

# **CDC 2S051**

## **Materiel Management Journeyman**

### **Volume 2. Contingency Operations and Support**



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IN THIS volume of your CDC, you'll learn about the duties and responsibilities associated with combat operations and support.

Unit 1 outlines issue and mission capability (MICAP) processes. Unit 2 covers repair cycle support. Unit 3 addresses contingency operations.

A glossary is included for your use.

Code numbers on figures are for preparing agency identification only.

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

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**Please read the menu for Unit 1 and begin ➡**

# Unit 1. Issue and Mission Capability (MICAP) Processes

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**Y**OU HAVE PROBABLY heard the saying, “You can’t fly without supply.” In today’s Air and Space Expeditionary Force that is becoming more evident than ever before. Materiel Management Journeymen are involved in supplying spares to space based missions, to supporting special operations missions, to our traditional roles supplying aircraft spares. Indeed no mission is complete without materiel management support; this unit will address many of those unique support roles. The logistics readiness squadron (LRS) is a major support organization on base. It furnishes supplies and equipment to fulfill our Air Force missions. Depending on the type of part needed, organizations request their supplies through different submission points within the LRS structure.

## 1-1. Order Process

Order procedures are basic to the materiel management process. Normally, when an activity needs supplies, it submits its requests to customer support. This area acts as the primary (though not the only) submission point for supplies. In this section, you will study the order process as it primarily pertains to customer support. Actions unique to the other submission points are covered in their respective sections.

### 201. Preparing order requests

Depending on the urgency of need and locally established communication facilities, requests for supplies may be hand carried, mailed, or transmitted by radio, telephone, terminal, or e-mail. It is important to exercise quality control (QC) when preparing and processing these requests. Inaccurate inputs can generate excessive levels, wrong transactions, and unnecessary workloads.

### Submission points

Submit issue requests to one of several submission points, depending on the type of item and urgency of need (figure 1-1):

1. Customer support function (supplies).
  - a. Expedite call-in point (delivery priorities 01-04).
  - b. Routine call-in point (other than delivery priorities 01-04).
  - c. Bench stock request.
2. Repair cycle support function (supply point request).
3. Equipment management function.

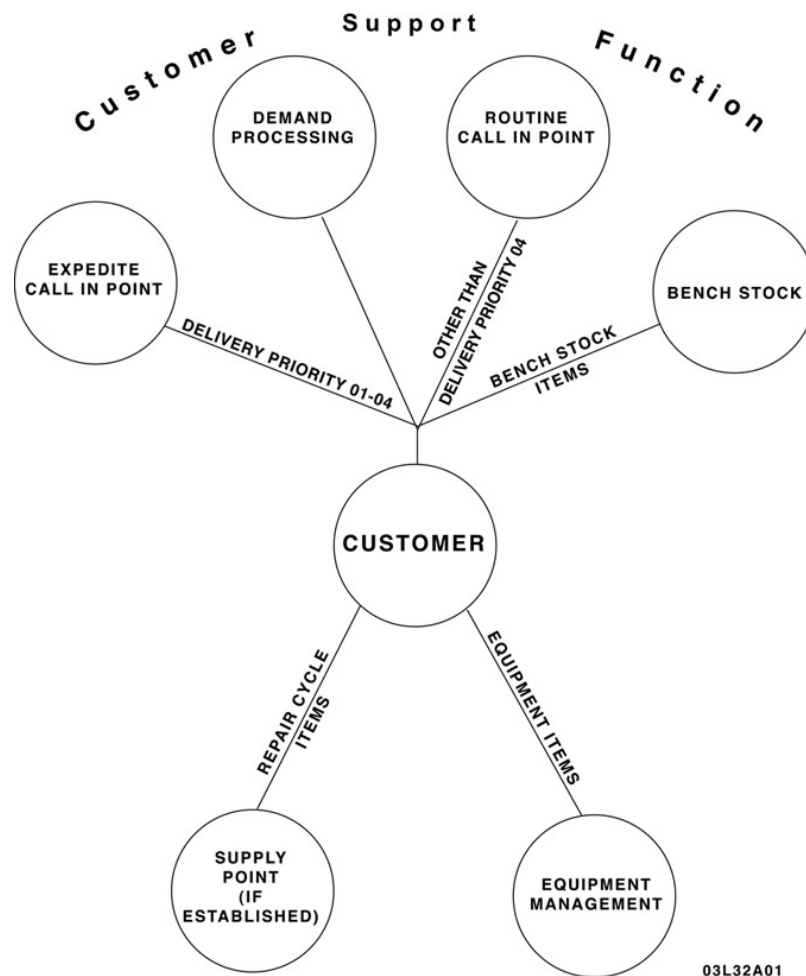


Figure 1-1. Points of submission for materiel management requests.

### Preparing issue requests

When customer support receives a request for supplies, it prepares two copies of AF Form 2005, Issue/Turn-in Request. Copy 1 of the AF Form 2005 is sent to the terminal for input and copy 2 is used as the control copy if the original copy leaves the element. Copy 2 of the AF Form 2005 also serves as a control register for determining the next available serial number.

**NOTE:** An alternative method of determining the next available serial number is to use a pre-serialized AF Form 2005 instead of using the copy 2.

Before you study the data elements and codes used to prepare an issue request, you will learn about taking call-ins. If you take call-ins, ensure you are familiar with the phonetic alphabet (see table below). It is very important you get the information correct the first time because it may be difficult to find the caller later. An incorrect issue request can be worse than no request at all. Be sure to check your handwritten issue requests for accuracy and legibility before it is processed.

Phonetic Alphabet							
<b>A</b>	Alpha	<b>H</b>	Hotel	<b>O</b>	Oscar	<b>V</b>	Victor
<b>B</b>	Bravo	<b>I</b>	India	<b>P</b>	Papa	<b>W</b>	Whiskey
<b>C</b>	Charlie	<b>J</b>	Juliet	<b>Q</b>	Quebec	<b>X</b>	X-Ray
<b>D</b>	Delta	<b>K</b>	Kilo	<b>R</b>	Romeo	<b>Y</b>	Yankee





### **Transaction identification codes (TRIC)—Position 1–3**

The TRIC is a three-position alphanumeric code that provides a method for the materiel management system database to select the correct internal program to process the input transaction. The TRIC ISU (issue) used in figure 1–2 tells the materiel management system to select the issue program for processing the input. The materiel management system recognizes the TRIC under program control and selects the appropriate program to process the transaction.

### **Delivery destination code—Position 4–6**

This locally assigned three-position alphanumeric code indicates the property's delivery location. If this code is blank on the AF Form 2005, the organization cost center record (OCCR) automatically assigns a coded.

### **Issue exception code—Position 7**

This is a one-position alphanumeric code assigned to the item record. It identifies issue conditions unique to an item. The purpose of an issue exception (IEX) code is to identify and control the issue of certain items. The table below provides examples of IEX codes.

<b>IEX Code</b>	<b>Exception Phrase</b>
B	Warranty/Guaranty item.
D	Do not backorder.
G	Civil engineering item.
4	Random length item.
5	Time change item.
9	Health hazard item.

### **Stock number/part number—Position 8–22**

Organizations identify their requests to the LRS using either a national stock number (NSN) or part number (PN). The stock number is a 13-digit number that consists of a four digit Supply Classification Code and a nine digit National Item Identification Number. When part numbers are used, but not loaded into the system, furnish the technical order (TO) data or other appropriate reference at the time of submission. If the request is for a part numbered item, enter P in position 8 on the AF Form 2005 followed by the first 14 positions of the part number. Also, annotate the TO reference data in block E of the AF Form 2005. Major commands (MAJCOM) have the option to use Quick-reference numbers.

### **Unit of issue (UI) and quantity—Position 23–29**

Make sure quantities are reasonable; when they are not, verify them. Also, verify quantities when the unit of issue needs to be changed. For example, if an activity requests 100 EA (each) bolts and the correct unit of issue is hundred (HD), ensure the quantity is changed from 100 to 1. The activity may need 100 bolts, but probably not 10,000.

### **Document number—Position 30–43**

A 14-digit alphanumeric document number assigned as a control and reference number to identify the document. Refer to the format below for the construction of a document number. The table below further explains the format.

<u><b>A</b></u>	<u><b>NNN</b></u>	<u><b>XX</b></u>	<u><b>NNNN</b></u>	<u><b>NNNN</b></u>
Activity Code	Organization Code	Shop Code	Date	Serial Number

**A=Alpha N=Numeric X=Alpha/Numeric**

Position	Description	Example
Activity Code	Identifies the type of request.	X = Expedite R = Routine B = Bench Stock S= Supply Point
Organization Code	Identifies the requesting organization.	
Shop Code	Identifies the function within an organization.	HS = Hydraulic Shop EL = Electrical Shop
Date	Julian date of the request.	
Serial number	Assigned in sequence by the submission point.	The tenth expedite request of the day would be 0010.

Example:

If on the 7018 day, organization 116, electric shop, calls in the tenth expedite request of the day, the document number would be **X116EL70180010**.

#### *Demand code—Position 44*

This is a one-position alpha code used to indicate how the materiel management system accumulates demand data for stock leveling and due-in from maintenance (DIFM) control. The following table identifies the different demand codes, the types of issues they represent, and the effect they have on demand data.

Demand Code	Type Issue	Description and Effect
I, J, K, L, M	Initial	Identifies initial issue requests for items needed to satisfy an original shortage/installation, or a later loss to an originally installed item. No turn-in of an unserviceable item is involved. They are not considered as demands against supply, so demand data on the item record is not updated and due-in from maintenance (DIFM) control is not established.
C	Contractor Support	Identifies a request from a contractor for items needed in support of authorized contracts. It's used only when it's anticipated that a like item will not be returned. Contractor support issues do not update the item record demand data, nor do they establish DIFM control.
R, T	Recurring	Identifies a request to replace an unserviceable or condemned item. They are also used for items needed in day-to-day operations. Recurring requests update the date of last demand (DOLD), number of demands, and number of cumulative recurring demands for that item. These demand codes establish DIFM control and records repair cycle data on the repair cycle record.
N, U	Nonrecurring	Identifies requests that are anticipated to be nonrepetitive, or known to be one-time occurrences. They are not considered as demands against supply; therefore, demand data is not updated on the item record. Demand codes establish DIFM control but do not update repair cycle data on the repair cycle record.

The requesting activity normally assigns the demand code to the request; however, check the accuracy of the demand code for quality control. The need for accuracy of this code cannot be overemphasized. It affects the validity of item records, stock control levels, repair cycle records, and DIFM control.

#### *Work order or job control number—Position 45–50*

This information permits the customer to link his or her request with a work order or job control number. Enter the work order number in positions 45–50 for civil engineer requests. Enter a vehicle maintenance work order number and charge code on issues for vehicle maintenance organizations

operating under the Defense Property Accountability System (DPAS). For items tracked by the Integrated Maintenance Data System Central Database (IMDS CDB), enter the last six digits of the seven-digit job control number.

#### ***Transaction exception code—Position 51***

The transaction exception (TEX) code is a one-position alphanumeric code used on inputs that require special processing. There are many different TEX codes, and each one serves a specific function. For example, a TEX code 4 on an issue request notifies the materiel management system to fill or kill the request (issue but don't backorder); conversely, TEX code 8 on an issue request does just the opposite—it notifies the materiel management system to establish a due-out, but not to issue an on-hand asset to the customer.

