property Custodian (or designated Alternate) responsible for conducting the inventory must physically sight each CCI that has been hand receipted to a user. Material hand-receipted to users at remote sites need not be physically sighted by the individual(s) responsible for conducting the inventory. Instead, the individual(s) responsible for conducting the inventory may direct the hand-receipt holder to inventory the material. The hand-receipt holder will then sign a new hand-receipt to verify the holdings and send it to the individual(s) responsible for conducting the inventory. If it is determined that an unkeyed CCI property cannot be accounted for, the reporting activity must submit a COMSEC incident report in accordance with CNSSI 4001, para 40. In addition:

A8.8.1. Inventories of CCIs must be performed by the Property Custodian (or Alternate) whenever there is a change of personnel having local accounting responsibility for the CCI assets and whenever so directed by the Central CCI Authority, LMCA or the Property Custodian

A8.8.2. Only individuals who satisfy the requirements of this Instruction may certify the accuracy of inventory reports reflecting CCI assets.