

CDC 2S051

Materiel Management Journeyman

Volume 1. Introduction to Materiel Management



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COMPLETION OF THIS career development course (CDC) 2S051, *Materiel Management Journeyman*, is mandatory for upgrade training to the five skill level. This course consists of four volumes. It builds upon the knowledge you gained in the Materiel Management Apprentice course. The material covered is based on the procedures prescribed by Air Force Instruction (AFI) 23–101, *Air Force Materiel Management*, Air Force Manual (AFMAN) 23–122, *Materiel Management Procedures*, and Air Force Handbook (AFH) 23–123, *Materiel Management Handbook*, Volume 1, *Materiel Management Reference Information*.

Volume 1 provides an introduction to materiel management, teaches general materiel management knowledge, and gives an overview of the supply management activity group and document control.

Volume 2 teaches the processes in contingency operations and support.

Volume 3 covers managing equipment, conducting research, maintaining records, maintaining requirements, and managing requisitions.

Volume 4 teaches warehouse- and storage-related operations, introduces Air Force Equipment Management System (AFEMS) interfaces, Air Force Materiel Command (AFMC) interfaces, and Defense Logistics Agency (DLA) interfaces.

In this volume, unit 1 introduces the Materiel Management career field. Unit 2 teaches general materiel management knowledge. Unit 3 covers the Air Force working capital fund (AFWCF) concept, as well as the quality assurance (QA) functions. Unit 4 addresses document control.

A glossary is included for your use.

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This volume is valued at 9 hours and 3 points.

NOTE:

In this volume, the subject matter is divided into self-contained units. A unit menu begins each unit, identifying the lesson headings and numbers. After reading the unit menu page and unit introduction, study the section, answer the self-test questions, and compare your answers with those given at the end of the unit. Then complete the unit review exercises.

To access supplemental instructional video content of materiel management procedures, please click on the below link to access the Materiel Management YouTube channel.

https://www.youtube.com/channel/UCKciuHtUyXj1J5eGBMC1f8w/videos?disable_polymer=1

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Unit 1. An Introduction to Materiel Management

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REMEMBER WHEN YOU graduated from technical training or the day someone called you a specialist for the first time? Did you know what this specialist thing was all about? Were you sure the name aptly fit you? Well, when you decided to devote your time to a special occupation, such as materiel management, or spend a considerable amount of time focusing on materiel management as a branch of learning, you were, upon completion, considered a specialist. As a Materiel Management specialist, you help operate one of the largest materiel management systems in the world. You are a part of a supply distribution system that is a vital link to initial and sustaining success of our military forces. The Air Force Materiel Management system must match the speed and intensity of modern warfare by providing supplies and equipment to the right place, at the right time, on time, every time. This course provides you with basic knowledge about our materiel management system.

1–1. The Materiel Management Career Field Specialty

The Materiel Management career field focuses on traditional supply processes and provides computer database support for the supply processes. In this section, we introduce you to the general duties and responsibilities of a materiel management specialist and some of the opportunities available to this career field specialty.

001. Your Air Force specialty code specific duties

Air Force Instruction (AFI) 36–2101, *Classifying Military Personnel (Officer and Enlisted)*, describes the duties and responsibilities for *each* of the Air Force career fields or specialties. The following paragraphs identify the seven general management duties and responsibilities for the Materiel Management career field:

- Perform administrative and management functions.
- Inspect and evaluate inventory management activities.
- Inspect and identify property.
- Provide support to maintenance activities.
- Perform technical materiel functions.
- Issue, ship, and transfer property.
- Plan and schedule materiel storage activities.

Perform administrative and management functions

As a materiel management specialist, you do the following:

- Manage supply activities and systems involved in requirements determination; inventory control, receipt, and storage; and issues of supplies and equipment.

- Compute requirements, determine allowance, and research and identify materiel requirements.
- Perform inventories and ensure timely correction of discrepancies.
- Provide support to maintenance activities and coordinate with maintenance activities on repairable component actions.
- Provide supply expertise, to combat support and enabler organization's responsible officer(s), for the proper accounting and control of specified classes of supply.
- Control and operate the computer operations and remote terminal hardware under the materiel management system.
- Prepare, analyze, and evaluate reports, procedures, and policy data as well as compute and accumulate data for use in analysis.

Inspect and evaluate inventory management activities

Periodically, you inspect activities for compliance with policies, procedures, and directives for accuracy. You use management products to evaluate supply efficiency and the supply accounts. As you analyze reports and record activities, you report inefficiencies to supervisors and recommend corrective actions to improve operations.

Inspect and identify property

Inspect the condition of property as you receive it. Once you place property in stock, you are required to perform shelf-life inspections to ensure the continued serviceability of dated items. Sometimes you need to identify property, using technical data and blueprints, and identify components to subassemblies. You may need to compare property with procurement specifications to identify the items properly.

Provide support to maintenance activities

Maintenance support entails coordinating with maintenance activities on repairable component actions. It also includes controlling and issuing bench stock property. You need to account for all items contained in mobility readiness spares packages. You must also obtain materiel required for equipment modification, periodic component exchange, and bills of materiel in support of maintenance.

Perform technical materiel functions

Plan the use of storage facilities and continually develop methods to improve procedures for storage and issuing property. One important aspect of materiel management is to establish the property locator system to enable you to locate property within the storage facilities. You must also periodically inventory all supplies and equipment. As you discover damaged or missing items, through causes other than fair wear and tear, you prepare statements of facts surrounding the property loss, damage, or destruction.

Issue, ship, and transfer property

Another materiel management responsibility is to issue, ship, or transfer property from issue, shipping, or transfer destination points through coordination with customers. Always be careful to control the issue of classified, sensitive, and controlled items by obtaining custody or document receipts. You must pull, issue, and bin bench stock property for the customer. You may have to compile data for storage and occupancy planning reports.

Plan and schedule materiel storage activities

You must ensure the availability and control the use of space, materiel-handling equipment, and required spare parts. This includes determining requirements for storage; including those for classified, sensitive, radioactive, hazardous, mobility readiness spares packages, and flammable property. It is important to prevent deterioration, contamination, and destruction of property and to control stock rotation to permit maximum use of dated and technical order compliance assets. You

may supervise the central receiving activity or the repairable processing center where you coordinate requirements for shipping with transportation. Above all, you must ensure the protection of personnel. You must establish fire prevention and safety standards and ensure compliance.

002. Logistics enlisted opportunities

In this lesson, we address a few materiel management enlisted opportunities available as you progress through your career. From Materiel Management schoolhouse instructor to the Materiel Management career field manager (CFM), these positions are not all-inclusive but are opportunities available during an Airman's career. You may wonder why we are discussing these positions so early in your career, but selection to these positions begins by building a quality record of performance as early as possible. If you have an early understanding of these positions and programs, you can make them a part of your career goals.

NOTE: These positions/programs do not apply to members of the Air National Guard or US Air Force Reserve.

Materiel Management schoolhouse instructor

The technical training instructor is a valuable position in the early growth of a new Airman in the Materiel Management career field. The Materiel Management schoolhouse instructs apprentice-level training for active duty, Reserve, Guard, civilian, and international students. Participants who wish to become instructors must be senior airman and above with the proper skill level. Individuals submit nomination packages to Headquarters, Air Education and Training Command (AETC) for consideration.

Logistics Career Broadening Program

Also known as the Wholesale Logistics Program, the Logistics Career Broadening Program allows cross-utilization of training, knowledge, experience, and perspectives to promote a better understanding of the whole materiel management system (base level and depot level). Participants in the program learn "wholesale" processes. They also learn functional interfaces; item and system program management; requirements and item processing; and the provisioning, procuring, budgeting, and funding processes. To qualify for the Logistics Career Broadening Program, you must be a technical sergeant or master sergeant with less than 15 years of time-in-service and be eligible for permanent change of station.

Volunteers are solicited each year for the wholesale program and the Air Force Materiel Management Chiefs Advisory Board (AFMM CAB) makes selections. Those individuals selected are assigned to the Defense Logistics Agency (DLA) or the Air Force Materiel Command (AFMC) for a three-year controlled tour. Upon completion of the three-year tour, an end-of-tour report is due on lessons learned and ways to make constant improvements to the program. Follow-on assignments are determined by the needs of the Air Force.

Squadron chief enlisted manager

Do you know who your squadron chief enlisted manager (CEM) is? Have you talked to him or her lately? The squadron CEM is vital to organizational success. The CEM monitors the growth and health of the squadron and its enlisted members. Taking care of the enlisted force is one of the main concerns of the CEM. Once an individual attains the rank of chief master sergeant, these CEM positions are available at each squadron that gains a chief manpower position.

Major command functional manager

The major command (MAJCOM) functional manager (MFM) handles all issues related to the 2S career field within his or her command. This person is a member of the AFMM CAB and as such, aids in making policy decisions that affect the career field as a whole. Each MAJCOM earns a functional manager to oversee the needs of the 2S community under his or her charge.

Air Force Materiel Management CFM

The Materiel Management CFM is responsible to the career field for policy and guidance and overall direction of the Materiel Management career enlisted community. The CFM chairs the AFMM CAB and is a key figure in the education and training path of our enlisted force. The CFM coordinates with several agencies to ensure effective use of the career field. The CFM position is at Headquarters Air Force (HAF) level.

003. Expeditionary logistics twenty-first century (eLog21)

The eLog21 is the Air Force's transformation campaign plan to improve logistics to meet both the current and future threat environment. It is a strategy that guides key logistics transformation initiatives to realize expeditionary logistics. The eLog21 is action focused.

The eLog21 effects

The eLog21 drives an expeditionary logistics force by enabling four key effects: Enterprise View, Integrated Processes, Optimized Resources, and Integrated Technology. These effects are interrelated and all are required to deliver eLog21.

Effect One: Enterprise View

Establishing an Enterprise View ensures that logistics decisions are made and actions are taken with an understanding of their impact across the entire Air Force.

For example, a mission commander shifts from a combat mission to a humanitarian mission. The logistics implications for the change in operational requirements are significant. The primary weapons system platforms will change, as will weaponry. As such; parts, munitions, support equipment, and personnel all need to change as well. A common term used to describe this effect is "sense and respond" logistics.

Effect Two: Integrated Processes

The goal of Integrated Processes is to create unified, enterprise-wide processes that cut across organizations and geographies to deliver the right support, to the right place, at the right time, every time.

Effect Three: Optimized Resources

In support of Integrated Processes, resources—human, financial, acquisition, and infrastructure (facilities, capital plant, and equipment)—are optimized across the enterprise to meet the demands of reengineered logistics processes.

Effect Four: Integrated Technology

To enable Integrated Processes, you must employ Integrated Technology tools. The goal of Integrated Technology is to enable and enhance Integrated Processes in the following ways:

- Leverage business processes automation and incorporating best practices to make people's jobs more effective.
- Provide process visibility across the Air Force so that tracking an order from entry to receipt at any time is possible.
- Establish total transparency across all systems to ensure total asset visibility is achievable and enabling real-time digital dashboards.

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

001. Your Air Force specialty code specific duties

1. What AFI publication describes the general duties and responsibilities for materiel management?
2. List the seven general duties and responsibilities of a materiel management specialist as they are outlined in the enlisted classification publication.

002. Logistics enlisted opportunities

1. Which program promotes a better understanding of the whole supply system?
2. What rank is required to qualify for the Logistics Career Broadening Program?
3. Who handles all enlisted issues for a MAJCOM for the 2S career field?
4. Who chairs the AFMMCAB and is key to the education and training path of our enlisted force?

003. Expeditionary logistics twenty-first century (eLog21)

1. What is eLog21?
2. What is the goal of Integrated Processes?

1-2. Materiel Management Organization and Structure

Here, we will step back and take a broad look at materiel management. We begin by introducing you to some of the major sources of supply and classes of supply. We will explain organization structure as it pertains to the career field and cover some of the major processes performed in materiel management.

004. Sources of supply

We receive parts from a variety of sources to satisfy customer needs. This lesson provides you with a basic understanding of some of the different sources of supply a base may use to obtain parts for their customers.

The Air Force Materiel Command

AFMC is responsible for cradle-to-grave management of *every* Air Force weapon system. This command implements and enforces Air Force stockage policies/procedures, ensures proper wholesale

requirements computation, and manages wholesale level inventory according to established logistics policies and procedures. They also use historical information and data submitted by materiel management organizations and contractors to determine management actions needed to support procurement requirements. Lastly, AFMC makes management decisions about terminating contracts and disposing of potential reutilization and disposal inventory methods. These processes are critical to meet the demands of the customer.

Air Logistics Complex

Air Logistics Complex (ALC) provides support for peacetime maintenance requirements and wartime emergency demands to major weapons systems. ALCs are large, industrial activities that provide supply support to Air Force organizations. They operate much like civilian distribution centers. ALCs store, issue, and distribute items directly related to specific aerospace systems (aircraft, missile, satellite, etc.). Personnel called “item managers” negotiate with civilian contractors to purchase aircraft parts and provide depot maintenance and modifications. The centers also repair aircraft, missiles, and exchangeable components for these systems.

There are three ALCs:

1. Ogden ALC (OO-ALC).
2. Oklahoma City ALC (OC-ALC).
3. Warner Robins ALC (WR-ALC).

The Defense Logistics Agency

The DLA is responsible for providing supply support throughout the Department of Defense (DOD). DLA manages and purchases common consumable items used by all the military services and some civilian agencies—items such as fuel, food, clothing, medical supplies, construction material, and the hardware and electronics items used in the maintenance and repair of military equipment.

DLA has three inventory control points that serve this purpose:

1. Defense Supply Center, Columbus (DSCC).
2. Defense Supply Center, Philadelphia (DSCP).
3. Defense Supply Center, Richmond (DSCR).

The General Services Administration

The General Services Administration (GSA) provides wholesale support to all government agencies. GSA is comprised of several commodity centers, each stocking different categories of items. These items include general products such as office supplies, hand tools, paints, chemicals, automotive supplies, and furniture. Each commodity center is responsible for the procurement, inventory management, and requisitioning functions for selected items.

Local manufacture

Local manufacture (LM) is another possible source of supply. A locally manufactured item is fabricated by a maintenance activity on base. If your base has a maintenance organization or a civil engineering organization with the capabilities of manufacturing or fabricating the required items, this source is referred to as “local manufacture.” Normally the organization doing the manufacturing or fabricating requires blueprints, technical orders, or samples. This allows the item to be made according to the customer’s specifications.

LM items are processed into materiel management as “receipts due-in.” A work order request (Department of Defense [DD] Form 1348-1A, Issue Release/Receipt Document) must accompany a locally manufactured item when it is received by the Flight Service Center (FSC) function. The form contains the requisition number assigned. The FSC function receipts for the property by sending a receipted copy of the work order request to the maintenance activity. The remaining copies of the work order request are used as a receiving document. Credit is given to the fabricating activity only if the locally manufactured items are stock funded. The total cost (actual or estimated) of all items used

to fabricate the end item must appear on the receipt document. The total cost is divided by the number of units to obtain the unit price.

Local purchase

Another important source of supply is vendors from the local community referred to as local purchase. The logistics readiness squadron (LRS) helps the customer prepare the paperwork to purchase items from local (nongovernment) vendors. Organizations may also use a government purchase card (GPC) to purchase authorized supplies, equipment, and nonpersonal services. Purchases can be made in amounts up to \$3,000 at one time. The GPC is the official government credit card for making purchases. Your squadron resource advisor approves who is authorized to make purchases using GPC.

Centralized repair facility

The centralized repair facility (CRF) gives maintenance options ranging from complete decentralization to centralization of repair functions in a single facility. This section also involves tradeoffs between reliance on transportation command and control and has the availability to support resources and other factors that have the potential to help the Air Force reduce its deployment timelines, increases flexibility, and otherwise meets its expeditionary goals.

Decentralized Materiel Support

The LRS serves as a centralized point of contact (POC) to support base supply needs and functions. Conversely, decentralized materiel support (DMS) is provided by materiel management personnel who are assigned to maintenance activities to perform materiel support functions.

DMS personnel serve as the primary POC for interfacing with the Air Force Sustainment Center (AFSC) on behalf of maintenance customers. DMS monitors the overall maintenance and materiel management interface, resolves materiel support problems, review reports, and coordinate materiel management-related training needs for assigned DMS personnel.

Additionally, DMS personnel perform the following duties in accordance with (IAW) AFI 21-101, *Aircraft and Equipment Maintenance Management*:

- Requisition parts and use supply management products and initiate follow-up action when necessary.
- Notify the flight-line expeditor of all back-ordered parts.
- Develop and maintain a quick reference list (QRL) as needed and provide it to technicians.
- Track and process due-in from maintenance (DIFM) assets, to include warranty parts IAW AFI 23-101, *Air Force Materiel Management*.

NOTE: DMS personnel notifies aircraft maintenance unit (AMU) leadership when DIFM asset turn-in times exceed requirements outlined in AFI 23-101.

Repair network integration

At the core of every maintenance action are maintainers and materiel managers doing their part to ensure Air Force weapons systems are mission ready. A cooperative materiel management/maintenance relationship can ensure the repair network integration process is managed IAW AFI 20-117, *Repair Network Integration (RNI)*, and Air Force Manual (AFMAN) 20-118, *Repair Network Integration Procedures*, which govern RNI process. The core concept of RNI is to optimize intermediate-level maintenance to operate as a single, seamless repair operation spanning throughout the Air Force Enterprise. RNI objectives are multifaceted and include the following:

- Transforming and sustaining maintenance management processes to establish a repair network that improves efficiency and responsiveness to warfighter requirements.

- Managing the repair network to perform intermediate-level maintenance activities outside the capability and/or capacity of the Mission Generation Network (MGN), such as component repair, depot-level repairables (DLR), and modifications.
- Facilitating effective collaboration of repair management between distributed repair nodes in the repair network, including CRF, wing intermediate-level maintenance support shops, and contract maintenance sites.
- Enhancing repair network management and providing improved feedback to the MGN through the utilization of integrated, bandwidth efficient, logistics information systems to ensure a seamless flow of logistics management and business data.
- Incorporating continuous process improvement (CPI) to seek out efficiency and effectiveness gains throughout the repair network.

Incorporating the repair network into the supply chain and improving the efficiency of supply chain management processes supporting the MGN.

005. Classes of supply

Materiel comes from a variety of sources to satisfy customer needs. This lesson provides a basic understanding of the 10 classes of supply used to facilitate supply and planning.