#### ***Force activity designator—Position 53***

This is a one-position numeric code entered on the issue request to show the relative order of importance that the organization holds in the overall Air Force mission. This code is used along with the urgency justification code (UJC) to determine the priority designator of a requisition. Normally, you will leave the force activity designator (FAD) code off the issue request because it is automatically assigned under program control from the OCCR.

#### ***System designator—Position 55-56***

This two-position alphanumeric code is used on item records to identify, control, segregate, and process selected inputs. System designator code 01, the most common system designator, identifies operational assets. Alpha/numeric system designators identify satellite accounts within the materiel management system.

#### ***Project code—Position 57-59***

Project codes are three-position alphanumeric codes used to identify special projects. These codes allow you to identify materiel management transactions associated with a project and allow AF and DOD personnel to track the cost data and service performance of items related to special projects, programs, exercises, and maneuvers. Only enter approved project codes in positions 57-59. Do not use locally assigned codes.

#### ***Delivery priority—Position 60-61***

This two-position numeric code shows the maximum time that may elapse from the time the LRS receives the request until delivery of materiel.

#### ***Urgency justification code (UJC)—Position 65-66***

Two elements identify UJCs: (1) urgency of need designator (UND) and (2) justification. These two codes make up the UJC.

#### ***Urgency of need designator (UND)***

The UND identifies hindrance to mission capabilities if the requested item is not available. The following table identifies the UND codes and their uses.

UND code	Use
A	Indicates that non-availability of the requested item <i>prevents</i> the activity from performing its mission.
B	Indicates that non-availability of the item <i>impairs</i> but does not prevent the activity's mission accomplishment.
C	Used for stock replenishment or other routine requirements that do not qualify for a higher UND.

### Justification (type of requirement)

The second position of the UJC identifies the type of requirement or the justification. For example, look at this table:

Justification Code	Type requirement
A	Aerospace vehicle.
E	Communication equipment.
G	Aerospace ground equipment.
M	Aerospace engine.
O	Precision measurement equipment laboratories.
R	Material required to repair unserviceable recoverable assets.
U	TCTO item.
Z	All others.

Question any request that seems to have an inflated UND/UJC. These challenges can effectively reduce the number of Uniform Materiel Movement and Issue Priority System (UMMIPS) violations that occur and can reduce the costs of priority requirements. Requesters bear the ultimate authority and responsibility for the UND/UJC that is used. When the requester confirms a priority is correct, process the issue as designated by the customer.

### Mark for—Position 67–80

The “Mark For” field identifies the specific end item for which the part is used. “Mark For” fields vary according to the type of issue (for example; maintenance, civil engineer, awaiting parts, and so on). Positions 67–73 reflect the serial number of the end item. The standard reporting designator (SRD), reflected in positions 74–76, identifies the type of aircraft, major end item, or weapon system. The first two positions of the work unit code (WUC) appear in positions 77–78. Unless different from the requesting unit’s command code, positions 79–80 displays the MAJCOM that owns the end item being repaired.

### Processing the order

Now that we have discussed all the data elements that make up an order request, it is time to put the information gathered into the materiel management system to initiate the order process. Figure 1–2 shows a snapshot of processing data you would enter into the materiel management system displayed in figure 1–3. After inputting all data, you are ready to transmit your actions. The results take us to the next objective, management notices.

Figure 1–3. ES-S maintenance issue request.

**MGT NOTICE**

**1 2 3 4 5 6 7 8**

**123456789012345678901234567890123456789012345678901234567890 ISUB16**  
**4730001468327 EA00001X256FS70410005R 7 01 03 AA82565214ABG01**

**I004 MGT ISU 00000 KILL 00000 DUO 00001 EOQ XB3 NO WHSE LOC FLZ 97041 I005 MGT MEMO DUE-  
OUT, NO REQUISITION ACTION TAKEN.**



***I006—MGT INPUT ACCEPTED (date)***

The I006 notice shows the date the input was accepted.

***I007—MGT PART NUMBER REQUEST REQUIRES EXTERNAL REVIEW***

This notice is provided for all part number requests that cannot be converted to a stock number under program control. It is produced when the part number is not loaded in the system or when multiple stock numbers are loaded for the same part number. The computer will also provide this notice on a part number request when assets are not available for issue.

***I023—OTHER ASSET DATA FOLLOWS***

The I023 management notice reflects the total base asset position of an item. It is produced following a kill notice or memo (do not requisition) due-out. It will indicate if other assets in the same interchangeable and substitute grouping are available to satisfy the request. The I023 notice reflects all DIFM details, detail records with on-hand balances (bench stock, supply point, war reserve materiel (WRM), etc.), and status details showing positive status. The example below shows two mobility readiness spares package (MRSP) kits with on-hand balances. The first kit shows one on-hand, and the second kit shows eight.

MGT NOTICE	
1 2 3 4 5 6 7 8	
1234567890123456789012345678901234567890123456789012345678901234567890	ISUB16
2915010819055 EA00001X124SU70550001R 7 01 04 BQ82564	
I004 MGT ISU 00000 KILL 00001 DUO 00000 EOQ XB3 NO WHSE LOC FLZ I023 MGT OTHER ASSETS DATA FOLLOWS 2915000819055 01 X124SU70550001	
AUTH DPLY STOCK NUMBER 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)	

**Reviewing other assets notice**

If the order request is killed, and other assets are available, an I023 management notice is produced. The I023 management (MGT) notice will list any interchangeability and substitution group (ISG) assets available. It will also show the requested item located in a Bench Stock, Supply Point, or in War Readiness materiel. When the I023 management notice shows ISG items are available, you will need to contact the customer to verify its use. If the requested items are located in a bench stock, supply point, or war readiness materiel you will need to contact these sections to verify they have a sufficient quantity available. The I023 may also show that no assets are available. At this point, contact the customer to give them the option to cancel their original request.

**Reprocessing Order request**

If suitable assets *are* available and the customer has verified its use, issue the assets using the originally requested document number. Once the available suitable assets are issued, destroy the I023 MGT notice. When suitable assets are not available and the customer requests a backorder (due-out), re-input the issue request transaction with TEX *M* in position 51. After successful processing, and at the option of the MAJCOM, destroy all copies of the I023 MGT notice or forward to the requesting organization (non-DIFM items). For DIFM items, send two copies of the I023 MGT notice to the requesting organization and two copies to the Flight Service Center.

### 203. Maintenance/supply interface

Order requests can also be generated through the maintenance/supply interface of the Integrated Maintenance Data System Central Database. The maintenance interface links maintenance with the materiel management system and provides maintenance personnel the capability to order parts, retrieve status, cancel requirements, and review canceled requirements through remote terminals located in the work center area. This capability reduces the workload in the customer support function. Inputs by maintenance are internally converted to materiel management format and forwarded electronically to the materiel management system through interactive communications interface (ICI). Manual operations are used if the interface is suspended for long periods of time. Implementation of the interface system does not change the current organizational structure. Only selected transactions are processed from maintenance work center terminals.

**NOTE:** Activity code J identifies issues processed through IMDS CDB.

Output from materiel management system to IMDS CDB can be in the form of:

- Due-out (DUO) status notifications (1SH).
- Management notices.
- Reject notices.

#### Due-out status notification

The materiel management system uses 1SH notifications to notify the IMDS CDB of a change in the due-out status of an item. IMDS CDB uses the data contained in the 1SH to update the status fields in the IMDS CDB materiel management data record. Due-out status codes on the 1SH describe the change that took place:

Status Code	Explanation
1	Cancellation.
2	Release (due-out release).
3	Status (change).
4	Mark-for change.

#### Management notices

For each issue transaction submitted by IMDS CDB, the materiel management system returns an I004 management notice to update the status fields in the materiel management data record maintained in the IMDS CDB. Other management notices sent to IMDS CDB include the I005, I006, I023, and I122. Management notices sent to IMDS CDB are displayed on the input terminal. IMDS CDB searches its database for a matching reject number table record. If a reject number table record is found, IMDS CDB routes the management notices to other specified IMDS CDB terminals.

#### Reject notices

When the materiel management system software detects an error in a transaction sent *by* IMDS CDB, the image is returned *to* the IMDS CDB input terminal along with the applicable reject notice. IMDS CDB then determines possible routing to other output terminals in the same manner as described for management notices.



## Self-Test Questions

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

### 201. Preparing order requests

1. What methods are used for submitting supply requests?
  
2. What submission point is used to process expedite order requests?
  
3. How many copies of the AF Form 2005 are prepared for order requests?
  
4. What methods are available for determining the next available serial number to use on an order request?
  
5. Match each function in column A with the appropriate data element or code in column B. The responses in column B may be used once, more than once, or not at all.

<i>Column A</i>	<i>Column B</i>
____ (1) Provides a means for the materiel management system database to select the appropriate internal program.	a. TRIC.
____ (2) A 14-digit alphanumeric number used to identify a document.	b. Delivery designation.
____ (3) Used to indicate the urgency of need and justification (type of requirement).	c. Stock number/part number.
____ (4) Used to indicate how the materiel management system accumulates demand information for stock leveling and DIFM control.	d. Document number.
____ (5) Indicates location of property delivery.	e. Demand code.
____ (6) Used to identify the item requested by the customer.	f. Transaction exception (TEX) code.
____ (7) Contains a shop code used to identify the function that requested the item.	g. System designator.
____ (8) Identifies a request from a contractor for items needed to support an authorized contract.	h. Delivery priority.
____ (9) Identifies item records with unique issue conditions.	i. Urgency justification code (UJC).
____ (10) Identifies exception conditions that require special processing procedures.	j. Issue exception (IEX) code.
____ (11) Identifies, controls, segregates, and processes selected inputs.	

6. What additional information is required on a part number request if the supply system required part number is unknown?
7. What benefit can occur by challenging possibly inflated UNDs and UJCs?

## **202. Management notices**

1. What management notice reflects the quantity issued, killed, or due out?
2. What management notice reflects due-out requisitioning action taken on an order request?
3. What management notice is provided for all part number requests that cannot be converted to NSNs under program control?
4. What management notice reflects the total base asset position of a killed request?

## **203. Maintenance/supply interface**

1. What benefit does the IMDS CDB/materiel management system interface provide maintenance personnel?
2. What activity code identifies issues processed through the Integrated Maintenance Data System?
3. What management notification does the materiel management system output to notify the IMDS CDB system of a change in status to a maintenance due-out?
4. What happens when the materiel management system detects an error in a transaction sent by IMDS CDB?

## 1-2. Mission Capable (MICAP) Process

A MICAP condition exists when an aircraft or end item is not mission capable due to a component failure—and the repair part is not available to fix it.

### 204. MICAP responsibilities

A MICAP is the highest priority requirement placed in the Supply System. MICAP assets receive priority handling at all levels in the supply chain. Because of this, managers at all levels (in both maintenance and materiel management) must exhaust every effort to satisfy these requirements.