Classes of Supply		
Class	Major Classification	Subclassification (See note 1)
I	Subsistence	A—Air (in-flight rations) B—Refrigerated subsistence S—Nonrefrigerated subsistence (less combat rations) C—Combat rations (see note 2)
II	Clothing, individual equipment, tentage, organizational tool sets and tool kits, hand tools, and administrative and housekeeping supplies and equipment.	B—Ground support materiel (see note 3) E—General supplies F—Clothing and textiles M—Weapons—Industrial supplies (see note 4)
III	Petroleum, oil, and lubricants (POL). Petroleum fuels, lubricants, hydraulic and insulating oils, preservatives, liquid and compressed gases, bulk chemical products, coolants, de-icing and antifreeze compounds, together with components and additives of such products, and coal.	A—Air W—Ground (surface)
IV	Construction. Construction material to include installed equipment and all fortification/barrier material.	
V	Ammunition. Ammunition of all types (including chemical, biological, radiological, and special weapons), bombs, explosives, mines, fuses, detonators, pyrotechnics, missiles, rockets, propellants, and other associated items.	A—Air W—Ground
VI	Personal demand items (nonmilitary sales items)	

Classes of Supply		
Class	Major Classification	Subclassification (See note 1)
VII	Major end items. A final combination of end products, which is ready for its intended use, such as launchers, tanks, mobile machine shop, and vehicles.	A—Air B—Ground support materiel (see note 3) D—Administrative vehicles (see note 5) G—Electronics K—Tactical vehicles L—Missiles M—Weapons N—Special weapons
VIII	Medical materiel including medical peculiar repair parts.	
IX	Repair parts (less medical peculiar repair parts). All repair parts and components to include kits, assemblies, and subassemblies, reparable and nonreparable, and required for maintenance support of all equipment.	A—Air B—Ground support materiel (see note 3) D—Administrative vehicles (see note 5) G—Electronics K—Tactical vehicles L—Missiles M—Weapons N—Special weapons T—Industrial supplies (see note 4)
X	Materiel to support nonmilitary programs; that is, agricultural and economic development (not included in Classes I–IX).	
NOTES: 1. The alpha code for subclassification of classes II, VII, and IX represents materiel category designators used in supply management, with the exception of "A" (Air) which is used throughout all classes of supply, as applicable. Alpha codes not used as materiel category designators have been assigned to the subclassifications for classes I, III, and V. The subclassification materiel designators ("A" through "T") may be used in combination with the designated subclassifications, when appropriate and if desired, to further definitize a portion of a class of supply for planning purposes; that is, use of class V "AL" to designate ammunition, air missile. Additional codes may be used by the services to satisfy a specific requirement; for example, to designate reparable or nonreparable, high-dollar items, or for other selective management purposes. This additional permissive coding is to be used in lieu of that designated for the major classification and subclassifications. 2. Includes gratuitous health and welfare items. 3. Includes power generators and construction, barrier, bridging, fire-fighting, petroleum, and mapping equipment. 4. Includes bearings, block and tackle, cable, chain, wire rope, screws, bolts, studs, steel rods, plates, and bars. 5. Commercial vehicles used in administrative motor pools.		

Supply-chain operations reference model

As a Materiel Management journeyman, it is important to know the differences between supply classes. Now, you will see how the supply classes integrate into a common language for supply-chain classification and analysis through the supply-chain operations reference (SCOR) model (fig. 1–1). The SCOR model is a commercial-based supply-chain integration model used to describe business activities associated with all phases of satisfying a customer's demand. The model is organized around the five primary management processes of Plan, Source, Make/Maintain, Deliver, and Return. SCOR provides a unique framework that links performance metrics, processes, best practices, and people into a unified structure. The framework supports communication between supply chain

partners and enhances the effectiveness of supply-chain management (SCM), technology, and related supply-chain improvement activities.

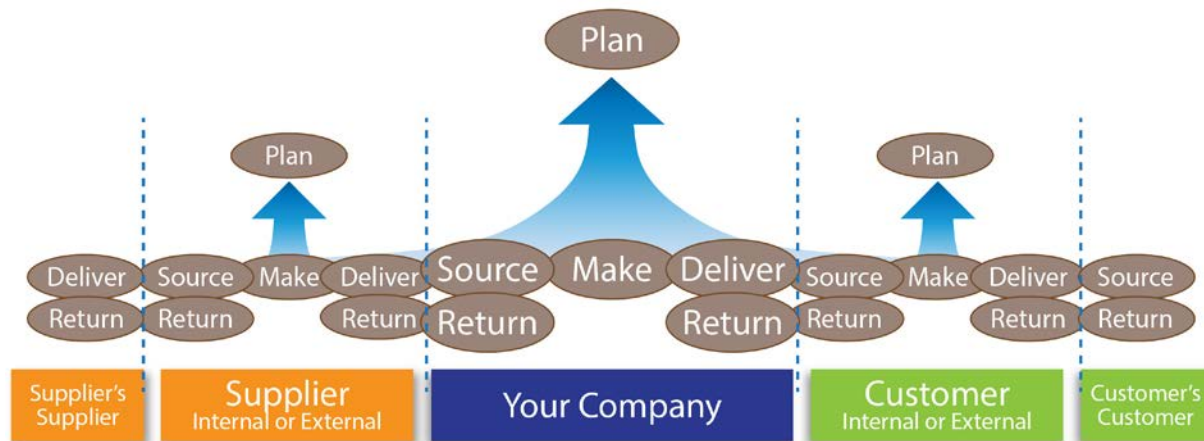


Figure 1-1. SCOR model.

006. Organizational structure

All organizations within the Air Force have a predetermined organization structure. In this lesson, we will outline the organization structure of an LRS and the AFSC.

Logistics readiness structure

Over time, the Air Force has continued to evolve and shape itself to meet the new challenges that face our force daily and work toward building a bridge to the future. As we change the way we wage war, we too must change the way we bring support functions to the fight. The Air Force has transformed from a just-in-case support posture to one with reach-back capability that lends itself to a lighter footprint forward. In the fall of 1999, *The Air Force Chief of Staff Logistics Review* explored the possibilities of a single POC for distribution at wing level. This new concept would combine supply, transportation, and logistics plans into a single squadron. Realizing these possibilities resulted in the birth of the LRS. The LRS gives the wing commander a single POC that will be able to provide order, movement, and availability status of any item in the supply chain. The LRS is divided into four functional flights: Deployment and Distribution, Materiel Management, Vehicle Management, and Fuels Management (fig. 1-2). Each flight has specific duties and responsibilities. The general responsibilities of each duty and flight are described below.

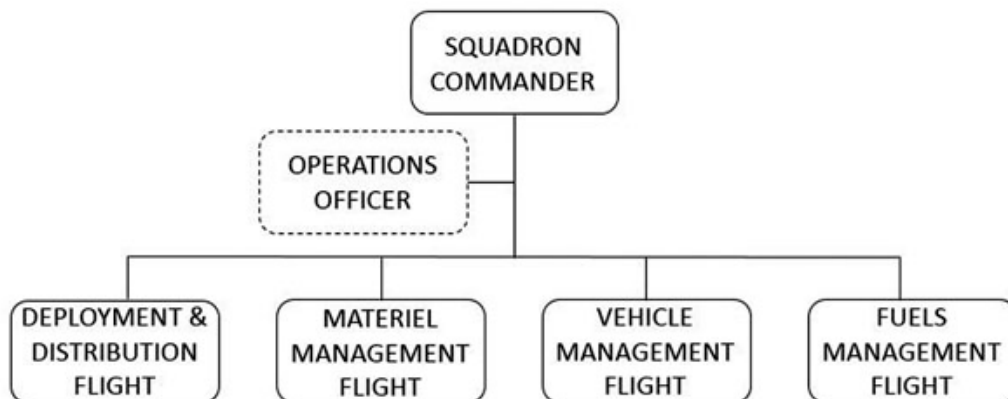


Figure 1-2. Standard LRS organizational structure.

LRS commander

The commander will be experienced in all three core competencies: distribution, materiel management, and contingency operations. The commander's duties consist of the following:

- Commanding all personnel attached to the squadron.
- Directing the Materiel Management, Deployment and Distribution, Vehicle Management, and Fuels Management flights.
- Developing broad plans and policy to ensure the adequate health, welfare, and morale of assigned personnel.
- Ensuring mission readiness, providing strategic planning, and acting as an accountable officer.
- Serving as the focal point for squadron interaction with base, MAJCOM, AFSC, and Air Force leadership.
- Determining and pursuing funding, facilities, and equipment needed to perform the mission.

Operations officer

The operations officer is the next senior officer and is tasked to guide the day-to-day mission productions, to include direct supervision of the unit deployment managers and squadron readiness. The operations officer should have broad experience in the logistics readiness field. This member also acts for the commander IAW AFI 51-604, *Appointment to and Assumption of Command*, para.6.2 in the absence of the squadron commander, as well as carries out all logistics manager duties when no logistics manager is assigned.

Logistics manager

The logistics manager is the senior civilian logistician on the staff. The logistics manager is responsible for the oversight of programs and processes associated with squadron business processes, resource management, squadron analysis, strategic planning, compliance, squadron training, accountability, metrics, and systems management. The logistics manager is the director of operations compliance (OC) and the POC for all LRS civilian personnel issues.

Operations compliance

OC is the commander's single POC for "health of the squadron" issues. OC provides oversight of squadron compliance, training, resources, accountability, and analysis. OC contains quality assurance, squadron training, resource management, and functional systems management.

Squadron superintendent

The squadron superintendent is the senior ranking chief master sergeant or other senior noncommissioned officer (NCO) and functions as a key advisor on a broad range of operational, readiness, and enlisted human resource concerns. The superintendent maintains a working knowledge of functional manpower requirements, manning levels, and works with respective flight leadership to address staffing concerns.

Materiel Management flight

This flight is responsible for all retail materiel management functions for a base/location, such as storing, inventorying, inspecting, issuing, returning, repair cycle and customer support. The flight consists of three sections: Asset Management, Maintenance Support, and Customer Support. It is the primary liaison between customers and the AFMC supply-chain management-retail (SCM-R) activities.

Deployment and Distribution flight

This flight is responsible for the centralized command and control, planning, and execution of all wing deployment operations and the distribution of cargo, passengers, and personal property. The flight is responsible for the execution of Air and Space Expeditionary Forces Management, Unit Type

Code Management, In-Garrison Expeditionary Site Planning, and Installation Deployment Planning. Additionally, it operates a deployment control center (DCC), reception control center (RCC), and installation deployment readiness cell (IDRC), as necessary. This flight is also responsible for the management of the wing's war reserve materiel (WRM) and support agreements. The Deployment and Distribution flight is also the single installation transportation authority for planning, managing, and executing the movement of personnel, as well as shipment and receipt for DOD cargo during day-to-day and contingency operations.

Vehicle Management flight

This flight is the single authority and source of maintenance and operations of an installation's entire motor vehicle fleet. The Vehicle Management flight is responsible for overall management; operation and maintenance of the wing's vehicle fleet; and accounts for, operates, and maintains vehicle assets so they are safe, efficient, and environmentally sound and meet the wing's needs.

Fuels Management flight

The Fuels Management flight requisitions, stocks, stores, issues, inspects, delivers, and accounts for aviation and ground fuel products, cryogenic fluids, missile propellants, demineralized water, and water alcohol. They are responsible for fuels training, mobility, quality, and laboratory analysis. They support environmental compliance processes related to the safe handling and disposal of petroleum products.

Air Force Sustainment Center

The United States fiscal environment requires DOD and the Air Force to find more efficient and effective ways of doing business. In 2011, the former Air Force Global Logistics Support Center (AFGLSC) officially became a part of AFSC. The restructure is a major part of AFMC's response to a congressional challenge to find efficiencies and save tax dollars while providing global logistics support to the AF. The six specialized centers assigned to AFMC are the Air Force Life Cycle Management Center (AFLCMC), Air Force Test Center (AFTC), Air Force Research Laboratory (AFRL), Air Force Nuclear Weapons Center (AFNWC), Air Force Installation and Mission Support Center (AFIMSC), and AFSC. The AFSC is the hub for integration and management of maintenance/supply-chain capabilities, a network of logistics experts from around the Air Force to link wholesale and retail logistic processes.

The AFSC's mission is to sustain weapon system readiness to generate airpower for America. The center provides expeditionary capabilities to the warfighter through depot maintenance, SCM, and installation support. The AFSC provides critical sustainment for the AF's most sophisticated weapon systems. The AFSC includes Warner Robins, Oklahoma City, and Ogden. ALCs provide integrated logistics support, maintenance, distribution, and repair to specific weapon systems.

Air Force Installation & Mission Support Center

In 2015 the Air Force Installation & Mission Support Center (AFIMSC) was activated to integrate management and oversight of Air Force installation and mission support and associated resources in a single, intermediate-level management organization. The AFIMSC provides opportunities to leverage best practices and standardize support throughout Air Force mission support activities. Headquartered at Joint Base San Antonio–Lackland, Texas, the AFIMSC's mission is to deliver globally integrated combat support and shape the foundation of America's air, space, and cyberspace power. The AFIMSC supports 77 installations worldwide with a foundation consisting of the following six primary subordinate units (PSU):

- Air Force Civil Engineer Center.
- Air Force Financial Services Center.
- Air Force Installation Contracting Agency.
- Air Force Security Forces Center.

- Air Force Financial Management Center of Expertise.
- Air Force Services Activity.

007. Materiel management processes

In this lesson, we will present an overall picture of the basic operations of the materiel management system. This lesson should be particularly useful to people who are not directly involved in the supply operation at the base level but who have responsibilities related to materiel management operations.

The materiel management system, like any materiel management system, involves basic transactions. These include filling order requests for supply items, requisitioning items when there are not enough in stock to fill requests or maintain stock levels, processing items that personnel have returned, handling backorders and shipments, and taking inventory. To handle the required accounting records for all of these transactions, the materiel management system consists of four major processes:

1. Item accounting.
2. File maintenance.
3. Reports.
4. Accounting and finance (A&F).

The item accounting process

The item accounting function is divided into many small processes all initiated from online computer inputs. After an input is processed, the main analysis program looks at the format of the input and identifies the kind of transaction that the operator entered in the system. Next, the program performs a check to ensure the data is compatible. After the program finishes these checks, it starts the transaction process that was first identified.

These transaction processes follow:

1. Order.
2. Due-out.
3. Due-out requisitioning.
4. Receipt.
5. Due-out release (DOR).
6. Turn-in.
7. Shipment.
8. Leveling/file status.

Order

During order processing, the computer program first checks to see if there are enough items available to fill the customer's request. If enough items are available, program control updates the proper item record and writes it to the materiel management system database. The program assigns financial inventory accounting (FIA) codes, writes a transaction to the materiel management system database for each record, and directs an issue document for print at the applicable terminal. If the order involves a repair cycle item, it must have DIFM control. The program creates a materiel management system detail record to track the item through all phases of maintenance to eventual repair or return for supply disposition. If there are not enough items to fill the request, program control starts the due-out process.

Due-out

The due-out process creates and stores the necessary due-out and DIFM detail records on the materiel management system database. It automatically requisitions the number of requested items to meet the

due-out quantities. In addition, it gives the customer the total asset position of the item requested, including interchangeables and substitutes.

Due-out requisitioning

If assets are insufficient to fill the customer's issue request, the system's programs for due-out requisitioning decide how to handle the situation. Automatic requisitions occur if there are no management limits on the materiel acquisition control record (MACR) to stop requisitioning. If the management limits on the MACR stop requisitioning, the program control outputs a fund requirement code (FRC).

Receipt

The receipt process updates the balance in the appropriate item, repair cycle, and routing identifier records. It updates or deletes the appropriate due-in and status details. The program also prints action notices, which explains how to process the property received. These notices include release of due-outs.

Due-out release

Input of a receipt, a return, a new item included in an interchangeable family of items, or an inventory adjustment transaction starts the DOR process. Program control determines the order of release for existing due-outs, produces appropriate output documents, writes necessary transaction histories, and updates appropriate records. When necessary, it establishes DIFM control.

Returns

When a customer returns items to the LRS, he or she is no longer responsible for the items. Instead, return programs turn-in supply- and equipment-type items to the LRS for accountability. The computer program updates basic item and repair cycle records, adjusts DIFM and equipment in-use details, and links with other programs to determine what to do with the property, whether to return the item to stock, ship it, process a DOR, or dispose of the property in some other way.

Shipment

A redistribution or referral order, lateral support requirement, automatic return, or follow-up for receipt acknowledgment input will activate the shipment program. Program control updates the repair cycle record, item record, and the unserviceable detail records, and creates a transaction history record.

Leveling/file status

When program control detects a lull during in-line processing (called idle time), the executive software programs activate the leveling process. This process scans the item records to find releveing flags assigned by the processes. The leveling process then adjusts stock levels, as needed, requisitions stock requirements, and when necessary, reports excess stock.

The file maintenance process

Like the item accounting function, the file maintenance function is divided into smaller programs or processes that are initiated by online inputs. After program control has checked the accuracy of the data, another driver program starts one of the following processes:

- Status.
- Follow-up.
- Inventory.
- Special level.
- Equipment in-use.
- New item record load.
- Mission change special level.
- Miscellaneous file maintenance.

- Stock number user directory (SNUD).
- Interchangeable and substitute group (I&SG).
- Mobility readiness spares package (MRSP) and mission support kit (MSK).

Status

For the status process, program control performs detail edits on all military standard requisitioning and issue procedures (MILSTRIP) status inputs. It also computes estimated delivery dates and updates routing identifier records. When a total cancellation is processed, the program deletes or decreases due-in and status details, creates due-in cancellation and due-out change transaction histories, changes due-outs to memo status, and interfaces with the mission capability (MICAP) program. When necessary, the program outputs management notices for review.

Follow-up

The follow-up program scans the detail record area to identify due-in, excess, and received-not-billed (RNB) details that require follow-up action.

Inventory

The inventory program uses inputs collected from regular inventory counting procedures to adjust or update information on the item, detail, repair cycle, and inventory accuracy records as required.

Special level

In some cases, stock levels established by the materiel management system do not adequately provide for all item requirements. The file maintenance function of the materiel management system includes a special program to load, change, or delete details set up for special levels. Program control produces a listing of all base-initiated details and records the date of last review and validation in the detail.

Equipment in-use

Inputs to load, change, or delete equipment in-use details are processed online. These inputs control the issue or DOR programs for equipment items.

New item record load

The new item record load program creates new item records and links I&SG records, when necessary. A repair cycle record is also created for repair cycle items.

Mission change special level

MAJCOMs may direct a special-level change when there are changes in the mission that affect supply requirements. After input of this data, the program loads the special levels. Based on the nature of the mission change, levels are used to either increase or decrease demand levels. The level details are automatically deleted within 365 days, unless an external decision is made.

Miscellaneous file maintenance

Miscellaneous file maintenance programs update various basic and support records, such as item records, organization records, repair cycle records, routing identifier records, and warehouse locations.

Stock number user directory

Input of stock-list changes from AFMC updates the applicable item, repair cycle, and shipping destination records with current stock control data.

Interchangeable and substitute group

The I&SG program is processed during twilight mode (between in-line processing and reports mode). It automatically establishes or updates interchangeability and substitution (I&S) records received from AFMC D043B (AFMC interchangeable and substitute data maintenance system) processing.

Readiness spares package and mission support kit

The readiness spares package (RSP)/MSK process includes both in-line and off-line programs. In-line programs load, change, or delete RSP/MSK details. An off-line program allows exercise or deployment of specific kits and produces work lists or shipment transactions as required.

The management reporting process

Reports normally are processed during end-of-day (EOD) reports mode. There are five different types of reports:

1. Daily.
2. Monthly.
3. Quarterly.
4. As required.
5. Utility.

Daily reports

The majority of daily reports are required. For that reason, the materiel management system program controls the sequence of daily reports to ensure that reports are updated before the next report is due. Managers use some daily reports, such as document and transaction registers, for auditing purposes. Other reports provide information about the overall management of the supply system.

Monthly reports

Although procedures require monthly reports, materiel management system programs do not automatically control the sequence of these reports. Some of these reports must be run at close of business on the end-of-month (EOM) closeout date. These are processed after the normal mandatory daily reports for that date.

Quarterly reports

Quarterly reports are not sequenced under program control. Processing is done to comply with the reports control symbol (RCS) reporting dates for each quarterly report.

As-required and utility reports

In general, local management decides when these reports are processed.

The A&F process

The A&F process is also divided into a series of programs:

- Requisitioning and status.
- Receipts.
- Order and return.
- Shipments.
- Billings.
- File maintenance.

The item accounting or file maintenance programs activate the A&F programs to update applicable funds accountable records.

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

004. Sources of supply

1. Which source of supply is responsible for cradle-to-grave management of every Air Force weapon system?
2. Where are the three ALCs located?
3. Which agency has responsibility for providing supply support throughout the DOD?
4. What type of products does GSA provide?
5. Define *local manufacture*.
6. What is a GPC?
7. Define CRF.
8. Who do DMS personnel notify when DIFM asset turn-in times exceed requirements outlined in AFI 23-101?
9. The RNI process is governed by which two references?