#### Air Force Sustainment Center (AFSC)

The Air Force Materiel Command (AFMC) Supply Chain Management-Retail (SCM-R) Weapon System Support Activity (WSSA) is an entity within the AFSC. Although MICAP management is an AFMC SCM-R WSSA responsibility, the senior logistics readiness officer (LRO), or equivalent, is still responsible for monitoring base MICAPs and keeping wing leadership informed. The AFMC SCM-R Weapon System Support Activity is responsible for validating base level MICAP checks prior to requisitioning, reviewing all Program Depot Maintenance (PDM) cannibalization, and AFMC Maintenance and Regeneration Activity (MRA) pull requests. It also directs overall weapon system operational support, to include current unsupportable MICAPs and AWP Management. In general, the AFMC SCM-R Weapon System Support Activity is the primary interface for the LRS requiring spares support. As such, this activity provides continuous MICAP support for supported units, to include lateral support sourcing, follow-ups with sources of supply, asset tracking, and status reporting. The AFMC SCM-R Weapon System Support Activity is the single face to supported units and as such operates as the single face to the sources of supply.

#### Source of Supply

MICAP requisitions are transmitted via materiel management IT systems to the source of supply (SOS). If assets are immediately available, a positive status response flows to the materiel management computer system (MMCS) indicating assets are being prepared for shipment to your activity. If assets are not available, the MMCS transmits a backorder status indicating your requirement is back ordered against a due-in to depot stock with an estimated date stocks anticipated at the depot. Depot item managers' search for spares includes checking the feasibility of shipping the next higher assembly end item to expediting contracts with vendors in order to rectify the MICAP condition.

#### Base Level

MICAP is a key responsibility of the logistics readiness squadron. LRS materiel management activities (base level) confirm a supported end-item is not mission capable and verify the exhausting of local resources prior to submitting and reporting MICAP backorder. The LRS materiel management activities along with AFMC SCM-R Weapon System Support Activity will reconcile MICAP requirements with the appropriate maintenance information technology (IT) system and ensure lateral and depot requisition actions are not active simultaneously for the same MICAP request. These two activities work together to requisition MICAP requirements from the SOS or satisfy them through lateral redistribution and update the status in the applicable materiel management IT system.

#### Verifying Asset Check

Before submitting a MICAP requisition to the source of supply, the aircraft parts store (APS) or customer support liaison contacts the requesting maintenance production superintendent or equivalent to verify a MICAP condition exists. The requesting maintenance support section, in conjunction with customer support liaison or APS, performs an exhaustive search of available base stocks as part of the MICAP verification. Base level confirmation of a MICAP condition occurs after maintenance verifies that the end item is not mission capable, and both materiel management and maintenance

verify that the requirement cannot be satisfied using Base level resources. Perform a thorough asset check when checking base level resources. To do this you must:

- Review the I023 management notice for the total base asset position.
- Determine the usability of a substitute item.
- Search for items issued for time change and TCTO kits, check bench stocks, supply points, WRM/readiness spares package (RSP), and special purpose recoverables authorized maintenance (SPRAM) asset details.
- Check for items listed on component parts/repair lists.
- Assess the possibility of priority repair.
- Determine if a next higher assembly is available or if cannibalization is feasible.
- Consider diverting civil engineer project materiel from storage awaiting installation.

This list is not all-inclusive. You will want to check all available resources at your base.

### Establishing a MICAP due-out

Base level confirms a MICAP condition after the initial materiel search indicates the item is not available through local resources. At this point, process TRIC ISU with MICAP flag N and the appropriate MICAP UJC to establish a MICAP due-out. The following table reflects MICAP urgency of need designator (UND) codes.

MICAP UND	Use
1	Indicates a MICAP condition preventing mission accomplishment, an end item is not operationally ready, out of commission, or inoperative.
J	Used for MICAP requirements that impair primary mission accomplishment; the end item is not fully equipped or is operating in a limited or restricted capacity.
/	Identifies a MICAP condition caused by battle damage.

### Cause codes

Although the materiel management system helps ensure supplies are available for maintaining mission capability, circumstances may produce a supply shortage. Cause codes identify the reason for the out-of-stock condition that existed at the time of the request. It is automatically entered under program control on the MICAP report (document identification code [DIC] B9\*). Normally, non-stocked item cause codes consist of three general groups of items including: items with no previous demand (first-time) or not enough demand history; items the ILS-S has decided not to stock; and items management has decided not to stock. The following table shows MICAP cause codes and their meanings.

Cause Code	Meaning
A	No stock level established—First time demand.
B	No stock level established—Past demand or reparable generation experience but Air Force stockage policy precluded establishment of a demand-based stock level.
C	Air Force stockage policy permits a demand-based stock level, but an external decision by HQ AFMC has determined that stocking the item at the base should be restricted.
D	Base decision not to stock the item. A demand-based stock level exists, but the base has taken action not to stock the item such as assigning a maximum level of zero.
F	Full base stock—Depth of stock insufficient to meet MICAP/due-out requirement.
G	Full base stock—Quantity necessary for requirement is in awaiting parts (AWP) status. The number of recoverable items in need of repair is equal to or greater than the authorized stock level.  Identifies repair part shortages. Assumes if repair parts had been available, a serviceable asset would have been available.

Cause Code	Meaning
H	Less than full base stock—Stock replenishment requisition exceeds priority group UMMIPS standards.
J	Less than full base stock—Stock replenishment requisition does not exceed priority group UMMIPS standards.
K	Less than full base stock—No stock replenishment due-in established. Take action to determine the reason.
R	Full base stock—Assets cannot be used to satisfy this requirement because they are deployed, inaccessible (off-base supply point), or unavailable.
S	Less than full base stock. Stock replenishment requisition exceeds UMMIPS time standards by priority group and AWP assets are on order at time of MICAP.
T	Less than full base stock. Stock replenishment requisition does not exceed UMMIPS time standards by priority group and AWP assets are on order at time of MICAP.
X	Less than full base stock. No due-in established and AWP assets are on hand at time of MICAP.
Y	Data not available on manually prepared start reports due to computer system being down for unscheduled maintenance.
Z	System/commodity received without the MICAP item.

A number of reasons produce out of stock conditions and the need to generate MICAP requisitions. Some of these can be classified as circumstantial, others as administrative (shortages that are the direct result of managerial decision of AF stockage policy). As a general rule, the only legitimate cause for a MICAP condition is either that the depth of stock is insufficient or not authorized to meet the requirement, or that repair difficulties exist on items that are subject to repair.

### Monitor status

MICAP is the highest priority placed on materiel management, it is important for you to aggressively monitor and update the “*status*” of each item. Status refers to information provided by the source of supply regarding the requisition. Your job in MICAP is to remain aware of the current status of each MICAP requirement. Status codes on the status detail record provide you with information about your MICAP requirement. The following table presents some examples of common Military Standard Requisitioning and Issue Procedures (MILSTRIP) status codes and their explanations.

Status Code	Explanation
<b>BA</b>	Item being processed for release or shipment.
<b>BB</b>	Item being backordered against a due-in to stock.
<b>BD</b>	Action on the requisition is delayed because the supply source needs more information.
<b>BV</b>	Item has been procured and is on contract for direct shipment.

Status can be either positive or negative. Positive status means the part is available for shipment from the source of supply. If the item is in stock at the source of supply, you receive a positive action status (BA) or shipping status (mode of shipment) along with a date of estimated shipment of the item.

Negative or bad status (i.e., BB, BD, or BV) means out-of-stock conditions exist with a long estimated delivery date from the depot, or that status has passed, or requisition cancellation because it did not meet system requirements. With bad status, you may need to initiate lateral support (from another base). Do not use lateral support as the preferred method of sourcing. Contact the item manager for information and update status if no status is received, or if the status is past due.

### Delete codes

MICAP conditions are “terminated” once the asset requirement has been satisfied. Receipt of the property from the depot or lateral source, or cancellation by the customer satisfies asset

requirements. When MICAP termination occurs, use delete codes to identify the reason for termination. Basically, delete codes identify how the requirement was satisfied. The MICAP delete code appears in the MICAP report (DIC B9\*). The table below lists delete codes and their meanings.

Delete Code	Meaning
1	Received from air logistics complex (ALC).
2	Received from Defense Logistics Agency (DLA)/other services.
3	Satisfied through lateral support.
4	Cannibalization used to preclude the MICAP occurrence.
5	Receipt of base procured item.
6	Received from base assets.
7	War reserve materiel (WRM) asset used to meet requirement.
8	Cannibalization used to satisfy the requirement.
9	Reported in error.
0	Cancellation of previously valid MICAP.
B	The D165B system automatic termination. Records do not meet the criteria for code T.
T	Automated termination generated by the D165B system. Assign this code after the base fails to respond to three consecutive D165B system interrogations.

## 205. MICAP reporting (DIC B9\*)

MICAP reports (DIC B9\*) are used to initiate, change, or terminate a MICAP condition with the applicable source of supply. Changes may be needed to upgrade a non-MICAP due-in and due-out to a MICAP reportable condition. Changes may also be needed to downgrade a MICAP due-in and due-out to a non-MICAP reportable condition. MICAP reporting takes place automatically with the output of MICAP reports (DIC B9\*) during on-line processing. It is based on a start/stop concept; starting from the time the item is requisitioned and stopping at the time of termination. MICAP conditions are reported to the applicable source of supply, possessing MAJCOM, and in some instances, subcommands. So, two or three B9\* reports may be output for each MICAP condition. The B9\* report provides statistics that indicate the general effectiveness of materiel management support, and provides data necessary for effective MICAP management.

### Create detail (start)

MICAP reporting is initiated when a due-in is processed in the materiel management system to satisfy a MICAP condition. You can establish a due-in requisition by processing a due-out with MICAP flag N, or by processing a Special Requisition (SPR) input to firm up a memo MICAP due-out. When you process an upgrade on an existing requisition to a reportable MICAP, this transaction will also initiate MICAP reporting.

### Modify detail (NOR)

When there is a requirement to correct or change the Standard Reporting Designator (SRD), serial number, command code, work unit code, action time/action date, or hour code of a reported MICAP you will need to process TRIC notification report (NOR). The NOR transaction is also used for upgrading to and downgrading from a MICAP condition. Each time a NOR transaction is processed, a B9\* output is produced to report the applicable change.

### Delete detail (stop)

Termination occurs at the time of due-out release, downgrade to a non-MICAP condition, or cancellation. Reports (DIC B9\*) are produced, and a MICAP transaction history is written at the time the transaction is processed. A record (Y-type detail) is also established internally and maintained for 90 days.

## Self-Test Questions

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

### **204. MICAP responsibilities**

1. What entity in the AFSC is responsible for MICAP management?
2. How is a MICAP due-out established?
3. What UND codes reflect a MICAP requirement?
4. What code on the MICAP report identifies the reason for the out-of-stock condition that made the MICAP request necessary?
5. How is the MICAP cause code assigned on the MICAP report?
6. What information should you always be aware of regarding MICAP requirements?
7. What is the purpose of a MICAP delete code?
8. What MICAP delete code indicates error reporting?

### **205. MICAP reporting (DIC B9\*)**

1. What purpose do MICAP reports (B9\*) serve?
2. How does MICAP reporting take place?
3. When is MICAP reporting initiated?
4. When is MICAP reporting terminated?

## Answers to Self-Test Questions

### 201

1. Hand carried; mailed; or transmitted by radio, telephone, terminal, or e-mail.
2. Customer support function.
3. Two copies.
4. Copy two of the AF Form 2005 or pre-serialized numbered AF Forms 2005.
5. (1) a.  
(2) d.  
(3) i.  
(4) e.  
(5) b.  
(6) c.  
(7) d.  
(8) e.  
(9) j.  
(10) f.  
(11) g.
6. TO data or other appropriate reference.
7. Effective reduction of UMMIPS violations and the costs of priority requirements.