005. Classes of supply

1. Match each classification in column A with the appropriate class in column B. The responses in column B may be used once only.

<i>Column A</i>	<i>Column B</i>
____ (1) Construction. Construction materiel to include installed equipment, and all fortification/barrier material.	a. I.
____ (2) Clothing, individual equipment, tentage, organizational tool sets and tool kits, hand tools, and administrative and housekeeping supplies and equipment.	b. II.
____ (3) Personal demand items (nonmilitary sales items).	c. III.
____ (4) Major end items. A final combination of end products, which is ready for its intended use, such as launchers, tanks, mobile machine shop, and vehicles.	d. IV.
____ (5) POL. Petroleum fuels, lubricants, hydraulic and insulating oils, preservatives, liquid and compressed gases, bulk chemical products, coolants, de-icing and antifreeze compounds, together with components and additives of such products and coal.	e. V.
____ (6) Materiel to support nonmilitary programs; that is, agricultural and economic development (not included in Classes I–IX).	f. VI.
____ (7) Repair parts (less medical peculiar repair parts). All repair parts and components to include kits, assemblies, and subassemblies, reparable and nonreparable, and required for maintenance support of all equipment.	g. VII.
____ (8) Medical materiel including medical peculiar repair parts.	h. VIII.
____ (9) Ammunition. Ammunition of all types (including chemical, biological, radiological, and special weapons), bombs, explosives, mines, fuses, detonators, pyrotechnics, missiles, rockets, propellants and other associated items.	i. IX.
____ (10) Subsistence.	j. X.

2. Define the SCOR model.

006. Organizational structure

1. List the functional flights in LRS.
2. How many organizations make up the AFSC?
3. What is the AFIMSC's mission?
4. Which PSUs are the foundation of the AFIMSC?

007. Materiel management processes

1. List the four materiel management major processes.
2. Which item accounting process provides the total asset position of the item record requested, to include interchangeables and substitutes?
3. What four types of transactions activate the DOR process?
4. List the 11 major processes in the file maintenance function.
5. What are the five different types of reports?
6. What major processes are involved in the A&F process?

Answers to Self-Test Questions**001**

1. AFI 36-2101.
2.
 - (1) Perform administrative and management functions.
 - (2) Inspect and evaluate inventory management activities.
 - (3) Inspect and identify property.
 - (4) Provide support to maintenance activities.
 - (5) Perform technical materiel functions.
 - (6) Issue, ship, and transfer property.
 - (7) Plan and schedule materiel storage activities.

002

1. Wholesale Logistics Program or Logistics Career Broadening Program.
2. Technical sergeant or master sergeant.
3. MFM.
4. CFM.

003

1. It is the AF's transformation campaign plan to improve logistics to meet both the current and future threat environment.
2. To create unified, enterprise-wide processes that cut across organizations and geographies to deliver the right support, to the right place, at the right time, every time.

004

1. AFMC.
2. Ogden ALC (OO-ALC), Oklahoma City ALC (OC-ALC), Warner Robins ALC (WR-ALC).
3. DLA.
4. Office supplies, hand tools, paints, chemicals, automotive supplies, and furniture.

5. Item fabricated by a maintenance activity on base.
6. It is the official government credit card for making authorized purchases of supplies, equipment, and nonpersonal services costing up to \$3,000.
7. It gives maintenance options ranging from complete decentralization to centralization of repair functions in a single facility.
8. AMU leadership.
9. AFI 20-117 and AFMAN 20-118.

005

1. (1) d; (2) b; (3) f; (4) g; (5) c; (6) j; (7) i; (8) h; (9) e; (10) a.
2. It is a commercial-based supply-chain integration model used to describe business activities associated with all phases of satisfying a customer's demand. It is organized around the five primary management processes of Plan, Source, Make/Maintain, Deliver, and Return.

006

1. Deployment and Distribution, Fuels Management, Materiel Management, and Vehicle Management.
2. Three.
3. To deliver globally integrated combat support and shape the foundation of America's air, space, and cyberspace power.
4. (1) Air Force Civil Engineer Center.
(2) Air Force Financial Services Center.
(3) Air Force Installation Contracting Agency.
(4) Air Force Security Forces Center.
(5) Air Force Financial Management Center of Expertise.
(6) Air Force Services Activity.

007

1. Item accounting, file maintenance, reports, and A&F.
2. Due-out process.
3. Receipt, a return, an inclusion of new items in an interchangeable family of items, or an inventory adjustment.
4. (1) Status.
(2) Follow-up.
(3) Inventory.
(4) Special level.
(5) Equipment in-use.
(6) New item record load.
(7) Mission change special level.
(8) Miscellaneous file maintenance.
(9) SNUD.
(10) I&SG.
(11) MRSP and MSK.
5. (1) Daily.
(2) Monthly.
(3) Quarterly.
(4) As required.
(5) Utility.
6. Requisitioning/status, receipts, order/return, shipments, billings, and file maintenance.

Complete the unit review exercises before going to the next unit.

Unit Review Exercises

Note to Student: Consider all choices carefully, select the *best* answer to each question, and *circle* the corresponding letter. When you have completed all unit review exercises, transfer your answers to the Field-Scoring Answer Sheet.

Do not return your answer sheet to the AFCD.

1. (001) What is outlined in Air Force Instruction (AFI) 36-2101, *Classifying Military Personnel (Officer and Enlisted)*?
 - a. Duties and responsibilities for the Air Force Reserve and Air National Guard *only*.
 - b. Duties and responsibilities for each Air Force career field or specialty.
 - c. Career progression for the materiel management career field.
 - d. Career progression for each military service agent.
2. (001) Materiel management specialists are *not* responsible for
 - a. providing support to maintenance activities.
 - b. directing policy and guidance for career field.
 - c. researching and identifying materiel requirements.
 - d. preparing, analyzing, and evaluating reports, procedures, and policy data.
3. (002) The purpose of the Air Force Logistics Career Broadening Program is to promote a better understanding of the whole materiel management system through the cross-utilization of training, knowledge, experience, and
 - a. interfaces.
 - b. processes.
 - c. perspectives.
 - d. provisioning.
4. (002) To be eligible for the Logistics Career Broadening Program, you must be a technical sergeant or master sergeant with *less than* how many years of time-in-service?
 - a. 9.
 - b. 11.
 - c. 13.
 - d. 15.
5. (002) What two organizations provide wholesale logistics experience for selected materiel management noncommissioned officers (NCO)?
 - a. Air Force Materiel Command (AFMC) and General Services Administration (GSA).
 - b. Defense Logistics Agency (DLA) and AFMC.
 - c. GSA and Materiel Management System.
 - d. Materiel Management System and DLA.
6. (003) Which Expeditionary Logistics 21st Century (eLog21) effect ensures logistics decisions are made and actions are taken with an understanding of their impact across the entire Air Force?
 - a. One: Enterprise View.
 - b. Two: Integrated Processes.
 - c. Three: Optimized Resources.
 - d. Four: Integrated Technology.

7. (003) In support of the Expeditionary Logistics 21st Century's (eLog21) Integrated Processes, which is *not* a resource?
 - a. Financial.
 - b. Acquisition.
 - c. Technology.
 - d. Infrastructure.
8. (004) Which source of supply provides wholesale support to all government agencies?
 - a. General Services Administration (GSA).
 - b. Air Force Materiel Command (AFMC).
 - c. Defense Logistics Agency (DLA).
 - d. Local manufacturers.
9. (004) Local manufacture is a term that describes an item
 - a. designed by a local commodity center.
 - b. sourced from another branch of service.
 - c. fabricated by a maintenance activity on base.
 - d. purchased by an organization using the government purchase card (GPC).
10. (004) Which section gives maintenance repair functions in a single facility?
 - a. Local purchase (LP).
 - b. Local manufacture (LM).
 - c. Defense Logistics Agency (DLA).
 - d. Centralized repair facility (CRF).
11. (004) Who serves as the *primary* point of contact for interfacing with the Air Force Sustainment Center (AFSC) on behalf of maintenance customers?
 - a. Flight Service Center.
 - b. Centralized Repair Facility.
 - c. Defense Logistics Agency (DLA).
 - d. Decentralized materiel support (DMS).
12. (004) Who is required to notify the flightline expeditor of all back ordered parts in accordance with AFI 21-101?
 - a. Decentralized materiel support (DMS) personnel.
 - b. Individual Protective Equipment (IPE) personnel.
 - c. Document Control personnel.
 - d. Storage and Issue personnel.
13. (004) Which references govern the Repair Network Integration (RNI) process?
 - a. Air Force Instruction (AFI) 21-177 and Air Force Manual (AFMAN) 21-188.
 - b. AFI 20-117 and AFMAN 20-118.
 - c. AFMAN 21-112 and AFI 21-113.
 - d. AFMAN 20-122 and AFI 20-133.
14. (005) What *best* describes supply Class I items?
 - a. Petroleum, oil, and lubricants (POL).
 - b. Subsistence.
 - c. Construction.
 - d. Ammunition.

15. (005) Which class of supply includes weapons?
 - a. II.
 - b. IV.
 - c. VI.
 - d. VIII.
16. (005) Which class of supply consists of ammunition?
 - a. III.
 - b. V.
 - c. VII.
 - d. IX.
17. (005) What *best* describes supply Class III items?
 - a. Subsistence.
 - b. Ammunition.
 - c. Construction.
 - d. Petroleum, oil, and lubricants (POL).
18. (005) What *best* describes supply Class VI items?
 - a. Ammunition.
 - b. Major end items.
 - c. Medical materiel.
 - d. Personal demand items.
19. (005) Which class of supply consists of major end items?
 - a. II.
 - b. IV.
 - c. VI.
 - d. VII.
20. (005) Which class of supply consists of medical materiel?
 - a. VII.
 - b. VIII.
 - c. IX.
 - d. X.
21. (005) What *best* describes supply Class X items?
 - a. Repair parts.
 - b. Major end items.
 - c. Medical materiel.
 - d. Materiel to support nonmilitary programs.
22. (005) What provides a unique framework that links performance metrics, processes, best practices, and people into a unified structure?
 - a. Supply-chain operations reference (SCOR).
 - b. Air Expeditionary Forces (AEF).
 - c. Unit type code (UTC).
 - d. Operation plan.
23. (006) Which specialized center is the hub for the integration and management of maintenance/supply chain capabilities?
 - a. Air Force Test Center (AFTC).
 - b. Air Force Research Laboratory (AFRL).
 - c. Air Force Sustainment Center (AFSC).
 - d. Air Force Nuclear Weapons Center (AFNWC).

24. (006) The Air Force Sustainment Center's (AFSC) mission is to
- a. provide research and technology development.
 - b. validate and improve weapon system capabilities.
 - c. provide acquisition management for weapon systems.
 - d. sustain weapon system readiness to generate airpower for America.
25. (006) How many primary subordinate units (PSU) make up the foundation of the Air Force Installation & Mission Support Center (AFIMSC)?
- a. Six.
 - b. Seven.
 - c. Four.
 - d. Five.
26. (007) Which maintenance process updates various basic and support records, such as item records, routing identifier records, and warehouse locations?
- a. Interchangeable and substitute group (I&SG).
 - b. Miscellaneous file maintenance.
 - c. Follow-up.
 - d. Status.
27. (007) Which type of reports provide information about the overall management of the supply system?
- a. Daily.
 - b. Monthly.
 - c. Quarterly.
 - d. Utility.

Unit 2. General Materiel Management Knowledge

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THERE ARE CERTAIN skills and proficiency levels every materiel management specialist should be familiar with; whether you are working at the AFSC, an LRS, or working a materiel support function outside of the standard materiel management structure. Basic skills; such as researching materiel management manuals and publications, interpreting inquiries, rejects, and management notices; are skills that everyone working in the career field should be familiar with and strive to master.

2–1. Getting to Know Materiel Management Manuals and Publications

No matter where you work, you must be familiar with and use the information contained within Department of Defense Manual (DODM) 4140.01, *DOD Supply Chain Materiel Management Procedures*; Defense Logistics Manual (DLM) 4000.25, *Defense Logistics Management Standards*; AFI 23–101, *Air Force Materiel Management*; AFMAN 23–122, *Materiel Management Procedures*; and Air Force Handbook (AFH) 23–123, *Materiel Management Handbook*. Having the basic knowledge of these manuals and publications will allow you to research issues and resolve problems quickly—a major benefit for your customers.

008. Materiel management manuals

Air Force manuals and publications are directive in nature; that is, they initiate or govern action, conduct, or procedures. DODM 4140.01, *DOD Supply Chain Materiel Management Procedures*, and DLM 4000.25, *Defense Logistics Management Standards*, govern the materiel management career field. The guidance received from these manuals establishes a uniform system of stock control throughout the Air Force.

DODM 4140.01, *DOD Supply Chain Materiel Management Procedures*

This regulation implements requirements and procedures for DOD materiel managers and others who work within or with the DOD supply system. This regulation provides materiel management guidance for developing materiel requirements based on customer expectations while minimizing the DOD's investment in inventories, selecting support providers on the basis of best value, and determining how best to position and deliver materiel to satisfy highly variable readiness and combat sustainment needs in a variety of unique and demanding environments. Additionally this regulation provides guidance to executing other supply-chain functions and programs; some are unique to the department.

This regulation presents DOD logistics personnel with a process-based view of materiel management policy within a supply-chain framework. This structure underscores the fundamental changes and collaborative initiatives that are occurring to meet warfighter sustainment needs and the operational requirements of the National Military Strategy.

DLM 4000.25, *Defense Logistics Management Standards*

This DLM prescribes logistics management responsibilities, procedures, rules, and electronic data communications standards for use in the DOD, to conduct logistics operations in the functional areas of supply, acquisition (contract administration), maintenance, and finance. The Defense Logistics Management Standards, or DLMS, is a process governing logistics functional business management standards and practices rather than an automated information system. The DLMS provides an infrastructure for the participatory establishment and maintenance of procedural guidance to implement the department's logistics policy by the using activity.

009. Materiel management publications

Air Force publications provide guidance, direction, and, if needed, can help initiate or govern action, conduct, or procedures. AFI 23-101, AFMAN 23-122, and AFH 23-123 govern the materiel management career field. The guidance provided from these publications establishes a uniform system of stock control throughout the Air Force by prescribing standardized procedures for the requisition, purchase, receipt, storage, stock control, issue, shipment disposition, identification of, and accounting for supplies by Air Force organizations.

AFI 23-101, *Air Force Materiel Management*

This policy provides direction for determining and stocking materiel requirements, cataloging, ordering, sourcing, receiving, delivering, and return/disposal of materiel for Class IX repair parts and select Class VII major end items as identified and approved by HAF. Additionally, guidance for other classes of supply, such as Class V munitions, is covered in specific subject areas. These references will be specifically enumerated where applicable.

AFMAN 23-122, *Materiel Management Procedures*

This guidance provides directions for performing predominantly retail materiel management processes associated with determining stock requirements, inventorying, storing materiel, cataloging, ordering, sourcing, receiving, delivering, and return/disposal of materiel for Class IX repair parts and select Class VII major end items as identified and approved by HAF. Additionally, guidance for other classes of supply is covered in specific subject areas.

AFH 23-123, *Materiel Management Handbook*

AFH 23-123 has three volumes; volume 2 has four parts. The following table gives an overview of the handbook.

AFH 23-123 Overview			
Volume	Part	Title	Description
1		<i>Materiel Management Reference Information</i>	Provides ready identification and use of various codes and terms applicable to procedures covered in AFMAN 23-122.
2		<i>Integrated Logistics System-Supply (ILS-S)</i>	Prescribes standardized processes for all materiel management activities operated or supported by ILS-S. It applies to all ILS-S users.
2	1	<i>ILS-S, Materiel Management Operations</i>	Provides system interface guidance related to the execution of materiel management processes outlined in AFMAN 23-122.
2	2	<i>ILS-S, Standard Base Supply System Operations</i>	Specifies the functional and technical processes applicable to status inquiries, notices, record maintenance and associated information within the Standard Base Supply System (SBSS).
2	3	<i>ILS-S, Standard Base Supply System Reference</i>	Specifies the functional and technical processes applicable to system operations within the SBSS.

AFH 23-123 Overview			
Volume	Part	Title	Description
2	4	<i>ILS-S, Ancillary Components</i>	Addresses the Air Force Supply Central Database (AFSCDB) and the Enterprise Solution-Supply (ES-S). The AFSCDB is designed to replicate the SBSS processes without changing its business practices. This part of the handbook provides detailed information on the AFSCDB. Additionally, an introduction to the ES-S and link to the online ES-S handbook are provided.
3		<i>Air Force Equipment Management</i>	Specifies processes and information applicable in the management of organizational equipment under the Air Force Equipment Management System (AFEMS).

To retrieve the materiel management publications mentioned in the table, you will first need to go to the Air Force e-publishing website (www.e-publishing.af.mil) and type in the publication you require in the Product Number/Title Search menu. Click on the corresponding product number; this allows you to enter the publication. It is important to know how to locate information and procedures found in these publications.

There are two ways to navigate your way through these publications:

1. Table of contents (TOC): The TOC provides chapters and sections on your area of interest. After scrolling through the TOC, and you see the information required, the page number is located next to the content, which allows you to scroll to the corresponding document for you to view.
2. Find tool: Ctrl F is a search tool that is used for locating information in the materiel management publications that contain your selected text. This tool limits its search to the document you currently have open. This tool lets you query for words or phrases within the publication. After you type in the word or phrase you want to locate, press the ENTER key and the tool locates your selected text within the document. To find the next occurrence of your selected text, you must press the ENTER key again, and tell it to “Find Again.”

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

008. Materiel management manuals

1. What is the purpose of DODM 4140.01?
2. What four functional areas does DLM 4000.25 prescribe responsibilities and procedures to conduct logistics operations?

009. Materiel management publications

1. What is the first step to retrieve AFI 23-101 from the web?
2. What are two ways of navigating through AFMAN 23-122?
3. What research tool allows you to type in the word or phrase when researching a document within AFH 23-123?

2-2. Supply Inquiries and Computer Products

Throughout your career in materiel management, you will perform inquiries (INQ) to determine everything from what supplies to get to the status of the supplies you have ordered. As a result of your INQs and as a way to better maintain continuity of the supply situation, you will use computer products generated automatically or as a result of a manual request. At the foundation of the request is the national stock number (NSN).

010. The national stock number

The NSN is a 13-position alphanumeric identification number associated with a specific item. It is made up of the federal supply classification (FSC) (four digits) and the national item identification number (NIIN) (nine digits). A two-digit material management code (MMC) may be assigned to the NSN, but it is not part of the NSN.

NOTE: The first two digits of the FSC are the federal supply group (FSG) and identify the commodity of an item. Likewise, the first two digits of the NIIN are the National Codification Bureau (NCB) code and identify the country that assigns the number.

011. Computer inquiries

There are a number of ways to obtain information in the materiel management computer, but one of the most versatile tools used is the file interrogation system. This system can be used by all levels of management from any input device during in-line mode or by the computer operations main system during the EOD mode. The file interrogation system lets you choose from a great variety of input and output formats to get the information you need.

Types of inquiries

The four major types of inquiries are described in the following table:

Types of Inquiries	
Item Record	Start with the printing of item record information. The type of record retrieval code you use on your inquiry input will determine the amount of data that is provided on this type of inquiry.
Detail Record	Used when detail records are to be "read out" for a specific document number (DN).
Part Number Record	Covers the records read out for a specific part number.
Other Records	Includes support records, transaction history records, and serial number records.

Processing inquiries

All work and management levels must exercise discipline to control the volume and types of inquiries processed. Processing large inquiries, or large numbers of inquiries, puts an unnecessary strain on the materiel management computer system. Inquiry abuse is readily evident when you review the M32, monthly base supply management report. Educating personnel to use specific types of inputs and to obtain the data from existing output products can greatly enhance the overall operation of materiel management.

Before you can process an inquiry, you need to determine the type of data you are looking for. The data required determines the type of inquiry you need to process (e.g., item record, detail record, part number, etc.). Use the following format to process a stock number (SN) or DN inquiry.

INQ Data Field	Remarks
Transaction identification codes (TRIC)	Always INQ.
Type Inquiry Code	For item record inquiries, enter "SN." For detail record inquiries, enter "DN."

INQ Data Field	Remarks
SN or DN	For item record inquiries, you may leave the FSC or the MMC designators blank. For detail record inquiries, enter the DN. For MILSTRIP or special-level details, you can leave the first six positions of the DN blank. If detail records related to a specific authorized/in-use, in-place readiness spares package (IRSP), mobility readiness spares package (MRSP) supply point, special-purpose recoverables authorized maintenance (SPRAM), or WRM/war consumables distribution objective (WCDO) document serial number are required, enter four zeroes (0000) in positions 7 through 10 of the DN field. The program prints the master and substitute detail records and all due-out details for these records. With this special feature, you can easily check the on-hand and on-order position of any item involved in detail accounting.
System Designator	Must be input if the releveing flag field contains an R.
Releveing Flag	Enter an R if releveing (requirements computation) data is required.
Type Record Retrieval Codes	Enter the appropriate item record or detail record retrieval code. More information is provided in the paragraph below.
Organization Shop Codes	Enter a specific organization and shop code to select required details for the SN requested. If details for only an organization are required, leave the shop code blank.
Reference Data	This field should contain the name, office symbol, phone number, or reason for the inquiry. This data will be printed on the first line of the inquiry output document to assist in distribution, etc.
Output Function Number	Enter the function number you want the printed output to go to.

Record retrieval codes

Record retrieval codes are used on item record inquiry inputs to obtain specific data from the materiel management computer. This code also determines whether additional item records and/or additional records such as repair cycle or detail records are retrieved. A few of the retrieval codes that can be used on an item record inquiry are listed in the table that follows. You can use more than one retrieval code an inquiry input.

Remember to request only as much information as you really need. For example, do not process a 156ALL inquiry when all you want to know is the on-hand balance of a particular item. A record retrieval code 2 inquiry would be much better suited for that purpose.

Item Record Retrieval Codes	Explanation	Detail Record Retrieval Codes	Explanation
1	Complete item record indicative data and stock control data.	ALL	All details linked to the input stock number.
2	Short item record output.	D	DIFM details.
4	Transaction history.	I	Due-in details.
5	Repair cycle data.	O	Due-out details.
6	All records within an ISG.	S	Status details.

Interpreting inquiries

After processing an inquiry, you must be able to interpret the information. Line one (1) of the output shows your input image. The rest of the output shows what information was retrieved from the computer. It is displayed in narrative format. This means the data is identified either by a plain English title or by an easily understood abbreviation. Interpreting an inquiry output is a simple matter of identifying the data required, locating the plain English title, and extracting the required information.

Item records

The data element names will print on an item record inquiry whether or not actual data is loaded on the detail record requested. The print positions for data are not always the same. Print positions vary depending on the record retrieval code of the input. The example below shows output from a type 1 (record retrieval code 1) item record inquiry.

```
INQSN7530001450414 01 1 07632400010
ITEM RECORD (101) WHSE-LOC: 35A003E055
STK-NBR: 7530001450414 SD: 01 UI: BX SER/BAL: 184
UP: $26.70 NOUN-1-19: PAPER, TAB 1PT/14X11
NOUN-20-32: RID: GSA ERRC: XB3 AP-CD: RP CIC: U
TAC: B FRZ-CD: DOLT: 1996324 DOLI: 1995215 AAC: G
ISG-NBR: RELAT-CD: CALC-KEY: 010**01450414 BUD-CD: 9
EX: 5 IX: RX: SX: CARGO-TYPE: ISG-ORD-CD:
SHLF-LFE: 0 QUP: 1 NMFC: 00 DMD-LVL: 289
DMDS-CURRENT: 23 DMDS-PS-6-MO: 24 DMDS-7-12-MO: 18
CUM-REC-DMDS: 884 CM-DMD-QTY: 831
CM-DMD-QY-SQ: 52866 DMDS-007SC: 453 DOFD: 1995089
DOLD: 1996324 DOLR: 1996192 RQMTS-COMP: R F/S-QTR-CD: C
AIR-INV-FLG: 0 XCS-CAUSE: SPC: 4 DTE-SPC-ASSG: 1996156
STD-DEV: 01 PREC-METALS: A OVRFLW-ADJ: 0 SUPPL-ADJ: 0
SRD-COLL-FLG: 1 MIN-LVL-FLG: 0 MAX-LVL-FLG: 0 FIX-LVL-FLG: 0
RBL-FLAG: 0 MIS-CHG-GAIN: 0 MIS-CHG-LOSS: 0 TCTO: 0 EOQ-CONS: 1
HLTH-HZRD: 0 SUSP-MTRL: 0 PROB-ITM-FLG: 0 STK-FD-CR: D
MULT-DIFM: 0 FUNCT-CHK: 0 LP: 0 RIW: 0 CURRENCY-RCD:
ADPE: 0 INTRCHG-FLG: HZRD-MAT-CD: SPI-IND:
SPI-NBR: SPI-EFF-DATE: 00 DTE-TRAN-UP: 1993054
SNUD-UPDATE: 1996183 DEMIL-CD: A FOAM-IN-PLAC: CSMS-RPRT: N
AFRAMS-RPRT: TYPE-PROC-CD: INV-FLG: MISS-IMPACT: 2
LOT-SIZE-FLG: MGR-DESIG-CD: FCAST-AQ-CST: 00
PRICE-VAL: N SER-REP-CD: BAS-CLOS-FLG: 0 XCE-DATE:
LCL-ERC-FLAG: N FTD-CODE: XE4-DATE: DLA-FLAG:
***** END OF INQUIRY *****
```

Detail records

Like item records, detail record data element names print whether or not actual data are loaded on the detail requested. Data are printed in the sequence that it is stored on the record itself. In the example below, we have an MRSP detail record with NSN 4810011787724FS. This SN is the prime SN for this detail. It is showing one package authorized and one on-hand. The work unit code and standard reporting designator (SRD) data are provided—information that you will need to know if you want to process an MSI transaction code, (issue) input, against this detail. When you look at this inquiry, you can also see that the withdrawal flag is set to “Y,” which means that anyone can withdraw from this detail. It also shows that no assets are deployed.

```
INQDNU243AA00000001 01 103219385
AIRBORNE-MRSP-DETAIL (239) STK-NBR = 4810011787724FS
DOCUMENT-NBR: U243AA000000001 SYS-DES: 01 QTY-ON-HND: 01
AUTH-QTY: 01 QTY-PER-APPL: 01 AUTH-UNSUPP: 00
PRIME-SUB: P MDS: 00B001B WORK-UNIT-CD: 46BER SRD: ABA
LOCATION-CD: BIN 5C MNT-REP-CONC: %-APPLIC: NOTE-CD: 2
ASSET-STATUS: TYPE-SPARES: A SUPPORT-CD: DOLI: 1997294
```

DOLT: 2001032 WITHDRWL-FLG: Y FILLER: END-ITEM-ID:

LST-ACCP-ITM: MISS-CAP-CD: DEPLOYED-QTY: 00

INCREMENT-CD: INV-FRZ-CD: UNIT-TYPE-CD: 3BADL0

FILLER-2: DEPLOYED-RID: TOT-WAR-RQMT: 00

REPAIR: 00 POST-REPAIR: 00 AWP: 00 OTHERS: 00

***** END OF INQUIRY *****

Part number records

A part number inquiry provides the NSN, CAGE code, and technical order (TO) associated with the particular part number. When a customer requests an item by part number, this inquiry is used to retrieve the NSN linked to the particular part number. This simplifies the ordering process. In the following example, you can see that part number 88J is linked to NSN 2930P88J. We also know from viewing this inquiry that it is an F15 part.

INQPN 88J 01 01830015

PART-NBR-DETAIL (222) WHSE-LOC:

STK-NBR: 2930P88J SYS-DES: 01 CAGE: 11829

PRT-NBR-1-14: 88J PRT-NBR-LS18:

DOLT: END-ITM-APPL: 1F-15A-4

CALC-KEY: 0188J FILLER:

***** END OF INQUIRY *****

Repair cycle record

Repair cycle data can be obtained by using record retrieval code 5 on your inquiry input. The shaded area in the following example shows the repair cycle data for NSN 2910011355681. By looking at the highlighted information within the repair cycle data, you can see this item has a base repair rate of 0 percent. All items from the current and past five quarters were turned in as not reparable this station (NRTS)—none of them were repaired at this station (RTS).

INQSN2910011355681 01 5 07632400010

ITEM RECORD (101) WHSE-LOC: 10B023B023

STK-NBR: 2910011355681 SD: 01 UI: EA SER/BAL: 00

UP: \$9912.29 NOUN-1-19: FUEL CNTRL 5901030B

NOUN-20-32: RID: FPZ ERRCD: XD2 AP-CD: F6 CIC: U

TAC: B FRZ-CD: DOLT: 1996184 DOLI: 1996177 AAC: C

ISG-NBR: RELAT-CD: CALC-KEY: 010**11355681 BUD-CD: 8

EX: IX: RX: SX: DMD-LVL: 04 BEN-STK: 0

MSK: 0 OVRFLW-ADJ: 0 MIS-CHG-GAIN: 0 MIS-CHG-LOSS: 0

REPAIR-CYCLE-RECORD (102) STK-NBR = 2910011355681

STK-NBR: 2910011355681 SYS-DES: 01 PRIORITY: 03 RIW:

PROJECT-NBR: RIMCS-CODE: A NRTS-1-IND: XCEP-R-C-DAY:

CR-QTR-AWP-D: 00 CR-QTR-AWP-O: 00 DISPOS-CD:

SHIP-TO-SRAN: FB2059 ORG-CD-REP: SHP-CD-REP:

LVL-OF-MAINT: N RIMCS-DATE: 1994014 AV-AWP-DY-PQ: 00

MARK-FOR: SRAN: PROJECT-CD: SHIP-PRI:

FILLER:

CUR-QTR 1ST-QTR 2ND-QTR 3RD-QTR 4TH-QTR 5TH-QTR

RTS: 0 0 0 0 0 0

```

CONDEMN: 0 0 0 0 0 0
NRTS: 3 1 1 2 2 0
NET-DAYS: 0 0 0 0 0 0
NRTS-CNDM-DAYS: 21 2 5 9
*** TURNED IN ALPHA ACTION TAKEN CODE ***
UNITS-A: 0 UNITS-B: 0 UNITS-D: 0 UNITS-F/G: 0 UNITS-K/L: 0
UNITS-Z: 0 UNITS-OTHER: 0
*** TURNED IN NUMERIC ACTION TAKEN CODE ***
UNITS-1: 3 UNITS-2: 0 UNITS-3: 0 UNITS-4: 0 UNITS-5: 0
UNITS-6: 0 UNITS-7: 0 UNITS-OTHER: 0
*** DELAYED MAINT TIME CURRENT ***
UNITS: 3 BEFORE-DLY-DAYS: 16 AFTER-DLY-DAYS: 0
OTHER-DLY-DAYS: 0 TOTAL-DLY-DAYS: 16
CUR-QTR 1ST-QTR 2ND-QTR 3RD-QTR 4TH-QTR 5TH-QTR
BEF-DELAY-AVG: 1 5 4 2 10
AFT-DELAY-AVG: 0 0 0 0 0
OTH-DELAY-AVG: 0 0 0 0 0
TOT-DELAY-AVG: 1 5 4 2 10
*** REPAIR CYCLE COST DATA ***
BASE REPAIR 000%
***** END OF INQUIRY *****

```

Requirements computation

A requirements computation is a summary of information about a particular SN found on an inquiry. You can request the requirements computation (releveling) information for a given SN by entering releveling flag “R” in the Releveling Flag field of the item record retrieval input. This data is output under the “S035 Management Notice” heading; after all, requested details are printed. The following is an example of the information this type of inquiry provides. Our example inquiry is showing 24 on hand and a total requirement of 22.

NOTE: The requirements computation data are for information only. This inquiry does not update any record elements.

```

S035 MGT REQUIREMENTS COMPUTATION INFORMATION DATA AS OF 1093
ASSETS: SV BAL 24 DI BAL 0 SUP PT 0
US BAL 0 DIFM 0 TOT ASSETS 24
RQMTS: FIRM DUO 0 RQ OBJ 22 TOT RQMT 22
RQN QTY 0 GP ERQ 56 SAFETY LVL 1.864
DDR 0.0777 DAYS OH 309 DAYS SHORT 0
SHP STA 0 DAYS DI 0 SPC SUB GP D
EOQ 0 VOD 0.6383 ROP 2
O&ST 12 VO&ST 30 DMD LVL 22
CST STK 0.00 CSTNSTK 0.00
EXCESS: COMP XCS 0 DXOH 0 XCS DI 0
RPT XCS 0 DI CAN 0 DI XCS 0

```

Numeric parts preference codes

Numeric parts preference codes (NPPC) indicate on the item record why an I&SG is unsuitable and identifies applicable limitations of the item for future use. If an I&SG item is not acceptable for Air Force use or may be used only under restrictive conditions, it is assigned an NPPC.

Listed are NPPC codes and a brief description of each.

- NPPC 2 (N phrase code).
- NPPC 3 (Condemned).
- NPPC 4 (Time Compliance Technical Order [TCTO]).
- NPPC 5 (Deleted).
- NPPC 9 (Unacceptable for Air Force Use).

012. Consolidated transaction history inquiries

Consolidated transaction history (CTH) is an effective tool used to research and compile transactions. You can query CTH records as far back as one year or more at a time, thus, speeding up the process of gathering data.

The Master Inquiry menu

The Transaction History Master Inquiry menu simplifies the CTH inquiry process. To reach the Master Inquiry menu, enter TRIC CTH. From the Master Menu screen, you can select one of three inquiry input formats—SN, transaction serial number, or batch miscellaneous.

SN inquiry

This format allows you to select CTH records using the SN and transaction date. A sample input screen is shown.

```

CTHNSN / 865 Next materiel management system.
Scr#_____
STOCK NUMBER INQUIRY
STOCK NUMBER**: _____ SYSTEM-DESIGNATOR: ____
DOCUMENT NUMBER: _____ (Only TR's with matching SN & DN are selected)
FROM/TO DATES: 00000/00000 (If to date is ZERO, a single day is selected)
                      ** EXPLANATION OF FORMAT OPTIONS **
TYPE FORMAT: (A/B/S/L) A - ABBREVIATED FORMAT WITH PAGING/PRINT
(1 TRANSACTION PER LINE)
REMARKS: _____ B - SHORT FORMAT PRINTED AT RPS
S - SHORT FORMAT WITH PAGING
L - LONG FORMAT PRINTED AT RPS
TRIC: ____ _ (Default format is 'A')
TTPC: ____ _
FIA : ____ _

```

Transaction serial number inquiry

This input format allows you to select CTH records using a transaction date and serial number.

Batch miscellaneous option inquiry

This inquiry allows you to select CTH records using multiple options and produce a printed report.

CTH output formats

Under the CTH system, you may view your information output in one of four ways:

1. Abbreviated format (Option A)—displays a list of abbreviated histories on your terminal screen or in print.
2. Short format (Option B)—prints at Computer Operations.
3. Short format (Option S)—displays the pages on your terminal screen.
4. Long format (Option L)—prints at Computer Operations.

Basically, the short format displays the information by pages in a manner similar to other inquiries, while the long output format displays the information as a printed report. To select your format, type in the letter of your option in the TYPE FORMAT field of the input screen.

013. Rejects and management notices program

At times, a computer input rejects because of incorrect data or internal programs that prevent processing. When this happens, the program stops and the reject program takes control of processing. At this point, database records are restored to their original condition and a reject notice is printed to advise you that certain conditions exist and action is required to correct the condition.

All rejects contain a reject phrase. This phrase is made up of three elements:

1. A reject code.
2. A descriptive phrase.
3. An action flag.

In the following example, the input rejected because the SN was not loaded in the supply data base. The reject number is **295**. It is followed by a descriptive phrase and shows the action required.

ISUB13 5865012540873 EA00001X801EL70310002R 01 04 BQSHOPUSEZZ
295 REJ ITEM RECORD NOT LOADED - SEE CHAP 7 ISD:01 DATE 97031 TIME 0912:42 000000TR NR 0317
GV610 92/08/10 18:20:56 SUS

Responsibilities

Each time a reject occurs, someone must either correct the error by reprocessing the input or take action to force-delete the reject from computer records. Correct rejects at the lowest possible level. Each flight is responsible for managing its own rejects. Flight chiefs, who are responsible for ensuring all rejects are corrected, appoint reject monitors who facilitate the clearing of rejects for the flight.

Research/reprocess rejects

When you receive a reject, first ensure you have input the data correctly. The reject may have occurred because you entered the data incorrectly. Make the necessary corrections and reprocess the transaction. If the data were input correctly, your next step is to refer to AFH 23-123, Volume 2, Part 2, Chapter 7, to find information on which action is required to correct the reject. By following the steps found in chapter 7 and not second-guessing the required action, you can clear the reject without creating new ones. The successful processing of the transaction clears the reject. The following is an example of a reject notice.

The excerpt from chapter 7 below provides the instructions for correcting our 295 reject. 295 REJ ITEM RECORD NOT LOADED—SEE CHAP 7.

Research management notices

Like rejects, management notices are printed to advise you that certain conditions exist. They may advise you that some type of external action is required to complete the processing, or they may simply provide information such as your input has successfully processed. Management notices are not rejects. They are different from rejects in that they do not stop computer processing. Instead, the transaction is processed and database records are updated. Notices are furnished to the activity responsible for performing the action or making the external decision.

Like rejects notices, management notices contain a code and descriptive phrase. Management notices can be readily identified by the letters “MGT” preceding the management code and phrase. Each management code and phrase, with the required distribution instructions, is found in chapter 7 (AFH 23-123, Volume 2, Part 2).

Let's look at an example of a management notice where an external decision is required. Imagine that you input a priority issue request and there were no assets available to fill your request. In this case, the computer outputs an I004 management notice and directly behind it an I023 management notice.

The I004 management notice tells you if the item was issued, killed, or backordered. In our particular example, the item was killed because there were no assets available in the warehouse. The following I023 management notice provides you with other asset data.

MGT NOTICE							
1	2	3	4	5	6	7	8
1234567890123456789012345678901234567890123456789012345678901234567890 ISUB16							
2915010819055 EA00001X124SU70550001R 01 04 BQ82564							
<div style="display: flex; justify-content: space-between;"> I004 MGT ISU 00000 KILL 00001 DUO 00000 EOQ XB3 NO WHSE LOC FLZ I023 MGT OTHER ASSETS </div>							
DATA FOLLOWS 2915000819055 01 X124SU70550001							
AUTH DPLY STOCK NBR TYPE DETAIL DOCUMENT NUMBER QTY QTY FLG 2915010819055PT MRSP							
U237RC00009055 1 10 2915010819055PT MRSP U237TL00009055 8 8							
END OF ASSETS %D/O BAL 000009 D/I BAL 00010 DEM LEV 000000 S/L 000							
INPUT DEVICE 01056 OUTPUT DEVICE 01056							
DD FORM 1348-1A, JUN 86 ISSUE/RECEIPT DOCUMENT (FACSIMILE)							

By going to chapter 7 (AFH 23-123, Volume 2, Part 2), you can learn what circumstances cause an I023 management notice to occur. The following excerpt is from chapter 7.