### 202

1. I004.
2. I005.
3. I007.
4. I023.

### 203

1. The capability to order parts, retrieve current status, cancel their own requirements, and review canceled requirements.
2. J.
3. 1SH.
4. The image is returned to the IMDS CDB input terminal along with the applicable reject notice.

### 204

1. AFMC SCM-R Weapon Support Activity.
2. TRIC ISU with MICAP flag N and the appropriate MICAP UJC.
3. 1, J, or /.
4. Cause code.
5. Automatically under program control.
6. Current status.
7. To identify the reason for termination of a MICAP condition.
8. 9.



**205**

1. To report the initiation, change, or termination of a MICAP condition.
2. Automatically with the output of B9\* images during on-line processing.
3. When a due-in is processed in the materiel management system to satisfy a MICAP condition or when an existing requisition is upgraded to a MICAP condition.
4. At the time of a due-out release, downgrade to a non-MICAP condition, or cancellation.

**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 Air Force Career Development Academy (AFCDA).**

1. (201) The materiel management system uses which issue request code to select the correct internal program to process an input transaction?
  - a. Transaction identification code (TRIC).
  - b. Transaction exception (TEX) code.
  - c. Issue exception (IEX) code.
  - d. System designator.
2. (201) What one-position alpha code is used to indicate how the materiel management system accumulates demand data for stock leveling and due-in from maintenance (DIFM) control?
  - a. Demand code.
  - b. Transaction code.
  - c. Force Activity Designator.
  - d. Urgency justification code.
3. (201) Organizations may identify their issue requests to base supply using either a
  - a. stock number or commercial and government entity (CAGE) number.
  - b. part number or transportation control number (TCN) number.
  - c. part number or document number.
  - d. stock number or part number.
4. (201) What letter is entered in position 8 on the AF Form 2005 for a part number request?
  - a. X.
  - b. R.
  - c. B.
  - d. P.
5. (201) What is the next step in the ordering process after gathering and documenting data on the AF Form 2005?
  - a. Enter data into materiel management system.
  - b. Review management notices for availability.
  - c. Increase the cost of priority requirements.
  - d. Reduce the number of supply transactions.
6. (202) What may be produced after processing an order request that notifies further actions are required?
  - a. Inquiry.
  - b. History.
  - c. Management notice.
  - d. Stock control levels.
7. (202) Which management notice is the result of issue processing and reflects issue, kill, or backorder quantity status?
  - a. I004.
  - b. I005.
  - c. I007.
  - d. I023.

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8. (202) An I007 management notice is produced when a
    - a. part number request can be converted to a single stock number under program control.
    - b. part number request cannot be converted to a stock number under program control.
    - c. stock number request can be converted to multiple part numbers.
    - d. stock number request cannot be converted to a part number.
  9. (202) What transaction exception code is used to reprocess an issue request when the customer requests a backorder?
    - a. 1.
    - b. 2.
    - c. M.
    - d. P.
  10. (203) Which *base-wide* organization uses the Integrated Maintenance Data System Central Database (IMDS CDB) to interface with materiel management system?
    - a. Base supply.
    - b. Maintenance.
    - c. Civil engineering.
    - d. Vehicle maintenance.
  11. (203) What materiel management system output notifies the Integrated Maintenance Data System Central Database (IMDS CDB) of changes in due-out status?
    - a. DUO.
    - b. 1SH.
    - c. CSU.
    - d. ISU.
  12. (203) When the materiel management system detects an Integrated Maintenance Data System Central Database (IMDS CDB) transaction error, the image is
    - a. deleted from IMDS CDB.
    - b. returned to IMDS CDB.
    - c. forwarded to supply interface file system (SIFS).
    - d. returned to SIFS.
  13. (204) What Air Force Sustainment Center (AFSC) entity is responsible for mission capable (MICAP) management?
    - a. Air Force Materiel Command Supply Chain Management-Retail (AFMC SCM-R) Weapon System Support Activity (WSSA).
    - b. Air Force Materiel Command Supply Chain Management-Retail (AFMC SCM-R) Stock Control Activity.
    - c. Source of Supply.
    - d. Base level.
  14. (204) When spares support is required, the Air Force Materiel Command Supply Chain Management-Retail (AFMC SCM-R) Weapon System Support Activity (WSSA) is the *primary* interface for the
    - a. EME.
    - b. LRS.
    - c. SOS.
    - d. MAJCOM.
  15. (204) What response is sent to the materiel management computer system when a mission capable (MICAP) requisition is transmitted to the source of supply when assets are *immediately* available?
    - a. Follow-up.
    - b. Cancellation.
    - c. Positive Status.
    - d. Negative Status.

16. (204) Who confirms an end-item is *not* mission capable and verifies all local resources are exhausted prior to submitting a MICAP request?
  - a. Logistics readiness squadron (LRS) base level.
  - b. Air Force Materiel Command Supply Chain Management-Retail (AFMC SCM-R) Weapon System Support Activity (WSSA).
  - c. Source of supply (SOS).
  - d. Air Force Materiel Command (AFMC).
17. (204) Who will the aircraft parts store (APS) or customer support liaison contact to verify a mission capable (MICAP) condition exists?
  - a. Air Force Materiel Command Supply Chain Management-Retail (AFMC SCM-R) Stock Control Activity.
  - b. Air Force Materiel Command Supply Chain Management-Retail (AFMC SCM-R) Quality Control Activity.
  - c. Maintenance production superintendent.
  - d. Source of supply.
18. (204) What information needs to be aggressively monitored and updated on a mission capability (MICAP) requirement?
  - a. Status.
  - b. Follow-up.
  - c. Cause code.
  - d. Delete code.
19. (204) What mission capability (MICAP) report (DIC B9\*) code identifies the reason for *terminating* a MICAP condition?
  - a. Reason why.
  - b. Report.
  - c. Delete.
  - d. Cause.
20. (205) What is processed in the materiel management system to satisfy a mission capability (MICAP) condition and allow MICAP reporting to be initiated?
  - a. Status.
  - b. Cancellation.
  - c. Due-out.
  - d. Due-in.
21. (205) What transaction can be processed on an existing requisition that will initiate mission capability (MICAP) reporting?
  - a. Upgrade.
  - b. Downgrade.
  - c. Follow-up.
  - d. Cancellation.
22. (205) What output is produced to report the applicable change of a mission capable (MICAP) condition *each* time transaction NOR is processed?
  - a. MICAP status report (E40).
  - b. MICAP report (B9\*).
  - c. MICAP report (NOR).
  - d. MICAP report (D9\*).
23. (205) Y-type details are internally established and maintained in the supply computer for how many days *after* a mission capability (MICAP) termination?
  - a. 30.
  - b. 45.
  - c. 60.
  - d. 90.

Please read the unit menu for unit 2 and continue ➔

## **Student Notes**

## Unit 2. Repair Cycle Support

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**O**NE OF THE main objectives of all the services is to save taxpayers money by making the most economical use of property. The Air Force does this partly through a repair cycle process. Rather than discard broken equipment, the repair cycle support (RCS) function manages the repair of certain items until they are either repaired or turned in as unserviceable.

### 2-1. Due-in from maintenance Management

Repair cycle assets are items with expendability, recoverability, reparability, cost designator (ERRCD) code of XD or XF. They are also known as due-in from maintenance (DIFM) items. It is important to note that when the item is in the possession of maintenance, going through the repair cycle process, it is called a DIFM item. When the XD/XF item is in the possession of materiel management, it's called a repair cycle item. Some examples of reparable items are circuit boards, radios, aircraft antennas, and vehicle carburetors. The table below identifies the type of repair authorized for XD and XF assets.

ERRCD Identification	
Code	Description
XF	Field level repair.
XD	Depot level repair.

#### 206. Concepts of repair cycle

The repair cycle system was designed to establish firm control over repair cycle assets to make sure they are repaired at base level or sent to a repair facility as quickly as possible. Tracking is necessary because there are limited numbers of these types of spares in the Air Force and rapid repair or shipment to a repair activity has a direct impact on mission capability.

#### Repair cycle

The repair cycle of a malfunctioning item normally begins with the item's removal from an aircraft or end item of equipment. This item is sent to a repair shop to be bench checked and repaired if possible. Removal of the item is followed by a replacement request to the LRS. At this point, the original item is considered to be DIFM.

Normally, the repair cycle process works on a one-for-one exchange. We issue the requesting activity a serviceable item, and they must give us one in return. Processing a replacement request results in establishing a DIFM detail record. The DIFM detail allows us to track the status of the item in repair. The repair cycle ends when the original item is either repaired, declared not reparable this station

(NRTS), or condemned and is turned into the LRS for turn-in processing. Processing transaction identification code (TRIC) turn-in to Supply (TIN) deletes the appropriate DIFM detail record and ends the repair cycle.

### Tracking DIFM items

The main function of the repair cycle support function is to maintain accurate computer records showing the status and location of all unserviceable items in maintenance needing repair or replacement. This information is tracked on the DIFM detail record.

### DIFM detail records

When a repair cycle asset is issued or back-ordered as a replacement, the computer establishes a DIFM detail record. This record stays on our computer records until maintenance completes the one-for-one exchange (turns in the original asset). The DIFM detail record indicates that maintenance owes the LRS a like item.

The DIFM status flag on the DIFM detail record reflects whether the replacement item was issued or backordered to the requesting activity. DIFM details are identified as firm, memo, or credit and are explained in the following table:

DIFM Detail Statuses and Descriptions		
Status Flag	Detail	Description
0	Firm	Indicates an issue to the maintenance activity.
1	Memo	Indicates a backorder for the item. When the backordered item due-out releases, the DIFM status flag changes from 1 to 0 on the DIFM detail record.
2	Credit	Indicates the requested item is still due-out, but the exchanged item was already turned in. Maintenance need not wait for the serviceable replacement part to issue before returning the unserviceable asset to base supply. If a memo record existed at the time of turn in, then the computer automatically changes the status flag from memo to credit.

### Processing DIFM status codes

Visibility over repair cycle items is crucial. These items are tracked through the repair cycle support by location and status. A DIFM detail record is established to track the removed item through the repair cycle and to ensure that assets are: 1) repaired, 2) evacuated, or 3) condemned, as quickly as possible. The status and location of each item will be updated as soon as each applicable maintenance activity provides the new information. Based on this information, items are monitored for timeliness in different segments of the repair cycle. This is currently accomplished using DIFM status codes. DIFM status codes are three-position codes loaded on the DIFM detail record. Some common status codes are listed in the following table.

DIFM Status Codes and Definitions	
Status Code	Definition
AWF	Awaiting testing.
AWM	Awaiting maintenance.
AWP	Awaiting parts. (For changes that affect AWP status (going to or from), immediate action is required because AWP time is internally computed based on these status changes.)
FWP	Previous AWP item—ready for repair.
INW	In shop.
MDR	Materiel deficiency report (MDR) exhibit.
OAM	Retained on system (on aircraft or missile). Status code on aircraft or missile (OAM) (retained on system) is automatically stored in the status code field of the DIFM detail, except for UJC AR/BR requirements.
TCG	Time change.



DIFM Status Codes and Definitions	
Status Code	Definition
<b>TIN</b>	Turn-in to Supply. (All credit DIFM details (DIFM status flag 2) have status code TIN assigned under program control at the time of turn-in).
<b>TOC</b>	Technical order compliance (TOC). Time compliance technical order (TCTO) required for end item.

Status codes tell what action maintenance is taking to bring the asset back to serviceable condition. Location codes tell where the asset is physically located. The shop scheduler will notify you each time an item is received in shop, or if the status changes.

**Example:** A status change exists when an item goes from awaiting maintenance (AWM) to in work (INW). A location change occurs if the item is moved from one shop to another.

Use DIFM change inputs (TRIC DFM) to update the status and location fields of the DIFM detail record. Only firm or memo detail records are updated by the DFM input. If a credit detail record exists, the DFM input is accepted, but does not update the DIFM detail record. Maintenance may also use IMDS CDB or G081 to update the status and location changes of DIFM items. See figure 2-1, Repair Cycle Asset Management list, for an example of DIFM status and location codes.

To process a DFM you need to know the following:

- National Stock Number.
- Quantity.
- Maintenance document number (DIFM detail).
- System designator.
- DIFM status code location change (LOC CHG).

### Multiple DIFM indicators

Normally, repair cycle items are issued in quantities of one each; however, under certain conditions, multiple quantities are authorized. For items such as tires or matched sets, multiple quantities may be easier to work with. For a multiple quantity request to process, a multiple DIFM flag indicator will have to be loaded to the item record using TRIC FCD.

In most cases, when multiple quantities are needed, it's better to submit a separate request for each. This reduces handling and paperwork problems that could occur later on when processing the items through the system. For example, if you order four tires on one document, there is a good possibility they will all be condemned. However, if you order four circuit boards on one document, there is also the chance that two might be returned to serviceable condition and the other two might be condemned. Separate turn-ins are processed under the same document number for each action taken. The duplication of document numbers can cause difficulty in tracing the transaction history records of the materiel management database.

### Performing DIFM reconciliation

A DIFM reconciliation between the LRS and the maintenance activities is conducted using the D23 report. A flight service center (FSC) representative will need to contact all shops having on hand DIFM assets which appear on the Repair Cycle Asset Management Listing. A memo will be drafted notifying shops of the date/time when a visit will occur to the workcenter to reconcile on-hand DIFM asset(s) with the Repair Cycle Asset Management Listing. The purpose of the DIFM reconciliation is to ensure maintenance activities physically have all the DIFM items listed on the D23 report. Furnish copies of the applicable sections of this report to each appropriate maintenance activity, so that it can verify the location of the issued items. Update the DIFM details with the current item location or current DIFM status when changes are provided by maintenance. This action ensures proper accounting and physical control of all repair cycle issues to maintenance. This reconciliation also

satisfies the requirement to inventory out-of-warehouse DIFM investment items. Refer back to figure 2-1, note that each issue appearing on the listing must be verified by maintenance and updated in the materiel management computer system (MMCS).

## 207. DIFM management listings

Due to the increased costs of weapon systems and the spares needed for their support, you cannot allow reparable assets to fall out of your control. Aggressive action and management review is required to control DIFM items. Some listings that will help you to control DIFM items are:

- Repair Cycle Asset Management List (D23) (fig. 2-1).
- AWP validation Listing (D19).
- Base Supply Surveillance Report (D20).

Report Name: REPAIR CYCLE ASSET MANAGEMENT LIST (D23) (NGV905)																			
Report Run Date: 3:04:14 PM																			
Parameters																			
SRAN: 2823																			
ORG: None Selected																			
SHOP: None Selected																			
Data as of Date: 1/27/2017 12:00:00 AM																			
SRAN	CIC	LOM	STOCK NUMBER	DIFM QTY	DIFM DOCUMENT NBR	ERRCD	DIFM CUR STA	DIFM PRE STA	STA DAYS	AWP DAYS	OLYD MX DAYS	STA PHRASE	DIFM LOC	ISURLS DAYS	PBR	NOUN	STK PRI	CD	STK FUND
2823	U	C	6620012788027	1	J550BX60350033	XD2	OAM		358	0		DUO	103	0	0.00%	INDICATOR, RATE OF FLOW	4		A
2823	7	A	1270015142683WF	1	J550BX60550032	XD2	OAM		337	0		DUO	103	0	111.00%	MONITOR, HEAD-UP DISPLAY	4		D
2823	7		1560014975078WF	1	J550BX61750020	XF3	OAM		218	0		DUO	1	0	0.00%	TRANSPARENCY, CANOPY	4		A
2823	U	C	6620012788027	1	J550BX62250030	XD2	OAM		166	0		DUO	103	0	0.00%	INDICATOR, RATE OF FLOW	4		A
2823	U		2840015448568	1	J550BX63050014	XF3	OAM		87	0		DUO	103	0	111.00%	SUPPORT AUGMENTER E	4		
2823	7		4920015224129WF	1	J550BX70200033	XF3	OAM		5	0		DUO	103	0	111.00%	COMPUTER, TEST DATA	4		D
2823	7	A	1560012640403WF	1	J550BX70200035	XD2	OAM		5	0		DUO	103	0	111.00%	DOOR, ACCESS AIRCRAF	4		D
2823	U	A	1630013304860	1	S550BX70240003	XD2	AWM	AXC	1	0	001	ISU	103	2	97.00%	WHEEL ASSEMBLY AIRC	4		A
2823	U		6110013916067HY	1	J550BX70240030	XD2	AWM	OAM	1	0		ISU	103	1	33.00%	CONTROL GENERATOR 948F450-3	7		D
2823	U	A	1630013304860	1	S550BX70250003	XD2	AWM	AXC	1	0	001	ISU	103	2	97.00%	WHEEL ASSEMBLY AIRC	4		A
2823	U		1630012982516LE	1	S550BX70250021	XF3	AXC		1	0	001	ISU	103	2	95.00%	WHEEL LANDING GEAR	4		A
2823	9	A	5821015287374CY	1	J550BX70260006	XD2	OAM		1	0		DUO	103	0	20.00%	RECEIVER-TRANSMITTER, RAD	4		D
2823	7		4920015224129WF	1	J550CX70200032	XF3	OAM		5	0		DUO	103	0	111.00%	COMPUTER, TEST DATA	4		D
2823	7		4920015224129WF	1	J550CX70240016	XF3	OAM		3	0		DUO	103	0	111.00%	COMPUTER, TEST DATA	4		D
2823	U		4810013243564HS	1	J550TO63578871	XD2	OAM		36	0		DUO	103	0	111.00%	VALVE, LINEAR, DIRECT	4		A
2823	U		4810013243564HS	1	J550TO63578872	XD2	OAM		36	0		DUO	103	0	111.00%	VALVE, LINEAR, DIRECT	4		A
2823	U		4810013243564HS	1	J550TO63578873	XD2	OAM		36	0		DUO	103	0	111.00%	VALVE, LINEAR, DIRECT	4		A
2823	U		4810013243564HS	1	J550TO63578874	XD2	OAM		36	0		DUO	103	0	111.00%	VALVE, LINEAR, DIRECT	4		A
2823	U	A	1660015344988BO	1	J614EE41120017	XD2	TIN	OAM	470	0	000	CRT	136	0	0.00%	OXYGEN SYSTEM, EJECTION SEAT AIRC	4		D
2823	U		4920014570472MH	1	J614F860120025	XF3	OAM		381	0		DUO	138	0	111.00%	INDICATOR, COMBUSTIB	4		

Figure 2-1. Sample D23 report.

## Managing Repair Cycle Asset Management List (D23)

The D23 is the most important tool for monitoring status and maintaining visibility of DIFM assets. LRS/materiel management activity will obtain and monitor a current Repair Cycle Listing. The D23 will be used to verify current DIFM Status/Location and to ensure proper DIFM status codes are being used. When working with DIFM items, pay particular attention to the number of issue (ISU) days on the item(s). DIFM items *not* inducted into maintenance repair, will be returned to the LRS/materiel management activity within four duty days from the date of issue. It is important to track updates and annotate discrepancies as necessary on the Repair Cycle Listing. You must follow up with unit DIFM monitors daily. When issued DIFM items that exceeded their allowed return times, annotate the discrepancies each day until they are resolved. Status and location updates resulting from DFM inputs appear in the D23. The D23 also shows the repair cycle time (ISU days), and percent of base repair (PBR).

Maintenance uses the D23 (fig. 2-1) for DIFM control and for determining work-load schedules and repair priorities. In the case of budget code 8 depot level reparable—(DLR) assets—the organization is charged the carcass price for the asset when they reach 60 ISU days. Charging the carcass price

encourages the organization to turn-in their assets quickly. The D23 can be used to identify these assets before they reach the 60-day mark. By tracking an item's position and the time spent in the repair cycle, management at all levels can assess the effectiveness and efficiency of the repair cycle process.

### **Monitoring Awaiting Parts (D19)**

Sometimes assets require additional parts to bring them to a serviceable condition. The replacement parts are called bits and pieces. The end item that is waiting for the bits and pieces is known as awaiting parts (AWP).

The D19 is used to monitor AWP end items. The D19 is a listing of AWP repair part due-outs, with their corresponding due-ins and status. Both LRS/materiel management activity and maintenance must closely monitor AWP end-items to ensure that assets are returned to serviceable condition as soon as possible. It also provides financial data to allow maintenance managers to consider the economic impact of repairing versus replacing the item.

### **Base Supply Surveillance Report (D20)**

Part two of the D20 is used to ensure proper accounting of repair cycle items. Repair cycle support is responsible for reviewing and confirming all repair cycle initial issues that appear on the listing. Since initial issues do not establish DIFM control, all initial issues and backorders must be validated with a letter of justification or as an exception.

**NOTE:** Exceptions that do not require a letter of justification are issues for TCTO kits, mockup, or test stand components approved on AF Form 601, Equipment Action Request, initial issues resulting from automatic due-out cancellation, and individual equipment items (ERRC XF).

## **208. Time compliance technical orders**

Time compliance technical orders (TCTO) provide instructions for modifying military systems within specified time limits. Maintenance is the activity most concerned with TCTOs. However, as a materiel manager, you may deal with TCTOs to ensure that spares in storage comply with the specifications of the TCTOs. The TCTO kit monitor will identify and control all items in stock that require compliance with technical orders.

### **Identifying TCTO items**

Base maintenance quality control will forward two copies of each TCTO publication with a cover letter to the inspector. After receiving the publications, provide one copy to the TCTO kit monitor (to be filed in the TCTO kit jacket file) and maintain the other as a file copy. These publications will identify stock numbers for items that require modification.

### ***Categories of TCTO items***

Items that require modification fall into two categories:

1. Items that must be modified to the extent that their form, fit, or function are changed. After modification, these items will be re-identified and assigned a new national stock number (NSN). A numeric parts preference code (NPPC) of 4 is used to identify these items on the item record.
2. Items requiring TCTO action, where modification will not require re-identification to a new NSN. These items are assigned a TCTO flag.

The NPPC 4 and TCTO flag are assigned only to the stock numbers listed in the TCTO document.

**Initial actions**

After receiving a TCTO publication, do the following tasks:

- Print an inquiry of all item records and detail records for the listed stock numbers. Use the inquiry data to find out the total number of assets to be modified.
- Assign NPPC 4 or TCTO flag to the item record of the item to be modified, whether a balance is on hand or not, and enter the TCTO number on the FCD input.
- Tag materiel awaiting TCTO action with DD Form 1576 series (blue tag), Test/Modification Tag - Materiel.