I023 MGT OTHER ASSET DATA FOLLOWS
<p>DISTRIBUTION: If input TRIC is ISU-Demand Processing.</p> <p>If input TRIC is AOx/TIN—Stock Control.</p> <p>If input TRIC is A2x/A4x—Stock Control.</p> <p>ACTION: This notice is produced as a result of an ISU or AO(x) (lateral support requisition) input that has been killed or cannot be completely filled. This notice is also produced when an A2x/A4x is processed and the Master or Interchangeable has a numeric parts preference code (NPPC) assigned or when a substitute NSN has a source code other than "X." Another scenario for producing this notice is when the A2x/A4x is processed and Supply Points and MSK assets are off base and deployed respectively. When this occurs, the I023 management notice is amended to the I136 management notice and forwarded to Stock Control.</p>

With an I023 management notice, your job is to look at the other asset data provided. It shows you if other sources of assets are available for this item. You need to review the I023 management notice to determine if those assets can be used to fill the request.

NOTE: It's extremely important that you work all management notices. Failure to do so can adversely affect the effectiveness and efficiency of your materiel management account.

Resolving rejects

Process all rejects as rapidly as possible. Normally this should be within one workday, unless there are specific reasons that prohibit correction of the reject within that timeframe. Rejects that are not reprocessed on the same day reappear on the Cumulative Reject Suspense Listing (D818). Each flight uses the D818 to ensure that rejects are processed in a timely manner.

The Cumulative Reject Suspense Listing

The Cumulative Reject Suspense Listing (D818) reflects all accountable rejects and the number of times reprocessing was attempted for each reject. Entries appearing on this list require immediate

corrective action. The time frames reflected in the summary totals provide the key to determining whether rejects are being reprocessed or deleted promptly. Normally, rejects should not exceed the one- to six-day timeframe.

Forced deletions

In some situations, the reject cannot be cleared by reprocessing the input. This type of reject is usually associated with a document number error. To clear this type of reject, you must select option 3 in the reject processor computer program to force-delete the reject image. Only reject monitors may force-delete rejects using the reject processor program. Rejects are not cleared in this manner until coordinated with the individual who created the reject and justification is provided. The reason for the deletion must be entered in the computer.

All rejects cleared by the monitor appear on the D20, Surveillance Report, Part 9, Forced Reject Clear Listing. Copies of the D20 listing are sent to each flight for review. Each flight chief must establish controls to ensure that forced deletions are processed for valid reasons only. Forced deletions are not to be processed to delete suspended rejects that can be cleared by a corrected transaction.

Periodically analyze the type of rejects incurring, timeliness of processing, volume, and reasons for force-deletion processing to determine the effectiveness of transaction processing. This analysis is used to determine if programming, training, or procedural problems exist. Remember, when you cause rejects through inattention, you've wasted your time and valuable machine time.

As a Materiel Management journeyman, there are many tools available to aid you in solving existing or potential problems. Some of the tools are in the form of online processors, and others are in reports and paper-based products. Regardless to which you use, the first step in the process is to recognize the problem.

014. Materiel management system access

Security is a topic that applies to everybody. Just because we do not handle materiel marked "classified" does not mean that we could not contribute to another nation's collection of intelligence data. Additionally, the materiel management computer is vulnerable to fraud, theft, and sabotage. As you would expect, security measures are required to minimize the risks associated with those threats. Physical and supervisory controls are necessary but generally inadequate in today's sophisticated environment. Instead, it's everyone's responsibility (military and civilian) to become "security conscious." In this lesson, we'll cover security as it pertains to processing transactions (or TRIC) in the materiel management computer system.

Controlled TRICs

Controlled TRICs are those transactions that require authorization for an individual to process. They are listed in AFH 23-123, Volume 2, Part 3. Some of the more common controlled TRICs are shown in the following table. You will see these particular TRICs again later in this course.

Common Controlled TRICs		
CIC	DOR	FCC
FCH	FCI	FCS
FCU	FED	FER
FET	FIC	ISU
MSI	REC	RVP
SHP	TIN	TRM

Uncontrolled TRICs

Uncontrolled TRICs require no special authorization. Anyone authorized to sign-on to a supply computer can process or access information using uncontrolled TRICs. A good example of an uncontrolled TRIC is an inquiry (TRIC INQ).

The role of flight chiefs and terminal security monitors

Flight chiefs determine which transactions can be processed in their respective flights. They also appoint a flight primary and alternate terminal security monitor, who in coordination with the flight chief, determine who can process which controlled TRICs in their flight. The terminal security monitor then informs the computer operations terminal security manager which controlled TRICs each person (user ID) is authorized to process.

Once the need for access has been determined, the terminal security manager in computer operations loads all controlled TRICs and user IDs to designated terminal functions. User IDs are assigned to identify authorized terminal users and must not be shared with any other individuals signing onto the terminal system.

Transaction violations

Any attempt to process a controlled TRIC by an unauthorized user results in a 301 reject notice, which appears on the Base Supply Surveillance Report (D20, Part 8), Daily Security Violation List. The logistics manager or (or appointed assistant) is responsible for reviewing Part 8 of the D20. Any abuses reflected on the D20 must be resolved through administrative or disciplinary means.

015. Requesting computer reports and listings

All flights have a need for specific management reports and listings dealing with their respective areas. To use data as a means of control, materiel management personnel use only those listings and reports that reflect the true nature and obvious need for their operations. For example, reports that are useful to the Materiel Storage and Distribution Flight may not be meaningful to the readiness function and vice versa. Likewise, in using these reports, the techniques devised for solving one type of problem may have little or no value in solving another type of problem.

Supporting documentation

Computer operations is responsible for scheduling reports and listings. Production scheduling of all reports and listings must be supported by one of the following:

- A specific requirement in AFMAN 23-122.
- An approved supplement.
- An AF Form 2011, Base Supply ADPE Work Request.

When submitting an AF Form 2011, the requester completes blocks 1 through 11. The following information is needed to complete blocks 1 through 11.

Block 1	Report title—enter the program title as shown in each attachment header with the report select code and program number. Example: Stock Number Directory (M14/NGV814).
Block 2	Date of request.
Block 3	Requirement—describe the requirement in detail.
Block 4	Remarks/Justification—describe fully the reason behind the request. Justification should include message numbers, directives from higher headquarters, or valid manual and/or regulation references.
Block 5	Precedence—check either the priority or the routine.
Block 6	Frequency of report—if this is a one-time request, enter ONE-TIME in this block. If this is to be a recurring program, enter the proper frequency, such as daily, weekly, or monthly.
Block 7	Number of copies—if the report is available electronically, this block may be left blank.
Blocks 8 through 11	Authorization/Grade/Signature/Phone.

Production forecasting

The Automated Data System (ADS) scheduler prepares a forecast listing of all computer requirements by the 10th workday of the month preceding the month of scheduled operations. The scheduler distributes it to all flights and supported functions.

When you receive the forecast listing, review it to ensure all of your regular and special processing reports are listed and scheduled on the dates required. Annotate or write in any schedule changes or deletions that may be required; then return the annotated listing to the computer scheduler by the 15th workday of the same month. After receiving your annotated forecast, the computer scheduler makes necessary adjustments to the operations schedule.

Permanent changes

Any permanent changes, such as an increase in production frequency or in the number of copies, are submitted on AF Form 2011.

Temporary changes

Temporary changes, such as an extra copy or an out-of-cycle request for the accountable officer on a one-time basis, do not require an AF Form 2011; however, close coordination between the scheduler and all parties concerned must be maintained.

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

010. The national stock number

1. What is an NSN?
2. What two entities make up the NSN?

011. Computer inquiries

1. What are the four major types of computer inquiries?
2. What type of inquiry is used when detail records are to be “read out” for a specific DN?
3. What product can be reviewed to identify inquiry abuse?
4. What type of codes are used on an item record inquiry to obtain specific data from the computer?

5. What information is shown on line one (1) of an inquiry output?
6. In what format is the information on an inquiry output displayed?
7. What information is provided from a part number inquiry?
8. Which record retrieval code is used to obtain repair cycle data?
9. What releveing flag is used on an inquiry to obtain requirements computation data for a given SN?

012. Consolidated transaction history inquiries

1. How far back can users query CTH records?
2. What are the three CTH inquiry input formats?

013. Rejects and management notices program

1. What three elements make up a reject phrase?
2. When you receive a reject, what should you do first?
3. What source do you use to find the corrective action needed to clear a reject?
4. What is the difference between a reject and a management notice?
5. Within what timeframe should all rejects be processed?

6. What product is used to ensure rejects are processed in a timely manner?
7. Which option in the reject processor computer program is used to force-delete a reject image?
8. Who must ensure that controls are established to make sure forced-deletions of rejects are processed for valid reasons only?
9. Why should you periodically analyze the type of rejects incurred, timeliness of processing, and the volume and reasons for forced deletion processing?

014. Materiel management system access

1. What is the difference between controlled and uncontrolled TRICs?
2. Who determines which transactions can be processed within the flights?
3. What is the result of any attempt to process a controlled TRIC by an unauthorized user?
4. Which product does the management and systems officer use to monitor unauthorized TRIC processing?

015. Requesting computer reports and listings

1. Which documents must support the production scheduling of all reports and listings?
2. Within what time period must you return the annotated forecast listings to the production scheduler?
3. Which form is used to submit permanent changes for production forecasting?

Answers to Self-Test Questions

008

1. To implement requirements and procedures for DOD materiel managers and others who need to work within or with the DOD supply system.
2. Supply, acquisition (contract administration), maintenance, and finance.

009

1. Go to the Air Force e-publishing website at www.e-publishing.af.mil and type in the publication you require in the Product Number/Title Search menu.
2. Use the TOC and the Find tool.
3. Find tool.

010

1. A 13-character alphanumeric number associated with a specific item.
2. The FSC and the NIIN.

011

1. Item record, detail record, part number record, and other records.
2. Detail record.
3. M32.
4. Record retrieval.
5. Your input image.
6. Narrative.
7. The NSN, cage code, and TO associated with that particular number.
8. Five.
9. R.

012

1. One year or more.
2. SN, transaction serial number, and batch miscellaneous option inquiry.

013

1. A reject code, a descriptive phrase, and an action flag.
2. Ensure you have put all the data in correctly.
3. AFH 23-123, Volume 2, Part 2, Chap. 7.
4. Management notices do not stop computer processing. Instead, transactions are processed and database records are updated.
5. One workday unless there are specific reasons that prohibit correction.
6. D818.
7. Three.
8. Flight chief.
9. To determine effectiveness of transaction processing.

014

1. Controlled TRICs require authorization to process; uncontrolled TRICs do not.
2. Flight chiefs.
3. A 301 reject notice.
4. D20, Part 8.

015

1. Specific requirement in AFMAN 23-122, an approved supplement, or an AF Form 2011.
2. By the 15th workday of the same month.

3. AF Form 2011.

Complete the unit review exercises before going to the next unit.

Unit Review Exercises

Note to Student: Consider all choices carefully, select the *best* answer to each question, and *circle* the corresponding letter. When you have completed all unit review exercises, transfer your answers to the Field-Scoring Answer Sheet.

Do not return your answer sheet to the AFCD.

28. (008) Which Department of Defense (DOD) publication implements requirements and procedures for materiel managers and others who work within the supply system?
 - a. 4100.39-M, *Management*.
 - b. 4120.24-M, *Defense Management System*.
 - c. 4140.01, *DOD Supply Chain Materiel Management Procedures*.
 - d. 4500.9-R, *Defense Logistics Systems Manual*.
29. (008) The Defense Logistics Manual (DLM) 4000.25, *Defense Logistics Management Standards*, does *not* pertain to which functional area?
 - a. Maintenance.
 - b. Finance.
 - c. Supply.
 - d. Safety.
30. (008) What process governs logistics functional business management standards and practices?
 - a. Defense Logistics Management Standards.
 - b. Supply Management Activity Group.
 - c. Degraded operations.
 - d. Mission capable.
31. (009) Which key on a keyboard do you press after typing in a word or phrase using the Find tool for research?
 - a. Backspace.
 - b. Insert.
 - c. Home.
 - d. Enter.
32. (010) What two entities make up the national stock number (NSN)?
 - a. National item identification number (NIIN) and materiel management code (MMC).
 - b. Federal supply classification (FSC) and NIIN.
 - c. FSC and MMC.
 - d. MMC and commercial and government entity (CGE).
33. (011) How many *major* types of inquiries are there in the materiel management system?
 - a. Four.
 - b. Three.
 - c. Two.
 - d. One.
34. (011) Which code on an item record inquiry in the materiel management system is used to obtain specific information?
 - a. Record retrieval.
 - b. Supply management.
 - c. Type record account.
 - d. Transaction exception.

35. (011) Which record retrieval code in the materiel management system gives you the transaction history when processing an inquiry?
- a. One.
 - b. Two.
 - c. Three.
 - d. Four.
36. (011) What information prints out after processing an item record inquiry?
- a. Reject notices.
 - b. Data element names.
 - c. Management notices.
 - d. Consolidated transaction history.
37. (011) What releveing flag is used on a requirements computation inquiry in the materiel management system to provide a summary of information about a given stock number?
- a. C.
 - b. D.
 - c. F.
 - d. R.
38. (012) Users can query the materiel management computer system consolidated transaction history (CTH) records as far back as
- a. one month.
 - b. three months.
 - c. six months.
 - d. one year or more.
39. (012) Under the consolidated transaction history (CTH) system, which type inquiry allows you to select records using the national stock number (NSN) and transaction date?
- a. Stock number.
 - b. Transaction serial number.
 - c. Batch miscellaneous option.
 - d. Batch transaction date and serial number.
40. (013) Who is responsible for ensuring all rejects are corrected from computer records?
- a. Flight chief.
 - b. Logistics manager.
 - c. Operations officer.
 - d. Logistics readiness squadron (LRS) commander.
41. (013) Which chapter in Air Force Handbook (AFH) 23-123, *Materiel Management Handbook*, Volume 2, Part 2, identifies the action required to correct the materiel management system's rejects created during processing?
- a. Three.
 - b. Five.
 - c. Six.
 - d. Seven.
42. (013) What letters, preceding the management code and phrase, readily identifies management notices?
- a. MAN.
 - b. MGT.
 - c. MNT.
 - d. MMT.

-
-
43. (013) Which product of the materiel management system is used to ensure rejects are processed in a timely manner?
- a. D818.
 - b. D097.
 - c. D043.
 - d. D019.
44. (013) What listing shows all force-deleted rejects processed through the reject processor program?
- a. D04.
 - b. D20.
 - c. Q09.
 - d. Q10.
45. (013) Which individual must ensure force deletions from the reject processor program are processed for valid reasons *only*?
- a. Logistics readiness squadron (LRS) commander.
 - b. Squadron superintendent.
 - c. Operations officer.
 - d. Flight chief.
46. (014) Who, in coordination with the flight chief, determines who will process controlled transaction identification codes (TRIC) and informs the computer operations terminal security manager which controlled TRICs each user identification (user ID) is authorized to process?
- a. Computer operations supervisor.
 - b. Terminal security monitors.
 - c. Accountable officer.
 - d. Logistics manager.
47. (014) Who is responsible for reviewing Part 8 of the D20 when an *unauthorized* user *attempts* to process a controlled transaction identification codes (TRIC)?
- a. Flight chief.
 - b. Logistics manager.
 - c. Data processing center.
 - d. Management and systems officer.
48. (015) The annotated forecast listing of all computer requirements is returned to the computer room production scheduler by which workday of the same month it is received?
- a. 30th.
 - b. 20th.
 - c. 15th.
 - d. 10th.

Student Notes

Unit 3. Funding Overview and Quality Assurance

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BEFORE THE AIR FORCE can fulfill its mission, it must have the required types and quantities of supplies and equipment at the right place, at the right time. For this to happen, it takes money to purchase resources needed to help the materiel management system operate. This unit introduces you to the Consolidated Sustainment Activity Group (CSAG) and Supply Management Activity Group-Retail (SMAG-R) concept used to fund materiel management inventories. Also covered in this unit are the internal surveillance and management analysis programs that senior leadership needs to oversee day-to-day operations of the materiel management account.

3–1. Working Capital Fund

The Air Force depends on the US Congress for its basic ingredient to fulfill the mission—money. Congress, in turn, depends on the taxpayers of the United States. A major role of Congress is to ensure that taxpayers’ money is used efficiently and in the best interest of national defense. A working capital fund (WCF) was established to finance inventories of supplies or to provide working capital for industrial-type activities. You have the same role as Congress, just on a smaller scale. Here, we will introduce you to the Air Force working capital fund (AFWCF).

016. Air Force working capital fund basics

Successful WCF operations are essential to the Air Force’s mission. The AFWCF reflects current execution plans and a number of Air Force initiatives to improve the efficiency and effectiveness of our activities while continuing to meet the needs of warfighting forces. The AFWCF activities provide maintenance services, weapon system spare parts, base supplies, and transportation services. The AFWCF conducts business in two primary areas: the CSAG and the SMAG-R. Before we can talk about the Air Force SMAG-R, you need to be familiar with some of its basic concepts and structure.

Operating concept

A SMAG-R is a revolving fund (or a WCF) that is established through an act of Congress. The SMAG-R manages inventory items; including weapon system spare parts, medical-dental supplies and equipment, and other supply items used in nonweapon system applications. This fund is used to finance inventories of military materiel by generating income through the sales of that materiel to Air Force activities or to other customers (fig. 3–1).

The SMAG-R operates on a no-profit/no-loss basis. This organizing principle encourages attention to the financial, logistical, and other technical aspects of operations.

In simpler terms, materiel management inventory is used to satisfy customer demands. When a customer orders an item from LRS inventory, the cost of the item is transferred from the customer’s funds into the SMAG-R account. From the materiel management account, we use money to buy additional inventory from the source of supply, thereby creating a “revolving” fund. With this revolving process, cash is converted into inventory, and inventory is converted back into cash.

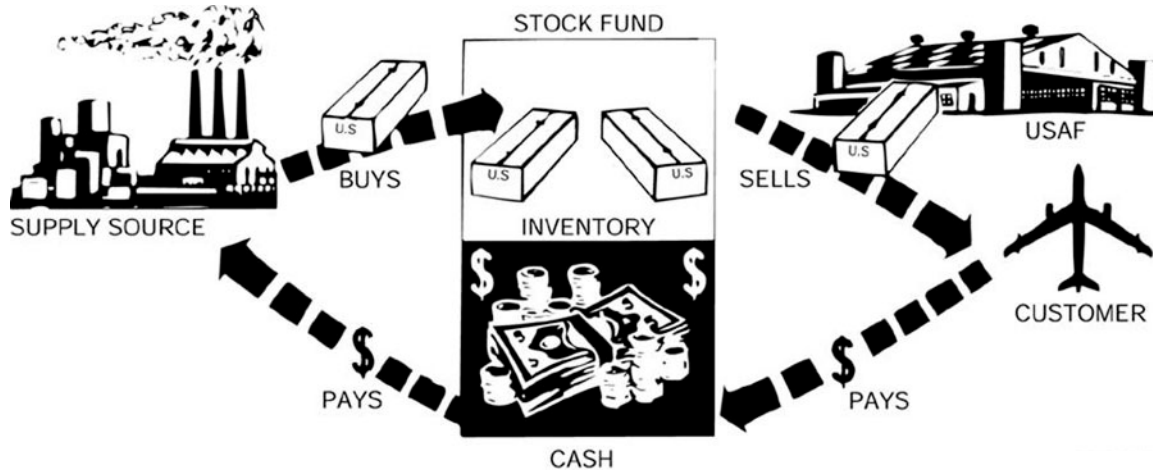


Figure 3–1. Revolving SMAG.

SMAG-R

Five SMAG-R accounts have been established within the DOD: Army, Navy, Air Force, Marine Corps, and DLA. These SMAG-R accounts hold in suspense the cost of materiel from the time the assets are acquired until they are issued (sold) to customers. The Air Force SMAG-R is comprised of three divisions: General Support, Medical-Dental, and the United States Air Force Academy. In materiel management, you will deal with the General Support Division (GSD) and CSAG.

The purpose of the GSD is to manage inventories under Unit Cost Management procedures for those retail- (base-) managed expense items. Inventories of expense-type items are held in working capital accounts until issued to users. A working capital must sustain itself through sales of materiel purchased or be authorized additional financial resources to invest in inventory levels or support issues that do not result in cash collections.

Consolidated Sustainment Activity Group

The CSAG-Supply (CSAG-S) encompasses all wholesale-managed items acquired primarily from commercial suppliers and other DOD services. The CSAG-S is primarily responsible for Air Force-managed depot-level reparable spares and consumable spares unique to the Air Force. The CSAG-S operates under a revolving fund or working capital, whereby inventories are held and sold to customers. Air Force assets stocked at depots and bases belong to CSAG-S until sold to the customer. In addition to management of these inventories, the CSAG-S provides a wide range of logistics support services including requirements forecasting, item introduction, procurement, repair, data management and distribution management, and transportation.

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

016. Air Force working capital fund basics

1. Explain the concept of SMAG-R.
2. Under what operating principle is the SMAG-R designed to operate?

3. How many divisions make up the SMAG-R?
4. What type of items is the CSAG-S primarily responsible for?

3-2. Quality Assurance

The LRS senior leadership uses the operations compliance section as evaluating activities for the materiel management account. This section is the commander's single point of contact for "health of the squadron" issues. The operations compliance section provides oversight of squadron compliance, annual inspection, self-inspection program, training resources accountability, and analysis. This section provides checks and balances to ensure the materiel management account is operating efficiently.

017. Operations compliance

The quality assurance (QA) element is under the compliance section that manages operation compliance programs to gauge the quality of logistic processes and the proficiency of personnel. This section scrutinizes the account to include maintaining internal surveillance, supervising materiel management system changes, controlling special subject items, and monitoring difficulty reports (DIREP). If you are assigned to this section, you are responsible for evaluating compliance of applicable 10 Series, 20 Series, 23 Series, 24 Series, and 25 Series AFIs. This section is also responsible for evaluating compliance with applicable safety directives.

QA program

The QA program provides the LRS commander, civilian director, and senior leadership with an assessment of the unit's ability to perform key logistics processes ensuring standardized, repeatable, technically compliant process execution, while promoting a culture of professional excellence and personal responsibility. It provides a method of evaluating compliance with Air Force, MAJCOM, and local logistics policy and guidance. This program helps identify any area, program, or equipment and system not compliant with standards. It is also used to identify deficiencies, root causes, or possible solutions to problem areas. The QA program determines trends and provides a comprehensive report to all levels of management. Overall, the QA program provides an objective sampling of both the quality of processes and the proficiencies of LRS personnel.

Self-inspection program

Self-inspections complement external inspections and assessments. This is a commander's program where the focus is on mission readiness and building a culture of disciplined compliance in which every Airman does his or her job right the first time and when no one is looking. The QA element has oversight of the self-inspection program. Self-inspections are conducted with personnel within that section or flight. This is in contrast to having QA or other outside organizations evaluate your programs. The self-inspection program is conducted according to local guidelines and performed using established checklists for each area.

Customer support visits

A type of visit used to evaluate how well materiel management is doing is the customer support visit. LRS leadership will select highly experienced materiel management personnel to become shop-oriented materiel management/customer assistance teams. These teams are responsible for visiting activities to determine if customers are receiving quality support and, if they are not, where materiel management support is not satisfactory. When materiel management support is found to be

unsatisfactory, specialized materiel management personnel make follow-up visits to help correct the problem. These visits are documented.

018. Difficulty reports

When the computer does not process or update transactions as it should, an AF Form 1815, Difficulty Report (DIREP) Worksheet, is used to report the problem to the AFMC SCM-R Information Technology Activity. A DIREP is an accountable, documented report of a computer system difficulty. It provides information needed to research and analyze the problem. DIREPs are not a means of submitting suggestions and should not be used in place of the Air Force suggestion program. They are also not to be used for reporting documentation errors in AFH 23-123, *Materiel Management Handbook*. The AFMC SCM-R Quality Assurance Activity is responsible for submitting, controlling, and monitoring DIREPs.

DIREP categories

Category codes are tools used by AFMC SCM-R Information Technology Activity to make sure reported problems receive proper attention. There are four DIREP categories: major impact, severe problem, chronic problem, and cosmetic error.

No.	Category	Explanation
I	Major impact	These problems include system loops causing pointer problems, lost audit trails, and incorrect accountable record updating. These problems are normally corrected immediately and released on a special release. Problems involving fatal software errors resulting in serious degradation are usually category I.
II	Severe problem	This type of problem stops the computer from processing input but does not cause looping or the destruction of accountable records. The problem could cause recovery or up-channel reporting errors. These problems are normally corrected in or with the next release to be shipped.
III	Chronic problem	This type of problem does not stop processing. The problems could be spacing or erroneous rejects rarely encountered. These problems are corrected in the next scheduled release.
IV	Cosmetic error	These include problems such as misspelled words and minor program deficiencies. They are corrected as workload permits.

Preparing DIREP reports

Anyone can submit a DIREP; however before submission, the user and personnel in the AFMC SCM-R Quality Assurance Activity review the suspected problem to make sure it is a valid problem. To submit a thoroughly researched and documented DIREP, the following personnel are recommended:

1. The user—the user is the individual experiencing the problem. The user is usually a stock control clerk, A&F technician, etc.
2. The automated data processing equipment (ADPE) management and systems monitor—the monitor obtains applicable data, such as tracer action request data files, executive control language (ECL) runstreams, and tape dumps.
3. The DIREP monitor—the DIREP monitor makes sure the problem is not caused by incorrect procedures.

When preparing a DIREP, provide as much information as possible. Fill in all blocks on the AF Form 1815 that could possibly pertain to the problem. It is better to provide too much information than not enough.

019. Analysis basics

Materiel management analysis is one of the most important evaluating tools. The analysis program determines the effectiveness of the materiel management account. Statistical trend and problem analysis gives LRS leadership the ability to identify deficiencies in the account. They do this by tasking you to take a careful look at problems, or potential problems, they have identified. You also may be tasked to examine unexpected fluctuations or trends in statistics and to study the directions of higher headquarters. LRS leadership sets the priority of analysis projects based on advice from the flight chiefs and QA.

Types of analysis

There are three methods of analysis—trend analysis, problem analysis, and special studies.

Trend analysis

You normally use trend analysis for recurring reports and for comparing statistical data of an account with an official file of factors, standards, and norms (MAJCOM, wing/base, and LRS goals).

Problem analysis

Use problem analysis to analyze problems, including those identified through trend analysis or directed by MAJCOM. You also use this method when the accountable officer or flight chief requests a special analysis.

Special studies

Use special studies for a close review of a specific activity to determine if there are any problems or potential problems occurring. Use this type of analysis to satisfy a one-time requirement or to solve a specific problem.

Review metrics

Materiel management analysis identifies and reviews all trend factors on specific subjects and determines the statistics and source documents required to perform an analysis. Examples of source documents are surveillance documents, funds management analyses, training reports, and so forth. For a thorough analysis, individuals assigned to perform an analysis project must work with all supply functions, customer organizations, and other agencies to make sure they gather complete and factual information.

A good analysis program should address activities that are essential to materiel management's overall mission accomplishment. We need to limit our observation to meaningful areas that depict our overall mission. We accomplish this by selecting key information for monitoring. This key information is referred to as management indicators. Management indicators are defined as follows:

Performance measures that represent a key result, and are selected for monitoring at staff and command level incidental to a system for management control.

Select management indicators

Some of your management indicators are preselected. Some examples of common materiel management indicators are stockage effectiveness, MICAP, priority due-out, warehouse refusal, inventory accuracy, percentage of base repair, delinquent reject, delinquent document, and reverse post rates. Each of these indicators, along with many others, can be used to help determine how well the materiel management account is functioning.

Gather your data

After you have determined which management indicators to use, gather the required data from appropriate sources. A good place to begin gathering data for the account is from materiel management reports (e.g., the Daily Base Supply Management Report [D14] or the Monthly Base Supply Management Report [M32]).

Do not limit yourself to the data found in management reports. Other sources of information that can help you identify problems and assist you in gathering data are internal surveillance reports, crossfeeds, training reports, audits, and source documents; such as AF Form 2005, Issue/Turn-In Request; or DD Form 1348-1A, Issue Release/Receipt Document. Staff meetings, briefings, and personal visits and contacts also provide an excellent source of information that should not be overlooked.

Identify deviations

Deviations or deficiencies are unfavorable factors that may exist in the materiel management account. The data collected helps to determine if any areas deviate from the norm or accepted standard. It will also account for any deficiencies that are affecting the materiel management account. Identifying deviations and deficiencies will highlight how significant problems or trends are impacting an account.

Determining causes for deviations

Now, analyze your data to determine the cause for the deficiencies. Keep in mind the cause may be something that is presently happening, something that occurred in the past, or a combination of factors that resulted in poor performance. (It is possible the cause has already been corrected, but it should still be identified.) Once the cause is revealed, determine whether it is an isolated incident or a situation that demands action to correct and prevent recurrence.

Review training requirements

LRS QA works with training to ensure personnel develop local programs to solve problems identified by management. Assessments by QA are conducted through the use of evaluations, inspections, and observations. After an assessment, reviewing training requirements is mandatory if there are any deviations or deficiencies due to lack of job proficiency, training, and compliance with technical data or instructions. Training guidelines and local programs can help solve these issues. These programs may include making materiel management procedural changes or improving operational effectiveness. The summary of changes information comes from AFI 23-101, *Air Force Materiel Management*, AFMAN 23-122, and AFH 23-123 to help personnel training and orientation requirements. Any area that requires training is identified and coordinated through the training element. One important cause you should identify, when applicable, is training deficiencies. The training element and QA must be called on to resolve those discrepancies.

Management analysis

A materiel management analysis program is not just a single product, publication, or briefing. It is all of these and any other of the various means used to pass analyzed information to the commander. Analyzed is stressed because without selection and analysis, all the commander would have is a meaningless stream of raw data. QA is tasked with assigning meaning to raw data and providing information that can be used to determine the account's effectiveness. This data must be in meaningful form before it can be used. LRS leadership must know what the organization has done in the past and how it is doing at the present before directing future efforts. QA helps to ensure the commander is completely informed using the analysis program. This makes the QA responsible for the entire scope of the analysis program (i.e., development, selection, analysis, and presentation).

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

017. Operations compliance

1. What information is provided to LRS leadership through the QA program?

2. How is the self-inspection program conducted and performed?
3. What is the purpose of a customer support visit?

018. Difficulty reports

1. Who is responsible for submitting, controlling, and monitoring DIREPs?
2. List the four DIREP categories.
3. What category DIREP is normally corrected immediately?
4. What personnel are recommended to submit a thoroughly researched and documented DIREP?

019. Analysis basics

1. What is the analysis program designed to do?
2. What are the three types of analysis?
3. What analysis method is used to satisfy a one-time requirement or to solve a specific problem?
4. Define the term “management indicator.”
5. What is mandatory after an assessment and there are deviations or deficiencies due to lack of job proficiency, training, and compliance with technical data or instructions?
6. What program is used to pass analyzed information to the commander?

Answers to Self-Test Questions

016

1. It is a revolving fund (or WCF) that finances inventories of military materiel by generating income through the sales of that materiel to Air Force activities or to other customers.
2. No-profit and no-loss basis.
3. Three.
4. Air Force–managed depot-level reparable spares and consumable spares unique to the Air Force.

017

1. An assessment of the unit's ability to perform key logistics processes ensuring standardized, repeatable, technically compliant process execution, while promoting a culture of professional excellence and personal responsibility.
2. According to local guidelines and using established checklists for each area.
3. To determine if customers are receiving quality support, and if not, where support is unsatisfactory.

018

1. AFMC SCM-R Quality Assurance Activity.
2. (1) Major impact.
(2) Severe problem.
(3) Chronic problem.
(4) Cosmetic error.
3. Category I—Major impact.
4. The user, ADPE materiel management systems monitor, and DIREP monitor.

019

1. To determine the materiel management account's effectiveness.
2. Trend analysis, problem analysis, and special studies.
3. Special studies.
4. A performance measure that represents a key result.
5. Reviewing training requirements.
6. Materiel management analysis program.

Complete the unit review exercises before going to the next unit.

Unit Review Exercises

Note to Student: Consider all choices carefully, select the *best* answer to each question, and *circle* the corresponding letter. When you have completed all unit review exercises, transfer your answers to the Field-Scoring Answer Sheet.

Do not return your answer sheet to the AFCD.

49. (016) The operating principle of no-profit/no-loss *best* describes the
 - a. management analysis programs.
 - b. Office of Management and Budget (OMB).
 - c. Air Force working capital fund (AFWCF).
 - d. Supply Management Activity Group-Retail (SMAG-R).
50. (016) When the cost of an item is transferred from the customer's funds into the Supply Management Activity Group-Retail (SMAG-R) account, what type of fund is created?
 - a. Debit.
 - b. Saving.
 - c. Storing.
 - d. Revolving.
51. (016) Which is *not* a division within the Supply Management Activity Group-Retail (SMAG-R)?
 - a. Medical-Dental.
 - b. General Support.
 - c. United States Air Force Academy.
 - d. Air Force working capital fund (AFWCF).
52. (016) Which item falls under the scope of the Consolidated Sustainment Activity Group-Supply (CSAG-S)?
 - a. Base-managed expense items.
 - b. Wholesale-managed items.
 - c. War reserve materiel (WRM).
 - d. Classified materiel.
53. (017) The quality assurance (QA) program helps identify any area, program, or equipment and system that is *not* compliant with
 - a. guidelines.
 - b. principles.
 - c. standards.
 - d. quality.
54. (017) Which section has oversight of the self-inspection program?
 - a. Training.
 - b. Quality assurance (QA).
 - c. Customer support.
 - d. Resource management.
55. (017) Who selects highly experienced materiel management personnel for customer support visits?
 - a. Logistics readiness squadron (LRS) leadership.
 - b. Supply Management Activity Group (SMAG).
 - c. Customer support section.
 - d. Training section.

56. (018) When the materiel management system does *not* process or update transactions as it should, which Air Force form is used to report the problem?
- a. 1810, Assurance Activity.
 - b. 1815, Difficulty Report (DIREP) Worksheet.
 - c. 1820, Supply Management Report.
 - d. 1825, Supply Command.
57. (018) Which activity within the Air Force Materiel Command (AFMC) supply chain management –retail (SCM-R) community is responsible for submitting, controlling, and monitoring difficulty reports?
- a. Stock control.
 - b. Quality assurance (QA).
 - c. Computer operations.
 - d. Information technology.
58. (018) A category III difficulty report does *not* stop computer system processing and is corrected
- a. as workload permits.
 - b. in the next scheduled release.
 - c. on an Air Force suggestion form.
 - d. over the phone with the materiel management system control center.
59. (019) Which analysis method do you use most often for recurring reports or for comparing statistical data with standards and norms?
- a. Trend analysis.
 - b. Special studies.
 - c. Problem analysis.
 - d. Document analysis.
60. (019) Which analysis method do you use most often to satisfy a one-time requirement or solve a specific problem?
- a. Trend analysis.
 - b. Special studies.
 - c. Problem analysis.
 - d. Document analysis.
61. (019) Who works with logistics readiness squadron (LRS) quality assurance (QA) to develop local programs for solving problems identified by management?
- a. Training.
 - b. Stock control.
 - c. Customer service.
 - d. Resource management.
62. (019) What section of the materiel management analysis program is tasked with assigning meaning to raw data and providing information that can be used to determine the account's effectiveness?
- a. Training.
 - b. Customer service (CS).
 - c. Quality assurance (QA).
 - d. Resource management (RM).

63. (019) What is used to help logistics readiness squadron (LRS) leadership know what an organization has done in the past and how it is doing at the present before directing future efforts?
- a. Analysis program.
 - b. Difficulty reports (DIREP).
 - c. Training requirements.
 - d. Customer support visits.

Please read the unit menu for unit 4 and continue ➔

Student Notes

Unit 4. Document Control

020. Source documents and quality control	4-1
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THE DOCUMENT CONTROL element is responsible for ensuring adequate surveillance over both materiel management and equipment documents. In fact, personnel in document control ensure that every transaction affecting the stock record account is properly recorded.

020. Source documents and quality control

Personnel in the document control element must ensure the accuracy of all supporting documents for all materiel management transactions. Each document is given a final quality control (QC) check before it is destroyed or placed in a valid document file. When working in document control, if errors are found or if a document contains an omission, you must either correct them or return the document to the responsible activity for immediate correction and return.

Source documents

Source documents are any records that require processing through document control; they include all of the materiel management documents that require signatures (or stamps), initials, and dates. Document control personnel are responsible for the overall control of these documents. Some examples of source documents are issues, receipts, returns, DORs, shipping documents, and transfers to the Defense Logistics Agency Disposition Services (DLADS).

Quality control

Document control is responsible for final QC and validation of documents before they are destroyed or placed in the valid document file. Perform a QC check by comparing the source documents with the document control record (DCR).

When doing this, make sure these numbers in both documents agree:

- DN.
- SN.
- Quantity.
- Unit of issue (U/I).
- System designator.

For example, if the quantity on a turn-in document shows “5” but should have shown “2,” the reject error program cannot detect this mistake. This is where the document control element plays an important role as an overseer of the materiel management account. The goal of this element is quality screening of processed documents. In effect, this element is assuring the accountable officer that completed documents have been processed correctly and either destroyed or filed for future use. The following table is a quick guide for QC edits.

Guidelines for Quality Control Edits								
Type of Document	Stock No.	Qty	U/I	Doc No.	Inspector Sign/Stamp	In-checker Sign/Stamp	Whsman* Init/Sign or Stamp	Remarks/ Notes
ISU/DOR/MSI	X	X	X	X			X	Customer signature/ printed name/date.

Guidelines for Quality Control Edits								
Type of Document	Stock No.	Qty	U/I	Doc No.	Inspector Sign/Stamp	In-checker Sign/Stamp	Whsman* Init/Sign or Stamp	Remarks/ Notes
TIN (pre-post) equipment	X	X	X	X	X	X		
Receipts	X		X	X	if inspected	X		
Shipments (other than DLADS transfers)	X	X	X	X	X		X	Trans. rep. sign/stamp and date.
Transfers to DLADS (Materiel Management System copy) Normal	X	X	X	X	X		X	Traffic Management Office (TMO)/DLADS rep. signs/ stamp and date.
FET, FED, FME, 1KT	X	X	X	X				Customer signature/ printed name/ date.
FCH, FCC, FIC, FCU, 1SC	X	X	X	X	If inspected		X	
NOTE: *WHSMAN means warehouseman.								

All fileable documents must be signed in ink. However, when authorized by the accountable officer, stamps may be used in lieu of written signature to authenticate actions requiring signatures by materiel management personnel and customers.

Some source documents may require additional supporting documents and call for more QC checks to ensure compatibility between the two. These supporting documents include reports of survey, statements of charges, cash collection vouchers, and reports of discrepancy in shipment.

Maintaining letters of authorization to receipt for classified property

Signatures showing receipt of classified property must be verified against letters of authorization, and the receipt authorization listing must be maintained in document control. The letter identifies individuals authorized to receive classified and nuclear weapons-related materiel (NWRM) property. Personnel in document control keep a separate file of authorization letters for classified property until the property has appeared on the validated semiannual authorization receipt listing. This listing is reviewed by the organizations each June and December to validate who is authorized to receipt for classified property.