**Reporting TCTO items**

Take inventory of the unmodified spares on hand, including serviceable, unserviceable, war readiness materiel, and supply point. Send correspondence to forward supply points, aircraft control and warning (AC&W) sites, or relay sites, when spares at those sites are affected by the modification.

List by stock number the total number of spares on hand that require modification. Annotate this list on the cover letter sent from the maintenance function, and then endorse the letter and return it to base maintenance quality control. Send an information copy of the endorsement to the TCTO kit monitor.

On return of the modified item from the maintenance function, ensure that the TCTO number is entered in the "Remarks" block of the DD Form 1574 (yellow tag), Serviceable Tag - Materiel, along with a statement showing TCTO compliance (i.e., TCTO IF-1022 complied with).

**Monitoring TCTO items**

Each month conduct an inspection of on-the-shelf TCTO items assigned either NPPC 4 or the TCTO flag to ensure TCTO compliance is being accomplished. Having your listings in warehouse and detail location sequence will simplify the inspection and ensure all assets are inspected.

If you receive an item and cannot determine if TCTO actions were done, issue the item to the maintenance function for the necessary inspection or test. Maintenance personnel will notify the inventory manager and request the TCTO or disposition instructions if they do not have them. Assign the TCTO flag for control of these items until the TCTO or disposition instructions are received. The TCTO can be processed as normal when it is received.

Retain the TCTO flag on the appropriate item records until the rescission date or until the stock number is deleted. This should help in identifying spares that require TCTO modification that are received after the initial inspection.

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**Self-Test Questions**

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

**206. Concepts of repair cycle**

1. What ERRCDs identify repair cycle assets?
2. When does the repair cycle of a malfunctioning asset begin and end?
3. When is a DIFM detail established?

4. DIFM status flags identify different types of DIFM details. What are the flags for each of the following DIFM details?
  - a. Firm.
  - b. Memo.
  - c. Credit.
5. How are DFM change inputs used?
6. In what quantity are DIFM items normally requested?
7. What *must* you load to the item record to allow multiple quantities of DIFM items to process?
8. What listing is used to perform the DIFM reconciliation?

#### **207. DIFM management listings**

1. What is the purpose of the D23?
2. What purpose does the D19 serve?
3. What action do you take for items appearing in the D20?

#### **208. Time change technical orders**

1. TCTO items are modified to the extent that their form, fit, or function is changed. How is this TCTO item identified on the item record?
2. How are items requiring TCTO action, where modification will not require re-identification to a new NSN, identified on the item record?

3. Why does the inspector prepare an inquiry of all item records and detail records for the listed stock numbers on a TCTO?
4. What information must be annotated on the cover letter to maintenance quality control?
5. How often should you conduct an inspection of on-the-shelf TCTO items assigned either NPPC 4 or the TCTO flag?
6. What action must the inspector take when an item is received and they cannot determine if TCTO actions have been done?

## 2-2. Processing Materiel Returns (Turn-ins)

The LRS/materiel management activity will process all retail level return requests through the FSC. They will coordinate with maintenance to identify components for which there is base level repair capability as well as no base level repair capability and update repair cycle records.

### 209. Repair cycle turn-ins and asset flow

Once repair cycle items are turned in to the LRS, the materiel management inspector inspects the item for its condition and identity and checks them in. After check in, TRIC TIN is processed. Output documentation and asset flow are determined by the condition and ERRCD of the item.

#### Turn-in procedures

When DIFM items are returned to the LRS, they are accompanied with an Air Force Technical Order (AFTO) Form 350, Repairable Item Processing Tag, a condition tag, issue (ISU) or due-out release (DOR) document.

To process the turn-in, prepare an AF Form 2005, Turn-in Request, and then forward the property and the documentation to the inspector who will verify the property and documentation are correct.

16. SUPPLY DOCUMENT NUMBER <b>X7441300926835</b>		
17. NOMENCLATURE <b>Circuit Card Assembly</b>		
18. PART NUMBER <b>00-532-706-1</b>	18A. WORK UNIT CODE <b>74</b>	
19. NSN <b>493500065280</b>		
20. ACTION TAKEN <b>F</b>	21. QTY <b>1</b>	22. RPC. USE ONLY <b>GNC</b>
TAG NO. <b>926835</b>		AFTO 350 PT.II

03L32A10

Figure 2-2. Sample AFTO Form 350, Repairable Item Processing Tag, Part II.

Block 16 of the AFTO Form 350 (fig 2-2) must contain the original issue request or due-out release document number listed on the DD Form 1348-1A or equivalent. An authorized action-taken code, compatible with the condition of the property, must be in block 20. After verification, the inspector places the property and copy 2 of the AF Form 2005 in the holding area. Copy 1 goes to Document Control, and copy 3 is used as the input source document for computer processing of the turn in.



### **Asset flow**

What happens to the property after the turn-in is processed into the LRS? This varies depending on ERRCD and the condition of the item. Serviceable items are either returned to stock or sent to a customer as quickly as possible. If the item is unserviceable/reparable, it is shipped to a repair facility. Unserviceable/condemned items are transferred to the Defense Logistics Agency Disposition Services (DLADS) facility.

### **Action taken codes**

Action taken codes are used on turn-in requests for DIFM items to indicate what actions were taken by maintenance and LRS/materiel management activity. This code specifies the condition of returned materiel. Refer to the table following figure 2-2 for common action taken codes.

<b>Code</b>	<b>Description</b>
A	Bench checked and repaired.
F	Repaired. (This code will not be used to code on-equipment work if another code will apply.)
G	Repaired and/or replaced attaching units, seals gaskets, packing, tubing, etc.
1	Bench checked (NRTS)—repair not authorized.
8	Bench checked—return to depot facility by direction of system manager or item manager.
9	Condemned.

### **Processing base level repair**

If the property was repaired and turned-in in serviceable condition (TRIC TIN), the materiel management IT system scans for due-outs (back orders). If a due-out exists, the computer produces a due-out release (DOR) document. The property and documentation are delivered to the customer who had it on backorder. If the computer does not find a due-out for the returned asset, a “notice to stock” document is output and the item is forwarded to the appropriate storage facility where the item is placed in stock.

### **Processing off base repair**

Assets with ERRCD XD that cannot be repaired at base level will be processed (TRIC TIN) as unserviceable/reparable. Processing an unserviceable TIN for an XD asset will produce a shipment document to the designated repair facility or await disposition instructions from the item manager. When maintenance is unable to repair the asset, it is declared as not reparable this station (NRTS). For example, action taken code 1 (Bench checked [NRTS]—repair not authorized) identifies repair cycle items that base level maintenance shops cannot repair.

### **Processing condemnation**

Assets designated ERRCD XF may be condemned at base level. Maintenance will first check these assets thoroughly before condemning them. Process (TRIC TIN) an unserviceable/condemned asset with action taken code 9 (Condemned) once maintenance confirms the item is no longer serviceable or will no longer be in use. An output DIC A5J document will be produced to transfer the item to DLADS).

## **210. Manage time change items**

Maintenance and repair cycle personnel work hand in hand to ensure aircraft assets are managed in accordance with established policies. This is especially important when dealing with time change items. Time change items are assets that are required to be replaced on either a calendar or hourly schedule. To ensure this process is properly managed, a time change manager will be assigned to ensure maintenance provides a monthly forecast list of time change items, ensure new requirements are properly placed on backorder and validated. The materiel management flight chief or equivalent

appoints a time change manager in writing. Time change managers will be required to coordinate with maintenance and will maintain supporting documentation in accordance with Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management* and TO 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*.

When maintenance has a time change asset that is ready to be turned in, the proper documentation must accompany the item. Documentation examples include:

- AFTO Form 350, Reparable Item Processing Tag.
- AFTO Form 95, Significant Historical Data.
- DD Form 1577, Unserviceable/Reparable Tag - Materiel.

The Flight Service Center (FSC) element will maintain all documentation that pertains to time change items for one year.

When the time comes to conduct a time change reconciliation FSC personnel will need to obtain a DIFM listing and match each line item on the listing with each asset that is in possession of the DIFM monitor.

### **211. Maintenance turnarounds**

Sometimes a repair cycle item is not physically turned-in to the LRS because the item is repaired and reinstalled on the aircraft or end item without placing a demand on the materiel management system. The process of removing a broken repair cycle asset and reinstalling it is called a turnaround.

Maintenance provides turnaround (TRIC TRN) data to the repair cycle support function so complete records of the item's failure, removal and repair can be maintained. Processing turnaround data is important because it generates stock levels needed to support the base repair cycle and it provides information essential to HQ AFMC for making decisions about purchases, repairs, and distribution. Maintenance and materiel management must work together to ensure the base repair cycle has the correct stock levels to support it. Failure to process turnaround data reduces the number of serviceable items the LRS can keep on hand.

Processing a TRN updates the following fields on the item and repair cycle records for the current quarter:

- Item record—number of demands, cumulative recurring demands, and date of last demand (DOLD).
- Repair cycle record—number of assets repaired, current quarter net repair cycle days, and action taken code.

The source of data for processing a TRN is part II of the AFTO Form 350 provided by the maintenance activity (fig. 2-2).

Retain and file the AFTO Form 350 tag as locally determined until TRN processing is verified (by display of the I122 management notice or through review of the Daily Document Register). Dispose of the tag after verification.



The document number assigned to the turnaround transaction allows the TRN manager and each production control to verify processing with a single point for review. Construction of the document number is explained below:

<b>Position</b>	<b>Character Type</b> <b>A=Alpha</b> <b>N=Numeric</b>	<b>Description</b>
Activity code	A	X, R, J, or S.
Organization code	NNN	Maintenance organization code or 009.
Shop code	NN	Maintenance shop code or locally assigned production control identification number of the production control which forwarded the AFTO 350.
00	NN	Enter 00.
Serial number	NNNN	The AFTO Form 350 tag number.

### **212. Unserviceable item storage**

Once turn-in processing of unserviceable materiel is complete, a management notice I012 (Stock Awaiting Disposition) is produced reflecting the unserviceable detail document number. Unserviceable assets are stored in a designated location in the LRS warehouse apart from serviceable assets until disposition instructions are received. The separation prevents an unserviceable asset from being issued to a customer as serviceable when it is not. Lastly, when disposition instructions are received, process the TRIC SHP, TRM, or MSI input as applicable using the document number of the unserviceable detail created during turn-in processing.

## **Self-Test Questions**

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

### **209. Repair cycle turn-ins and asset flow**

1. What document must accompany DIFM items when they are returned to the LRS?
2. What form will be used in preparation for turn-in?
3. What happens to ERRCD XF assets when they are turned in condemned?

### **210. Manage time change items**

1. Time change managers will coordinate with maintenance and maintain supporting documentation in accordance with what standard?
2. How long will FSC maintain all documentation that pertains to time change items?

3. When are FSC personnel required to match each line item on the DIFM listing to items in the DIFM monitor's possession?

### **211. Maintenance turnarounds**

1. Why is it important to process TRN data?
2. What data are updated by processing a maintenance turnaround record update?
3. What is the *source* of data for TRN processing?

### **212. Unserviceable item storage**

1. How long are unserviceable assets stored?
2. What is the benefit of separate storage of assets?
3. What TRICs are processed once disposition instructions are received?

## **2-3. Supply point management**

In addition to monitoring the status of DIFM assets, LRS/materiel management activity manages supply point requirements.