Document control records

Every accountable transaction processed through materiel management creates a document control card (DCC) image—now referred to as a DCR. This DCR is used by the document control element in tracking source documents. DCRs are stored in a database file that is updated and maintained through a personal computer (PC) interface with the materiel management computer.

Document disposition

Once you have validated the documents and have performed the required QC edits, use the CTH software on your PC to retrieve the DCR and update the document file code for each document.

Document file codes

The document file code (or flag) on the DCR indicates two things:

- (1) Whether you should file it in the permanent document file or destroy a document (F = fileable; D = destroyable).
- (2) Receipt of, and processing of, a fileable or destroyable document.

The following table shows the four document file codes and their definitions.

Document File Codes and Definitions	
File Code	Definition
Code F	Identifies the document as a file document for filing in the permanent document file.
Code D	Identifies the document as a document to be destroyed after validation.
Code C	Identifies receipt, processing, and filing of a file document.
Blank	Identifies receipt of a document to be destroyed and that the document was destroyed after verification.

Updating document file codes

Once you have received the source document, updating the document control file code is a matter of changing the file code from “F” to “C” (if it is a fileable document) or changing the “D” to a blank (if it is a destroyable document). Your next step is to either file the source document or destroy it.

NOTE: If a document that is to be filed or destroyed does not pass the QC edits, return the document to the customer, and take no action on the DCR.

Filing documents

Document control maintains both the current and prior fiscal year’s records. Current and prior year records are maintained in separate files.

All materiel management activities retain all source documents with TRICs ISU, TIN, REC, DOR, MSI, SHP, AXA, BSU, FCH, and FCU for 75 months. The materiel management accounts with an applicable materiel management automated tracking system do not need to maintain paper copies if the transaction was processed through this automated system. However, these transactions must be retained in this automated system for 75 months. All other transactions not processed through this automated tracking system are maintained using the current Document Control Imaging System (DCIS). The materiel management accounts that have a DCIS or like system may continue to use the system instead of filing paper copies.

Resolving delinquent documents

Normally, a document becomes delinquent on the sixth calendar day after the processed date on the DCR document. Each day document control will screen the DCR suspense file and the document process files to find delinquent documents. Document control holds daily meetings to discuss document delinquency status. If a document is still missing after it appears on three daily listings, you must take following steps:

1. Conduct a search in your workspace for the original document.
2. Contact the section responsible for the document to obtain status. For example, if you are missing a receipt, search in the receiving section.
3. Finally, after all measures have been taken, if the document is still missing your last measure of action, you need to obtain a duplicate or prepare a replacement.

NOTE: Your actions may differ based on the type of missing document and at what stage in processing it is lost or missing. Remember, completing the transaction includes properly documenting it.

021. Maintaining document support files

Document control uses several materiel management registers and listings to check the transactions in the materiel management system. In addition to filing the source documents in the permanent document file, document control files the materiel management registers. In this lesson, we describe the Daily Transaction Register, Consolidated Transaction Register, Daily Document Control Register, Consolidated Inventory Adjustment Document (IAD) Register, Conversion Audit List, Weapons Inventory Listing, and Shipment Loss Analysis.

Daily Transaction Register (D06)

Prepared daily, this document lists information from the transactions stored in the daily transaction history area of the materiel management database. This register is subject to audit. System designator, type account code, SN, and transaction number sequence information are in this register.

Maintain the original copy of the Daily Transaction Register in document control. Check the register for obvious errors. If the register is correct, file it in a binder clearly marked DAILY TRANSACTION REGISTER. Label the first page of each day's register with the Julian date to identify the date it was prepared.

Consolidated Transaction Register (M19)

Document control may have the Consolidated Transaction Register prepared to replace the Daily Transaction Register (D06). The M19 gives managers a record of all transactions processed. The M19 primarily is used as an audit trail in determining the accuracy and completeness of transactions processed. This list also is the prime source of data needed to prepare record reversal documentation.

The M19 is prepared from transaction histories stored and merged on magnetic tapes. It is a list of all transactions processed during a specified time (weekly or monthly), and transactions are listed in system designator, type account code, SN, and transaction number sequence.

When you receive the Consolidated Transaction Register, verify it is accurate and complete before you destroy the Daily Transaction Registers. You must at least compare the total number of transactions on the consolidated register with the number of transactions on the daily registers for the period shown on the consolidated register. After you have verified the consolidated register, notify computer operations to release the transaction history tapes.

The M19 is printed in system designator, type account code, SN, and transaction number sequence. Under each SN there are transaction serial numbers that the materiel management system database has automatically assigned for each auditable transaction processed against that SN. Each of these transaction serial numbers consist of a four-digit Julian date, followed by a five-digit serial number.

Daily Document Control Register (D04)

This register is prepared daily from transactions stored in the daily transaction history area within the materiel management system database. Document control maintains the original copy. Check the register for obvious errors. If the register is complete, file the original D04 in a binder clearly marked DAILY DOCUMENT CONTROL REGISTER. Label the first page of each register with the Julian date to show the date it was prepared.

Maintain a copy of the D04 on disk for two years to provide historical feeder information for accounting transactions. The D04 comes in five parts; you must maintain at least part one. Maintenance of the other four parts is optional.

Conversion Audit List (R22)

The R22 lists all item records and their related repair cycle and detail records. It is used as a historical document. It shows the status of the materiel management system database immediately after materiel management system conversion actions, so it can be used to verify conversion actions.

File the original copy of the R22 when it relates to the following:

1. Satellite rehomings (which is adding, deleting, or changing the configuration data on a satellite account).
2. Establishing a new materiel management account.
3. Converting to a computer system.

In the case of a computer system conversion, keep the R22 for both the old system and the new one. Check the R22 for obvious errors. If the R22 is correct, file it in a binder clearly marked CONVERSION AUDIT LIST. Label the first page of each R22 with the Julian date it was prepared.

Weapons Inventory Listing

This listing is built using a local program; it is also known as the “1WC file listing” or the “1WC listing.” The 1WC listing is used to inventory all weapons that are accounted for on item/detail records and that are assigned controlled item code (CIC) 4. After the inventory is completed, the 1WC listing is signed and dated by the person (or persons) who conducted the inventory and the weapon custodian or supervisor of the storage area.

Attach a letter to the listing summarizing the results of the inventory, any differences, and the action taken to correct the differences. The management and systems (M&S) officer signs the letter and the accountable officer approves it. Document control files the cover letter and 1WC listing for two years.

Shipment Loss Analysis (M16)

The M16 is a mandatory monthly analysis showing the processing of tracer action required (TAR) receipts. This report is a good tool for managing and surveying shipped property. The M16 is provided in three parts:

1. Potential losses.
2. Actual losses.
3. Recovered shipments.

File the original copy of this listing in document control by fiscal year; destroy them after one year.

Reviewing Consolidated Inventory Adjustment Document (M10)

The M10 helps the accountable officer evaluate the accuracy of the account and identifies areas where adjustments have been made. This register lists information from the inventory adjustment records stored in the inventory adjustment area of the materiel management system database.

For the period it covers, the register must contain an entry for each adjustment transaction that appears on the Daily Transaction Record (D06) and the Daily Document Control Register (D04). The original copy must also contain the certification and approval signature and a copy of any required supporting documentation. Inventory personnel receive and certify the original IAD Register (M10) and collect and attach to the original IAD any required supporting documentation.

You must file the IAD within 30 days of the date it was prepared. Before filing the M10, check it for completeness. If the register is complete, mark the register as the CONSOLIDATED INVENTORY ADJUSTMENT REGISTER and file it. On a tab on the first page of each register, list the Julian date it was prepared. You may maintain any supporting documentation for the IAD Register in a separate folder.

022. Managing the Shipment-Suspense Program

The purpose of the Shipment-Suspense Program is to ensure an item has shipped. We know that an item has shipped when the transportation data (the mode and date of shipment) has been loaded onto the shipment-suspense detail record stored in the computer. Document control's role is to ensure that the transportation data is recorded for every shipment processed out of materiel management.

Shipment-suspense details

All shipments and transfers processed through the LRS produce either a shipment-suspense detail or a shipped not credited (SNC) detail. SNC means a funded item was shipped for credit or a latent defect/damaged-in-shipment item was shipped and credit has not yet been received. You can identify shipment-suspense details on an inquiry by looking for detail type "C."

The shipment-suspense detail serves two purposes: (1) it provides a medium for recording transportation data (provided by the traffic management flight) applicable to the shipment, and (2) it allows the computer to respond automatically to shipment follow-ups on directed shipments. When the activity that was to receive the asset interrogates (queries) your materiel management account, the shipment-suspense detail either confirms or denies that the property was shipped.

Shipment-suspense details are retained in the computer for 60 days at continental United States (CONUS) bases and 120 days at bases overseas. Serviceable transfers to the DLADS are retained for 120 days, regardless of whether they are CONUS or overseas. A&F programs delete SNC details automatically when credit is received. The online follow-up program deletes shipment-suspense details once the detail has been properly updated with the transportation data.

Updating shipment-suspense details

Shipment-suspense details are updated differently depending on whether your base has standard base materiel management system with Cargo Movement Operations System (CMOS) interface capabilities.

NOTE: CMOS is a computer database system used to track and move materiel worldwide.

Without CMOS

If materiel management system/CMOS interface capabilities do not exist at your base, you must manually update the shipment-suspense detail by processing a TRIC shipment-suspense image (SSC) or input SSC, shipment-suspense input. The transportation unit writes the shipping data on copy 2 of DD Form 1348-1A, Issue Release/Receipt Document (the shipping document), and sends the document to document control. When you receive the DD Form 1348-1A, update the applicable detail with this information using TRIC SSC.

With CMOS

Under CMOS, document control does not retain shipment documents. A shipment-suspense detail is created and an electronic image is sent to the Traffic Management Flight. CMOS generates SSC inputs and automatically updates the shipment-suspense/SNC details with the in-checker identification code, date in-checked, transportation control number (TCN), date shipped, and mode of shipment code. These inputs create a transaction history to ensure materiel management has an audit trail and its identification of the in-checker.

Processing the Delinquent Shipment List (R40)

When shipment-suspense details become delinquent, they show up on the Delinquent Shipment List (R40). The R40 provides document control with a list of all shipment transactions for which the shipment-suspense detail or SNC detail has not been updated with transportation data using the SSC input.

Process the R40 every two weeks. If your base has the automated materiel management system/CMOS interface with the Traffic Management Flight, process the R40 each week. The R40 is produced in six parts. Parts I-IV are for bases that do not have materiel management system/CMOS interface capabilities; parts V-VI are for bases that do.

Parts I and II

Parts I and II contain delinquent shipment-suspense or SNC detail records that have not been updated with transportation data. When you receive the R40, check it against the previous R40 provided by the Traffic Management Flight for transportation data, any unprocessed transportation data provided, and any delinquent document files. Line off any entry on the listing found during the above checks so the Traffic Management Flight does not review these details. Enter any unprocessed transportation data found on an SSC input, and process to the materiel management system. Forward the original and one copy of the updated R40, with the carbon attached (do not separate), to the Traffic Management Flight within one workday of receipt. They will make annotations on the list and forward with the listing any documents they have not previously provided.

Upon receipt of the documents or annotated listings from the Traffic Management Flight, update the shipment-suspense details with an SSC input. When the Traffic Management Flight is sure a shipment was made on a specific Julian date, but cannot provide hold data or TCN/government bill of lading (GBL), check to see that a completed shipment document signed by transportation is on file. If a document is on file, enter an asterisk (*) and the Julian date of the shipment in the shipment identification field of the SSC. Next, process the SSC input to update the shipment-suspense detail.

Part III

Part III contains shipment detail records for which the Traffic Management Flight has provided an estimated shipment date but not a transportation hold code. An asterisk in position 1 of the TCN field identifies these details.

If the Traffic Management Flight has the TCN/GBL for a shipment that appears in this part of the listing, it sends a copy of DD Form 1348-1A along with the listing. Use the TCN/GBL to process the appropriate SSC input and update the detail.

Part IV

Part IV contains a separate list of delinquent shipment-suspense detail records. These records are all transfers to DLADS that were shipped through the base channels but have not been updated with an SSC input. The R40 determines whether cargo movement or the delivery function was used for disposal documents by checking the TMO-DLADS-DELIVERY-FLG. If the flag is set to a "T," the delivery function moves the shipment directly to DLADS.

Just as with parts I and II, check the listing against the previous R40, copy 2s of the DD Form 1348-1A, and delinquent document files. Line off any entry on the listing found during the above checks. Forward the updated R40 to the Traffic Management Flight within one workday after receiving the listing. They will annotate the list and forward any documents with the listing they have not previously provided. Update the shipment-suspense details with an SSC input.

Part V

This part of the listing contains all shipment-suspense and SNC detail records for which the Traffic Management Flight has not provided an in-checker code and in-checker date. This is an indication the Traffic Management Flight has not received the property for shipment. Document control must check with the element shipping the materiel to ensure the property has been moved and no delays have occurred in shipping.

If delays have occurred, line through the items not forwarded to the Traffic Management Flight for shipment. They use the listing to either provide transportation data or annotate the listing "no record of the shipment found." The listing then is returned to document control. For any item on which the Traffic Management Flight has no record of the shipment, freeze the item record, and request an inventory.

Part VI

Part VI lists those records for which the in-checker code and date are present, but the TCN and/or mode of shipment are/is blank. This is an indication the Traffic Management Flight has received the

property but not released it for shipment. Annotate Part VI and forward directly to the Traffic Management Flight for research. The Traffic Management Flight must provide the missing data and/or conduct research to verify receipt of the shipment by the consignee. The listing is then returned to document control.

023. Record reversal and correction

You learned in an earlier unit how the computer can detect errors in transaction processing, causing the reject program to take over. When this happens, no records are updated in the computer. It produces a reject notice notifying you of the error. Unfortunately, there are times when erroneous data can pass computer edits and process through the system.

For example: an issue request for organization code 563 is input as 536. If organization code 536 is loaded, the request processes. If organization code 536 is not loaded, the issue request rejects. Here are some of the results of an item being issued to the wrong organization:

- The item is delivered to the wrong place, delaying the mission.
- One organization pays for an item it did not request or need.
- Transportation wastes its resources (time, gas, truck wear and tear) delivering the item to the wrong place.
- Consumption is not shown against the correct organization.

Sometimes an error like this is corrected by processing a turn-in from organization 536 and an issue to organization 563. At other times, the transaction must be reversed in the computer database. This type of transaction is called “record reversal and correction.”

Elements responsible for processing record reversal inputs

Four different elements in materiel management have responsibility for processing record reversal inputs.

Document control

Document control is responsible for initiating and processing record reversal inputs to correct documentation errors found during QC checks. Document control also processes record reversal inputs for errors found by other elements of materiel management, excluding Inventory and Repair Cycle Support. For example, document control reverses the records of all errors involving SNs, quantities, inappropriate use of overages, shortages, partial indicators on receipts, DNs, condition codes, price changes, and so forth.

The activity finding the error assigns the freeze code and notifies the section or element responsible for the initial input. The area responsible for the initial input gives document control all the research data necessary to complete the record reversal action.

Repair cycle support

The repair cycle support function is responsible for initiating and processing record reversal inputs to correct errors involving assets under DIFM control, except for organizational refusals.

Inventory

The inventory section initiates and processes record reversal inputs to correct overages and shortages of warehouse assets that were either found during inventories or caused by an error from a previous input.

Customer service

The accountable officer may allow the zero overpricing (ZOP) monitor in customer service to initiate and process record reversal inputs when items are verified as overpriced.

Transactions authorized record reversal

The following table shows the types of transactions authorized record reversal action.

Authorized Record Reversal Transactions	
Document identification code (DIC)/TRIC	Type Document
A2(X)	Redistribution Order
A4(X)	Referral Order
DOR	Due-out Release
FTR	Excess Equipment
ISU	Issue
MSI	Issue from Detail
REC	Receipt
SHP	Shipment
TIN	Turn-in
TRM	Transfer to DLADS
1PU	Direct Charge

These DICs/TRICs are further restricted by the type transaction phrase codes (TTPC) that are authorized record reversal action. The following types of TTPCs may be reversed for the types of transactions identified in the table above.

TTPCs Authorized Record Reversal			
<i>TTPC</i>	<i>Transaction phrase</i>	<i>TTPC</i>	<i>Transaction phrase</i>
1A	– Item Record/Unserviceable Detail	2M	– DIFM Detail
1B	+ Item Record/Unserviceable Detail	2N	+ DIFM Detail
1C	– Supply Point (SP) Detail	2O	– Delete DIFM Detail
1D	+ SP Detail	2P	+ Add DIFM Detail
1E	– Delete SP Detail	2T	+ Add RNB Detail
1F	+ Add SP Detail	2U	Change DIFM Detail
1G	– MSK Detail	3A	– Item Record/Unserviceable Detail
1H	+ MSK Detail		(Transfer to DLADS)
1I	– Delete MSK Detail	3G	– SPRAM Detail
1J	+ Add MSK Detail	3H	+ SPRAM Detail
1K	– In-Use Detail	3J	– Delete SPRAM Detail
1L	+ In-Use Detail	3K	+ Add SPRAM Detail
1M	– Delete In-Use Detail	3P	– Item Record (Partial Issue)
1N	+ Add In-Use Detail	3Q	– Item Record/Unserviceable Detail
1O	– WRM Detail		(Post-Post Issue)
1P	+ WRM Detail	3S	– Item Record/Unserviceable Detail
1Q	– Delete WRM Detail		(NRTS Shipment)
1R	+ Add WRM Detail	5A	– Special Spares Detail
1S	– Due-In Detail	5E	– HPMSK (high-priority mission support kit) Detail
1U	– Delete Due-In Detail	5I	– Redistribution Order Denial
1W	– Status Detail	6C	– NAMRSP (Non-airborne Mobility Readiness Spares Package) Detail
1Y	– Delete Status Detail	6J	– WTDOS (Weapons Training Detachment Operating System) Detail

TTPCs Authorized Record Reversal			
<i>TTPC</i>	<i>Transaction phrase</i>	<i>TTPC</i>	<i>Transaction phrase</i>
2A	– Due-Out Detail	6N	– WCDO Detail
2C	– Delete Due-Out Detail	6R	– Scheme Detail
2H	+ Add SNC Detail	6S	+ Scheme Detail
2I	– MRSP Detail	7F	– Munitions WRM Detail
2J	+ MRSP Detail	7Y	PFMR (Project Funds Management Record)/OCCR (Organization Cost Center Report) Adjustment
2K	– Delete MRSP Detail	8B	+ FIA Field
2L	+ Add MRSP Detail	9D	– FIA Field

Freeze code Q

The activity finding the error must assign freeze code Q to the item records if they do not already contain a freeze code. This is done by processing TRIC freeze code input (FFC). After the freeze code load has successfully processed, the activity attaches the output freeze code notice to the source document and sends them to the applicable office for record reversal processing. Record reversal inputs process against freeze codes Q, I, and C; any other freeze code must be cleared before starting reversal processing.

Freeze code “Q” prevents further transaction processing against the item record during the time you are researching and preparing input for the record reversal action. You may need to freeze more than one item record when interchangeable issues require record reversal.

Record reversal processing

Record reversals are processed using TRIC reverse-post (RVP). However, there are different record reversal formats for issues, turn-ins, DORs, receipts, shipments, and transfers. AFH 23–123, *Material Management Handbook*, Volume 2, Part 1, Section 5F, contains the RVP formats used to process each type of record reversal.

Record reversal transaction histories contain the same basic data as the original transaction history, except for the date of last transaction (DOLT), date, transaction serial number, and TTPC (always alpha-alpha). The document file code for the DCR and transaction register print is the same as the original transaction history.

Once all erroneous transactions are reversed, the correct data must be reinput. Record reversal actions cost time and money, so it is important to try to process all transactions correctly the first time.

Automated record reversal procedures

Only transactions that have been converted to CTH records may be reversed using automated record reversal procedures. Automated record reversal builds RVP inputs from the related transaction history records stored in the CTH area of the computer. To do the initial record reversal research, query the stored CTH record. All information and requirements for normal record reversals also apply to automated record reversals.

To perform an automated record reversal, call up the 1AM screen using TRIC 1AM. The only information required to process an automated record reversal is the TTPC, date, and serial number of the transaction you want reversed. The automated record reversal program returns a record reversal screen with the input data filled in. You must review all prefilled data on the record reversal screens for accuracy before input.

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

020. Source documents and quality control

1. How do you perform a QC check?
2. What information on source documents must be compatible with the DCR for QC?
3. What document file code is used to indicate a source document is to be filed? Destroyed?
4. What is your first step if a document is still missing after it appears on three daily listings?
5. What is the final step in resolving a delinquent document?

021. Maintaining document support files

1. How long does document control maintain a copy of the D04 on disk?
2. What product is used as an historical document showing the status of the materiel management system database after establishing a new materiel management account?
3. How long does document control keep the cover letter and IWC listing in the file?
4. How is the Shipment Loss Analysis (M16) filed?
5. Within what period must the M10 be filed?

022. Managing the Shipment-Suspense Program

1. What is the purpose of the Shipment-Suspense Program?
2. When is a shipment-suspense detail created?
3. What are two purposes of the shipment-suspense detail?
4. Without CMOS, what input is used to update a shipment-suspense detail?
5. How are SSC inputs made to the materiel management system by bases operating with the CMOS interface?
6. What listing is used to monitor delinquent shipment-suspense details?

023. Record reversal and correction

1. What elements are responsible for processing record reversal inputs?
2. What activity assigns freeze code Q and notifies the activity responsible for the initial input on a record reversal?
3. What is the purpose of processing a freeze code Q to the item record?
4. What transactions may be reversed using automated record reversal procedures?
5. What information is required to process an automated record reversal?
6. What must you do with all prefilled data on the automated record reversal screen before input?

Answers to Self-Test Questions

020

1. By comparing the source document with the DCR.
2. DN, SN, quantity, U/I, and system designator.
3. F; D.
4. Conduct a search in your work space for the document.
5. Obtain a duplicate or prepare a replacement.

021

1. Two years.
2. The Conversion Audit List (R22).
3. Two years.
4. By fiscal year.
5. Within 30 days of the date it was prepared.

022

1. To ensure an item has been shipped.
2. When shipments and transfers process through the LRS.
3. To provide a medium for recording transportation data applicable to the shipment and to allow the computer to respond automatically to shipment follow-ups on directed shipments.
4. TRIC SSC.
5. By electronic interface with the Traffic Management Flight.
6. R40.

023

1. Document control, repair cycle support, inventory, and customer service.
2. The activity finding the error.
3. Prevents further transaction processing against the item record during the time you are researching and preparing input for the record reversal action.
4. Only transactions that have been converted to CTH records.
5. TTPC, date, and serial number of the transaction being reversed.
6. Review for accuracy.

Complete the unit review exercises.

Unit Review Exercises

Note to Student: Consider all choices carefully, select the *best* answer to each question, and *circle* the corresponding letter. When you have completed all unit review exercises, transfer your answers to the Field-Scoring Answer Sheet.

Do not return your answer sheet to the AFCDA.

64. (020) Which is *not* an example of a source document?
- a. Issues.
 - b. Receipts.
 - c. Reports.
 - d. Returns.
65. (020) Which is *not required* when comparing information between the document control record (DCR) and source document?
- a. System designator.
 - b. Nomenclature.
 - c. Stock number.
 - d. Quantity.
66. (020) How often does document control perform a validation of who is authorized to receipt for classified property?
- a. Monthly.
 - b. Quarterly.
 - c. Semiannually.
 - d. Annually.
67. (020) What type of materiel management source documents are *not* placed in a permanent document file?
- a. Transaction identification codes (TRIC) FIC and FCU.
 - b. Source documents with file indicator D.
 - c. TRIC FCU.
 - d. TRIC FIC.
68. (020) How long are transactions retained when documents are processed through the materiel management automated tracking system?
- a. 12 months.
 - b. 24 months.
 - c. 48 months.
 - d. 75 months.
69. (020) When does a document become delinquent after processing the information from the document control record (DCR) document?
- a. 6th calendar day.
 - b. 10th calendar day.
 - c. 6 months.
 - d. 1 year.

70. (020) How often does document control hold a meeting to discuss document delinquent status?
- a. Daily.
 - b. Monthly.
 - c. Quarterly.
 - d. Annually.
71. (021) Which materiel management register may be prepared to replace the Daily Transaction Register (D06)?
- a. Consolidated Inventory Adjustment Document (IAD) (M10).
 - b. Daily Document Control (D04), part 1.
 - c. Consolidated Transaction (M19).
 - d. Conversion Audit List (R22).
72. (021) Which materiel management register lists information from the transactions stored in the daily transaction history area of the materiel management database?
- a. Priority Monitor Report (D18).
 - b. Daily Document Control (D04).
 - c. Consolidated Transaction (M19).
 - d. Consolidated Inventory Adjustment Document (IAD) (M10).
73. (021) The Consolidated Inventory Adjustment Document (IAD) Register (M10) must contain an entry for each adjustment transaction appearing on what two registers?
- a. D04 and D05.
 - b. D04 and D06.
 - c. D05 and D08.
 - d. D06 and D08.
74. (022) What is the purpose of the Shipment-Suspense Program?
- a. Hold an item that has not been confirmed.
 - b. Determine whether an item is lost.
 - c. Ensure an item has been shipped.
 - d. Put an item on backorder.
75. (022) All shipments and transfers processed through the logistics readiness squadron (LRS) produce what type of detail?
- a. Registered Equipment Management (REM) vehicles-only or special-spares.
 - b. Special-purpose recoverables authorized maintenance (SPRAM).
 - c. Shipment-suspense or shipped not credited (SNC).
 - d. Shipment inventory.
76. (022) Which transaction identification code is used to update the shipment-suspense detail?
- a. SSC.
 - b. SSG.
 - c. SCG.
 - d. SCS.
77. (022) Which listing is used to manage delinquent shipment suspense details?
- a. R04.
 - b. R23.
 - c. R40.
 - d. R43.

78. (023) Which transaction identification code is used for an automated reverse-post (RVP) transaction?
- a. 1AM.
 - b. 1CC.
 - c. 1TK.
 - d. 1WC.
79. (023) What information is required to process an automated reverse-post (RVP) input?
- a. Transaction serial number, quantity, and type transaction phrase code (TTPC).
 - b. Transaction serial number, quantity, and date.
 - c. Transaction serial number, TTPC, and date.
 - d. Quantity, TTPC, and date.

Glossary

Terms

accountability—the degree of responsibility for property that exists when a record of property is maintained on a numbered stock record account that is subject to audit.

advice code (requisitioning)—the source of supply with coded instructions that a specific condition exists and is considered to be essential to the desired supply action.

AFRAMS/WRM report code—used for items on which asset/transaction reporting must be accomplished and those items in critical status.

Air Force Equipment Management System (AFEMS) —the system used by an AF base, a major command, AFMC, and HQ USAF to manage nonexpendable equipment, plus base-level management of certain expendable items such as hand tools, individual issue equipment, and war reserve materiel. AFEMS includes the areas of allowances, authorizations, accounting, physical inventories, reporting, and requirements computation.

Air Force supplies—materiel and supplies made available to AF activities and/or facilities through defense military management agencies or other authorized supply sources in order to support the USAF mission.

Air Logistics Complex (ALC)—an AFMC operational activity charged with worldwide responsibility for receiving, storing, and shipping materiel; organically accomplishing repair and modification tasks; contracting with industry for manufacture or repair as directed by materiel management for assigned weapon systems, equipment, or items of supply; and providing technical and logistics support for AF operational units, other service agencies, and foreign military customers.

allowance (equipment)—the stated quantity of a specific item of equipment, considered as normally required by a given function, which is established through the allowance document basis of issue as the maximum that may be authorized by the appropriate level of authority.

authorization—a validated equipment requirement established for a specific item in a stated quantity for a specific organization for entry in AFEMS records. Authorizations can be equal to or less than the stated allowance; however, they cannot exceed them.

backorder—an obligation, assumed and recorded by any supply echelon, to continue at a later date a requisitioned item that was not immediately available for supply.

base supply—the activity responsible for requisitioning, receiving, storing, and issuing (including maintenance of accountable records) supplies/equipment supporting the assigned mission of the base/wing.

bench stock—a stock of consumption-type supplies and parts established at or near points of consumption to ensure continuous and uninterrupted operations.

commodity—a grouping or range of items that have similar characteristics, similar applications, or are susceptible to similar supply management methods.

component—an article manufactured for use in assemblies, subassemblies, end items, or end products when such an article is listed in the blueprint, drawing, technical order, or specification of the respective assembly, subassembly, end item, or product. Excludes parts of end items or assemblies having a 100 percent replacement factor during overhaul or repair (i.e., nuts, bolts, gaskets, etc.).

condition—the state of physical being that determines the suitability of an article to adequately carry out the purpose for which it was designed or authorized.

consumable items—expendable items such as non-nuclear munitions, TRAP, POL, aircraft guns and barrels, chaff, flares, photographic processing chemicals, rations, etc.

controlled item—any item of supply where the distribution is monitored by a central authority. These are normally items that are scarce, exceptionally costly, highly technical, or peculiar to certain units or missions.

critical level (sustainment)—the quantity below which there will be insufficient stocks on hand to meet issue demands. This level is normally computed on the quantity of materiel issued during the number of days in the pipeline time.

database—a file on disk where information is stored and updated.

date of last transaction (DOLT)—indicates the Julian date of the last transaction which changed or updated an item record or a detail record and produced a transaction history.

deployment—the movement of strategic or tactical aircraft and units to an overseas location. This includes emergency movements, scheduled rotations of aircraft from CONUS bases to overseas bases, and related exercises.

document identifier code (DIC)—used to identify a given product (i.e., requisition, referral action, status output, follow-up, cancellation, etc.) to the system to which it pertains, and further identifies such data as to its intended purpose and usage.

document number—a 14-digit reference number that is assigned to a requisition or a release/receipt document in order to identify the transaction throughout the logistics system until retirement of the document is authorized in official reports of audit.

due-in from maintenance (DIFM)—a recoverable item flowing through maintenance from the time of removal to actual turn-in.

end item—an entity of hardware that isn't to be installed on another piece of equipment.

federal supply classification (FSC)—a systematic grouping of related items into groups and classes in order to facilitate the accomplishment of supply management objectives for all items in the inventory.

file/record maintenance—the act or method of making changes, deletions, or additions to elements of data on an established computer file.

freeze code—code loaded on an item record to stop the materiel management system processing of certain transactions against that item record and associate detail records.

in-place readiness spares package (IRSP)—spares and repair parts intended for use as base support for units which will operate in-place during wartime. IRSP represents the difference between the wartime requirement and the POS assets expected to be available at the operating location.

interchangeability and substitution group (I&SG)—a grouping of items that possesses such physical and functional characteristics as to provide comparable functional performance against a given requirement. Such items are identified as *interchangeables* or *substitutes* and are arranged in descending order to the item preferred most for retention in the inventory.

interchangeable item—used when two or more items possess such functional and physical characteristics as to be equivalent in performance and durability, and are capable of being exchanged one for the other without alteration of the items themselves or adjoining items except for adjustment and without selection for fit or performance.

in-use equipment—equipment in the possession of the unit or the organization.

inventory—the comparison of items and quantities of materiel in storage and/or in-use with that reflected on the accountable records.

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- item code**—code used to indicate the relationship of an equipment item to the authorized item.
- local manufacture (LM)**—the fabrication of items at either the depot or intermediate maintenance level.
- MICAP**—the term, mission capability, used to classify items of highest priority. MICAP is a unique system used to secure materiel needed to repair mission essential equipment.
- mobility readiness spares package (MRSP)**—air transportable set of repair parts required to support planned wartime or contingency operations for a specified period of time pending resupply.
- numeric parts preference code (NPPC)**—a code that specifies the reason for the unsuitable condition and which identifies limitations with respect to the future use of local assets.
- order and shipping time (O&ST)**—the average elapsed time, in days, between initiation and receipt of stock replenishment requisitions.
- organization**—a unit or activity drawing supplies direct from an Air Force base.
- organizational equipment**—all equipment items authorized to be on hand at an organization or base to support its mission.
- procurement**—the computer action or process of acquiring or obtaining personnel, materiel, services, or property from outside a military service.
- quantity unit pack (QUP)**—the number of units of issue bound or packaged in a unit pack or shipping container.
- receipt**—the increase in inventory caused by receipts of incoming shipments or local turn-in.
- redistribution**—the transfer of control, utilization, or location of materiel between organizations or activities within the military services or between the military services and other federal agencies.
- releveling flag**—used to indicate to the requirements scan program that the asset position should be examined to determine if a requisition or an excess report should be submitted or if a demand level should be established.
- repairable**—used to identify unserviceable items that can be economically repaired and restored to a serviceable condition.
- reparable**—used to identify items that will be repaired for reuse when they become unserviceable.
- report of survey**—an instrument for recording the circumstances concerning the loss, unserviceability, or destruction of Air Force property. It serves as, or supports, a voucher for dropping the articles from the property records on which they are listed. It also serves to determine all questions of responsibility for the absence or condition of the articles.
- sourcing**—the automated inquiring of other bases for lateral support to satisfy a MICAP requirement.
- spare part**—any part, component, or subassembly required for the maintenance and repair of major items.
- standard reporting designator (SRD)**—used to identify the many varieties of end items/equipment in the AF inventory so that data pertaining to them can be identified in various information systems.
- stock item**—an Air Force, DLA, or other services purchased item (supplies or equipment) for which a property accounting record is maintained.
- stock number**—a number identifying a part for requisitioning, storage, identifying the manufacturer, and/or origin in number.
- stockage priority code (SPC)**—used to determine demand levels on the item record for economic order quantity (EOQ) items. The requirements program uses this code as a decision element when

determining the number of demands that an EOQ item must experience in a 365-day time period before a demand level can be established.

supplies—raw materiel, commodities, manufactured articles, component parts, assemblies, and units or equipment procured, stored, or issued for or by the Chief of Staff/USAF, which haven't become real property or been installed.

support equipment—all items and quantities of organizational equipment required for support of units not programmed for deployment by the war plans, and those items and quantities that are needed in addition to mobility equipment by combat or combat-support-type units having a programmed movement in the event of an emergency or wartime situation.

technical order (TO)—an Air Force publication that gives specific technical directives and information on inspection, storage, operation, modification, and maintenance of given Air Force items and equipment.

transaction identification code (TRIC)—a code that identifies a given internal transaction within the materiel management system, and further identifies such data as to its intended purpose and usage and the operation dictated.

type transaction phase code (TTPC)—a code that identifies the transaction that appears on the document register.

using activity—an organization or element of an organization that requests or receives materiel from base supply.

war reserve materiel (WRM)—that materiel needed to augment peacetime assets to completely support forces, missions, and activities reflected in USAF war plans.

Abbreviations and Acronyms

A&F	accounting and finance
ADPE	automated data processing equipment
ADS	Automated Data System
AETC	Air Education and Training Command
AFEMS	Air Force Equipment Management System
AFGLSC	Air Force Global Logistics Support Center
AFH	Air Force handbook
AFI	Air Force instruction
AFIMSC	Air Force Installation and Mission Support Center
AFLCMC	Air Force Life Cycle Management Center
AFMAN	Air Force manual
AFMC	Air Force Materiel Command
AFMMCAB	Air Force Materiel Management Chiefs Advisory Board
AFNWC	Air Force Nuclear Weapons Center
AFRL	Air Force Research Laboratory
AFSC	Air Force Sustainment Center
AFSCDB	Air Force Supply Central Database
AFTC	Air Force Test Center
AFWCF	Air Force working capital fund
ALC	Air Logistics Complex
AMU	aircraft maintenance unit
CEM	chief enlisted manager
CFM	career field manager
CIC	controlled item code
CMOS	Cargo Movement Operations System
CONUS	continental United States
CPI	continuous process improvement
CRF	centralized repair facility
CSAG	Consolidated Sustainment Activity Group
CSAG-S	Consolidated Sustainment Activity Group-Supply
CTH	consolidated transaction history
DCC	document control card/deployment control center

DCIS	Document Control Imaging System
DCR	document control record
DD	Department of Defense
DIC	document identification code
DIFM	due-in from maintenance
DIREP	difficulty report
DLA	Defense Logistics Agency
DLADS	Defense Logistics Agency Disposition Services
DLM	defense logistics manual
DLMS	Defense Logistics Management Standards
DLR	depot-level repairable
DMS	decentralized materiel support
DN	document number
DOD	Department of Defense
DODM	Department of Defense manual
DOLT	date of last transaction
DOR	due-out release
DSCC	Defense Supply Center, Columbus
DSCP	Defense Supply Center, Philadelphia
DSCR	Defense Supply Center, Richmond
ECL	executive control language
eLog21	Expeditionary Logistics 21st Century
EOD	end-of-day
EOM	end-of-month
ES-S	Enterprise Solution-Supply
FIA	financial inventory accounting
FRC	fund requirement code
FSC	federal supply classification/Flight Service Center
FSG	federal supply group
GBL	government bill of lading
GPC	government purchase card
GSA	General Services Administration
GSD	General Support Division

HAF	Headquarters Air Force
HPMSK	high-priority mission support kit
I&S	interchangeability and substitution
I&SG	interchangeable and substitute group
IAD	inventory adjustment document
IAW	in accordance with
IDRC	installation deployment readiness cell
ILS-S	Integrated Logistics System-Supply
INQ	inquiry
IRSP	in-place readiness spares package
LM	local manufacture
LRS	logistics readiness squadron
M&S	management and systems
MACR	materiel acquisition control record
MAJCOM	major command
MFM	MAJCOM functional manager
MGN	Mission Generation Network
MICAP	mission capability
MILSTRIP	military standard requisitioning and issue procedures
MMC	material management code
MRSP	mobility readiness spares package
MSK	mission support kit
NAMRSP	non-airborne mobility readiness spares package
NCB	National Codification Bureau
NCO	noncommissioned officer
NIIN	national item identification number
NPPC	numeric parts preference code
NRTS	not reparable this station
NSN	national stock number
NWRM	nuclear weapons-related materiel
OC	operations compliance
OC-ALC	Oklahoma City Air Logistics Complex
OCCR	Organization Cost Center Report

OO-ALC	Ogden Air Logistics Complex
PC	personal computer
PFMR	Project Funds Management Record
POC	point of contact
POL	petroleum, oil, and lubricants
PSU	primary subordinate unit
QA	quality assurance
QC	quality control
QRL	quick reference list
RCC	reception control center
RCS	reports control symbol
RNB	received-not-billed
RNI	repair network integration
RSP	readiness spares package
RTS	repaired at this station
SBSS	Standard Base Supply System
SCM	supply-chain management
SCM-R	supply-chain management-retail
SCOR	supply-chain operations reference
SMAG-R	Supply Management Activity Group-Retail
SN	stock number
SNC	shipped not credited
SNUD	stock number user directory
SP	supply point
SPRAM	special-purpose recoverables authorized maintenance
SRD	standard reporting designator
SSC	shipment-suspense image
TAR	tracer action required
TCN	transportation control number
TCTO	time compliance technical order
TMO	traffic management office
TO	technical order
TOC	table of contents

TRIC	transaction identification code
TTPC	type transaction phrase code
U/I	unit of issue
WCDO	war consumables distribution objective
WCF	working capital fund
WR-ALC	Warner Robins Air Logistics Complex
WRM	war reserve materiel
WTDOS	Weapons Training Detachment Operating System
ZOP	zero overpricing

Student Notes

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