### **213. Supply points overview**

Supply points are storage warehouses for selected DIFM items, normally located in the shop area where the parts are used. Unlike bench stocks, the LRS maintains ownership of these items until they are used. At that time, transactions are processed to transfer ownership to the using organization, process appropriate financial updates, and to take action to replenish the supply point if desired.

#### **Establishing a supply point**

LRS personnel, in coordination with the applicable maintenance control officer or other appropriate organization manager, may establish a supply point. The supported organization must provide sufficient space and facilities to accommodate the supply point.

Locate supply point stocks within or next to the supported activity. The items stocked in a supply point are normally specifically related to the needs of the activity supported. However, items common to more than one maintenance function can be stocked in a supply point. When a repair cycle item is selected for stockage, all authorized interchangeable (substitute) items must also be stocked in the supply point. Equipment items are not authorized in a supply point. Economic order quantity (EOQ) items may be stocked only when approved by the materiel management flight commander.

## Supply point detail records

Supply point details are used to account for items managed in a supply point. They are loaded, changed, and deleted using TRIC FSP.

### *Load*

Action code L on the FSP input loads the authorized and substitute detail records. If an authorized detail is being loaded, the authorized quantity must contain all numeric characters. When loading a substitute detail, the authorized quantity field must be blank.

Supply point detail document numbers are loaded using activity code S, organization code 005, an alphanumeric shop code, and a four-digit numeric serial number (other than zeros). The shop code for all supply point activities must have a corresponding delivery destination record loaded to ensure correct delivery destination.

The FSP input is also used to load an eight-position storage location. This location is established and maintained as locally determined by each supply point. To provide easier location of assets within supply points, the storage location is printed on ISU, DOR, and MSI output documents. To delete the storage location, leave the storage location field blank on the FSP input.

### *Change*

Use action code C to make changes to the supply point detail record. Inputs to change the type authorization code can only be made against the authorized detail record. Any change you make to the type authorization code on the authorized detail will also be made to all substitutes by program control. For changes to the authorized quantity, enter the desired quantity in this field.

### *Delete*

Action code D deletes the detail record. The on-hand quantity must be zero to process a deletion. Authorized details cannot be deleted if substitute or due-out details are loaded for that detail record.

## Issues (transfers) to a supply point

To initially stock and replenish a supply point, the maintenance activity must submit an AF Form 2005 (TRIC ISU). This transaction is merely a transfer of stock, not usage, so there is no update of demand data or consumption elements.

Requests for issue (transfer) to a supply point are submitted with activity code S, organization code 005, the applicable shop code, and demand code N.

## Issues from a supply point

All issues from a supply point are over-the-counter. When a demand is placed on the supply point, and the item is available, supply point personnel select the item from the bin and prepare an issue request using TRIC MSI, with activity code S.

There are two options for issuing from supply point details:

1. To issue the item from the detail with no replenishment action, use transaction exception (TEX) code f on the MSI request.
2. To issue and replenish the due-out detail, leave the TEX code field blank.

Each supply point maintains a locally devised, informal serial-numbered log, with serial numbers 0001 through 9999. This log is for assignment of a sequential serial number to the document number date field of each issue. When 9999 has been assigned, the log starts over again beginning with 0001. This technique permits multiple issues of a single DIFM item during one day's processing.

### Conducting Supply point reconciliation

Periodic reconciliations are necessary due to the nature of supply point items. Semiannual reconciliations are mandatory, but more frequent reconciliations are recommended where warranted by the volume of changes.

To conduct a reconciliation, request a Supply Point Listing (Q13), figure 2-3 for the supply points being examined. The support activity will verify the items and requirement status on the listing, and make a physical count to verify the balances.

01 JAN 13 ELLSWORTH AFB SD/S 4690 01 STOCK NBR SEQUENCE										SUPPLY POINT LISTING - 0A (Q13)NGV875/120709 13001 13001 PAGE 1													
ITEM	STOCK	NUMBER	SPI	NOMENCLATURE	DOLT	NET	COST	I	C	AP	T	UI	AUTH	O/H	S	DIRECT	SUP	PT	SUPPLEMENT	A	C	R	B
	STD	PRICE		SERIAL	NUMBER	ERRC	LAC	X	I	A	A	QTY		QTY	L	SHP	SRAN	LOCATION	DATA	C	C	P	C
0019	4120012934380FD		A	AIR	CONDITIONER	12071	\$5821.75	U	R	D	R	E	A	1	1	0		BIN 019	FY7517	B	6	2	8
	\$29830.56					XD2	\$23288.75																
0369	4440012920752FD		A	COMPRESSOR-DEHYDRAT	12239	\$8831.00		U	R	D	R	E	A	1	1	0		BIN 369	EC3	B	6	2	8
	\$19921.84					XD2	\$15553.00																
0027	5820004168546RY		M	REC-TRAN	SUBASSY	12071	\$2701.36	7	11	R	E	A	1	1	0		BIN 027			B	6	3	8
	\$5013.44					XD2	\$3914.00																
0026	5820004168552RY		M	RECEIVER-TRANSMITTE	12071	\$301.57		7	11	R	E	A	1	1	0		BIN 026			B	6	3	8
	\$1545.24					XD2	\$1206.37																
0029	5820010227497RY		O	AMP-MODULATOR	12071	\$1902.52		7	05	R	E	A	1	1	0		BIN 029			B	6	3	8
	\$6316.12					XD2	\$4931.00																
0025	5820010480293RY		M	CONVERTER 621-7959	12361	\$697.18		U	11	R	E	A	1	0	0		BIN 025			B	6	3	8
	\$3572.34					XD2	\$2788.93																
T/DTL		DOCUMENT NUMBER		DI/DO		DOCUMENT NUMBER		QUANTITY		UJC		SUP ADR		CS		PS		E-D-S					
D/O		50050A00570025						1		CZ		ZZZZZZ											

Figure 2-3. Supply Point Listing (Q13).

If the reconciliation shows that the total assets on hand is less than the authorization, complete and process the issues (TRIC ISU) produced by the Q13. Supply point personnel review the reconciliation and input the information to the computer to establish a due-out or issue. Verified excesses are turned in on AF Form 2005.

Any balance discrepancies are reconciled using special inventory procedures. Inventory count outputs are provided as an option in the Q13.

## Self-Test Questions

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

### 213. Supply points overview

1. Establishing a supply point is a coordinated effort between maintenance and the LRS. What are the functions of maintenance in this operation?
2. When can EOQ items be stocked in a supply point?
3. What input is used to load, change, or delete a supply point detail?
4. What organization code identifies a supply point transaction?

5. What TRIC is used to load the storage location on a supply point detail?
6. With what activity code, organization code, and demand code are requests for transfer submitted?
7. What term describes how items are issued *from* a supply point?
8. What TRIC is used to issue an item from a supply point detail?
9. What do you do to issue an item from a supply point detail with no replenishment action?
10. What is the purpose of the supply point serial numbered log?
11. How often are supply point assets reconciled?
12. What listing is used to reconcile supply point assets?
13. When are issues (TRIC ISU) processed during the supply point reconciliation?
14. How are balance discrepancies reconciled?

---

### Answers to Self-Test Questions

**206**

1. XD or XF.
2. It normally begins with the item's removal from the end item and is followed by a replacement request to base supply. It normally ends when the original item is turned in as repaired, NRTS, or condemned.
3. When a repair cycle asset has been issued or backordered as a replacement.
4. a. 0.  
b. 1.  
c. 2.
5. To update the status and location fields on the DIFM detail record.
6. One.

7. Multiple DIFM flag.
8. D23.

**207**

1. To monitor status and maintain visibility of DIFM assets.
2. To provide a listing of AWP due-outs, due-ins, and status detail records. It also provides financial data for maintenance managers to make repair decisions.
3. Ensure all initial issues are validated with a letter of justification or exception.

**208**

1. With NPPC 4.
2. By assignment of a TCTO flag.
3. To find out the total number of assets to be modified.
4. List by stock number the total number of spares on hand that require modification.
5. Monthly.
6. Issue the item to the maintenance function for the necessary inspection or test.

**209**

1. An AFTO Form 350, Repairable Item Processing Tag, a condition tag, and the issue (ISU) or due-out release (DOR) document.
2. AF Form 2005, Turn-In Request.
3. Transfer the item to DLADS.

**210**

1. AFI 21-101 and TO 00-20-9.
2. One year.
3. During time change reconciliation.

**211**

1. Because it generates base stock levels and provides information to HQ AFMC from which buy, repair, and distribution decisions are made.
2. Demand data on the item record and repair cycle data on the repair cycle record.
3. Part II of the AFTO Form 350 from the maintenance activity.

**212**

1. Until disposition instructions are received.
2. To prevent an unserviceable item from being issued as serviceable when it's not.
3. SHP, TRM or MSI.

**213**

1. To provide sufficient space and facilities for accommodating the supply point.
2. When approved by the materiel management flight commander.
3. FSP.
4. 005.
5. FSP.
6. S; 005; N.
7. Over-the-counter.
8. MSI.
9. Use TEX code F on the MSI request.
10. To assign sequential serial numbers to the document number date field of each supply point issue. This allows multiple issues of a single DIFM item during one day's processing.

11. At least semiannually.
12. Supply Point Listing (Q13).
13. When the total on-hand quantity is less than the authorized quantity.
14. Using special inventory procedures.

**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 AFCDA.**

24. (206) What transaction identification code (TRIC) is processed to *end* the repair cycle process?
  - a. DOC.
  - b. DOR.
  - c. ISU.
  - d. TIN.
25. (206) Which activity is responsible for providing repair cycle support with new status and location for a due-in from maintenance (DIFM) detail?
  - a. Logistics readiness squadron (LRS).
  - b. Source of supply (SOS).
  - c. Maintenance.
  - d. Customer support.
26. (206) What transaction identification code (TRIC) is used to process the updated status and location for a due-in from maintenance (DIFM) record?
  - a. DOC.
  - b. DFM.
  - c. ISU.
  - d. SPR.
27. (206) Which listing is used to perform the due-in from maintenance (DIFM) reconciliation?
  - a. D19.
  - b. D20.
  - c. D23.
  - d. Q04.
28. (206) What is the purpose of performing a due-in from maintenance (DIFM) reconciliation *between* the logistics readiness squadron (LRS) and the maintenance activities?
  - a. Ensure maintenance activities physically have all the DIFM items.
  - b. Ensure a replacement request is submitted to LRS.
  - c. To load a multiple DIFM flag indicator to the item record.
  - d. To inventory all expendable items in stock.
29. (207) Within how many duty days from the date of issue will a due-in from maintenance (DIFM) item that was *not* inducted into maintenance repair be returned to the LRS?
  - a. 2.
  - b. 4.
  - c. 10.
  - d. 30.
30. (208) How are time compliance technical order (TCTO) items identified on the item record?
  - a. Other assets indicator 5.
  - b. Other assets indicator 4.
  - c. Numeric parts preference code (NPPC) 5.
  - d. Numeric parts preference code (NPPC) 4.



- 
- 
31. (208) What condition tag is used to label a time compliance technical order (TCTO) item that was modified and returned from the maintenance function?
- DD Form 1574 (Yellow tag).
  - DD Form 1575 (Brown tag).
  - DD Form 1576 (Orange tag).
  - DD Form 1577 (Gray tag).
32. (208) What is entered in the “remarks” block of the DD Form 1574 (yellow tag)?
- Time compliance technical order (TCTO) number.
  - Time compliance technical order (TCTO) flag.
  - Quality control flag.
  - Quality control number.
33. (209) What code is used on a turn-in request for DIFM item indicating what actions were taken by maintenance and logistics readiness squadron (LRS)/materiel management activity?
- Demand.
  - Action taken.
  - Issue exception.
  - Mission capable (MICAP) delete.
34. (209) Which action taken code indicates an item is condemned?
- F.
  - 1.
  - 9.
  - A.
35. (209) What will the materiel management information technology system scan for in its internal records *after* an item was repaired and turned in as serviceable?
- Due-outs.
  - Due-ins.
  - Follow ups.
  - Cancellation.
36. (209) Where are serviceable condition returns forwarded *after* a “notice to stock” document is received?
- Source of supply (SOS).
  - Defense Logistics Agency Disposition Service (DLADS).
  - Return to customer.
  - Appropriate storage facility.
37. (209) What is produced *after* processing an unserviceable turn-in for an asset that cannot be repaired at base level?
- Shipment document.
  - Notice to stock document.
  - DOR.
  - ISU.
38. (210) Time change assets are replaced on what type of schedule?
- Daily or weekly.
  - Daily or hourly.
  - Calendar or monthly.
  - Calendar or hourly.

39. (210) Who appoints the time change manager?
- a. First sergeant or equivalent.
  - b. Director of operations or equivalent.
  - c. Materiel management flight chief or equivalent.
  - d. Materiel management supervisor or equivalent.
40. (211) *Failure* to process turnaround (TRN) data in a correct and timely manner results in reduced base stock levels and incomplete reports from which buy, repair, and distribution decisions are made by
- a. Headquarters Air Force Materiel Command (HQ AFMC).
  - b. Cataloging and Standardization Office (CASO).
  - c. Government Services Administration (GSA).
  - d. Defense Logistics Agency (DLA).
41. (211) Which *update* is prepared and processed by repair cycle support (RCS) to update *demand* data on the item record and repair cycle data on the repair cycle record?
- a. Calibration.
  - b. Turnaround.
  - c. Repair cycle.
  - d. Cannibalization.
42. (211) Where does Supply obtain data used to process turnaround transactions?
- a. Department of Defense (DD) Form 1348-1A, Issue release/receipt document.
  - b. Air Force technical order (AFTO) Form 350, Reparable Item Processing Tag.
  - c. Air Force (AF) Form 2005, Issue/Turn-in Request.
  - d. I122 management notice.
43. (212) Which management notice is produced reflecting stock awaiting disposition instructions *after* an unserviceable turn-in process?
- a. I004.
  - b. I007.
  - c. I012.
  - d. I023.
44. (212) What transaction identification code (TRIC) is *not* an option for processing after dispositions instructions for an unserviceable asset has been received?
- a. ISU.
  - b. TRM.
  - c. MSI.
  - d. SHP.
45. (213) Who maintains ownership of supply point assets until they are used?
- a. Logistics readiness squadron (LRS).
  - b. Source of supply (SOS).
  - c. Maintenance.
  - d. Equipment element.
46. (213) Which transaction identification code (TRIC) is used to load, change, or delete supply point details?
- a. MSI.
  - b. ISU.
  - c. FSP.
  - d. DFM.

47. (213) Which listing is used to verify balances during a supply point reconciliation?
- a. D04.
  - b. Q13.
  - c. R14.
  - d. S07.
48. (213) What transaction identifier code (TRIC) is processed when the on-hand quantity is less than the authorized quantity *after* a supply point reconciliation?
- a. DOC.
  - b. DOR.
  - c. ISU.
  - d. SPR.

## **Student Notes**

## Unit 3. Contingency Operations

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**T**HE WORLD IS in a constant state of change. Recent events overseas and here in the Continental United States (CONUS) have shown us the Air Force must be prepared for unknown threats that face us every day. The Air Force must be able to go anywhere, at any time, to carry out its mission. Materiel management is heavily involved in ensuring that we are ready for war. The Air Force's objective is to authorize, acquire, preposition, prestock, and maintain in a serviceable condition, ready for use, all war reserve materiel (WRM) needed to support the wartime activities specified in the War and Mobilization Plan (WMP).

### 3–1. War Reserve Materiel

WRM is materiel held in reserve in the event of a conflict. It's the materiel required in addition to mobility equipment and peacetime operating stock (POS), to support USAF forces during time of war. This materiel is either located in advance near the base that will use it or airlifted to a deployed location. On occasion, you may have to manually issue, receive, and turn-in these assets while the materiel management system is down or inoperable. If this does occur degraded operation procedures are in effect.

#### 214. Components of WRM

WRM can be categorized as equipment, spare parts (readiness spares packages), or war consumables—some of which are described in this lesson.

#### Responsibilities

WRM responsibilities include fuels support equipment (FSE) and Basic Expeditionary Airfield Resources (BEAR). The MAJCOM is responsible for WRM management; weapon system modification and acquisition support; programming; modeling; simulation; war-gaming efforts; and UTC/mobility planning. Using MAJCOMs, in conjunction with AFMC, are responsible for all WRM used to support wartime additive missions. MAJCOMs will continuously monitor requirements that support USAF war plans and ensure the validity of all WRM requirements. Air Combat Command (ACC)/A4 is the designated lead command of WRM. Bases, through their MAJCOM, will provide input for WRM requirements. They are responsible for physical materiel handling, receiving, storing, and processing of WRM shipment requests. Bases act as the local liaison with organizations regarding management of WRM.

#### Equipment

Just as with readiness spares package (RSP) assets, it is important that accountability of equipment assets is not lost during deployment. The equipment management function must maintain accurate records on deployed quantities.

Prior to deploying equipment items, the losing command equipment management office (CEMO) informs the accountable officer (AO) as to whether or not accountability is to be transferred to the gaining base or remain with the home station.

#### Short term deployments

For any deployment less than 120 days, accountability will remain with the home base. After the equipment management function and the deploying unit have determined which assets are required

for deployment, AFMC SCM-R Equipment Activity will process 1ED/FME inputs to deploy the selected items and their quantities. 1ED inputs are used to process single item deployment transactions and FME inputs are used to process group selections. Processing 1ED/FME inputs updates the deployment flag indicator to “D” and updates the deployed routing identifier (RI) on the equipment authorized/in-use detail record. In addition, the quantity on the detail record is subtracted from the quantity-on-hand data field and added to the deployed quantity data field of the detail record.

After the inputs are processed, the deploying custodian signs an output Custody Receipt Transfer Document, and becomes responsible for the deployed equipment until the equipment is returned to the home station. Upon return from deployment, transaction identification codes (TRICs) 1ED/FME are again input to remove the deployed indicator and to subtract the appropriate quantities from the deployed quantity to the on-hand quantity data fields of the detail record.

#### ***Long term deployment (transfer)***

For a long-term deployment lasting more than 120 days, accountability of equipment assets must be transferred to the gaining AO.

After the equipment management function and appropriate custodian have finalized a list of equipment to be transferred, AFMC SCM-R Equipment Activity will process 1ET/FME inputs to transfer accountability of the selected items to the gaining base. 1ET inputs are used to process single item transfers and FME inputs are used to process group selections. The 1ET/FME inputs terminate equipment accountability at the losing base and produce shipping documents or custody receipt transfer documents to transfer the assets to the gaining AO.

The 1ET inputs produce Issue Release/Receipt Document, shipping documents. FME inputs, depending on the documentation code used, will output either a Custody Receipt Transfer Document to transfer the items as a complete unit, or individual shipping documents to transfer items individually to the gaining base. Output images—FIL, FCI, REC, ISU, FED, and FCS—are produced under both options for processing by the gaining base. When it’s time to return to the home station, the AO at the deployed location will reverse this process to affect a transfer back to the home base.

#### **Basic Expeditionary Airfield Resources (BEAR)**

BEAR is an Air Force Weapon System with seven component sub-systems: shelters, environmental control, power, waste/water, hygiene, feeding, and airfield support. Basic expeditionary airfield resource systems are designed to provide expeditionary basing assets for use at austere airfields, thereby providing the air and space expeditionary forces (AEF) with global basing capability.

The seven sub-sets are as follows: BEAR 150 (B-150) sets, BEAR 550 Initial (B-550i) sets, BEAR 550 Follow-on (B-550f) sets, BEAR Industrial Operations (B-IO) sets, BEAR Initial Flightline (B-IF) sets, and BEAR Flightline Follow-on (B-FF) sets. BEAR is configured in unit-sized packages that are modular and scalable and available to perform a global mission.

#### ***BEAR 150 Personnel Housekeeping (B-150) Set***

The B-150 set supports up to 150 personnel in the Open-the-Base force module. The set consists of small shelters with environmental control, tactical power generators, limited hygiene facilities, camp lighting equipment, meal, ready to eat (MRE) rations, and bottled water. A 10K forklift is embedded for camp erection.

#### ***BEAR 550 Initial Housekeeping (B-550i) Set***

The B-550i is a standalone set that provides a robust camp consisting of billeting, feeding, and hygiene to support 550 personnel. Billeting uses small shelters (tents) with cots for 12 people per shelter. A heat pump environmental control unit provides basic heating and cooling. Feeding is initially provided with a Single Pallet Expeditionary Kitchen (SPEK), which provides a limited feeding capability of two hots and one MRE per person per day. Hygiene consists of latrines and shower-lavatory units. High and low voltage electrical and water systems are included. Shelters are provided for administration, mortuary, supply, base engineering and tactical field exchange functions.

***BEAR 550 Follow-on Housekeeping (B-550f) Set***

The B-550f is an additive set to the B-550i, which increases support to 1100 people. The B-550f provides additional billeting, feeding, hygiene, power, water, environmental control, and lighting assets similar to the B-550i. There is no SPEK or additional shelters for base support functions. A B-550f is normally not deployed independent of a B-550i.

***BEAR Industrial Operations (B-IO) Set***

The B-IO is a standalone set that provides base infrastructure maintenance and logistics support for a base of up to 3300 personnel and three fighter aircraft squadrons or their equivalent. The set consists of small, medium, and large shelters for functions such as combat supply, base civil engineering, vehicle operations and maintenance, traffic management office (TMO) packing and crating, and other general-purpose functions. It provides additional high voltage electrical power generation and distribution and environmental control. Water purification and storage systems, industrial flooring for selected facilities, cold weather heaters, concertina wire and other selected items are available as playbook options.

***BEAR Initial Flightline (B-IF) Set***

The B-IF set includes facilities, equipment, and supplies necessary to establish and support aircraft flight-related operations and maintenance activities for an initial aircraft squadron deployed to a bare base location. It includes small, medium and large industrial shelters for sheltering aircraft in a bare base deployable aircraft hangar (ACH); operations facilities including aircrew alert and squadron operations; maintenance functions such as avionics, powered/non-powered aerospace ground equipment (AGE), fuels laboratory, propulsion; and fire ops/crash rescue, storage, and other general purpose functions. Also, it provides a latrine and field lavatory designated for flightline operations. This set is dependent on a B-550i/f and B-IO for power and water support. Expeditionary airfield lighting systems (EALS), mobile fighter aircraft arresting systems (MAAS), industrial flooring, and cold weather heaters are available as playbook options. Up to two BEAR flightline follow-on (B-FF) sets may be tasked with this package.

***BEAR Follow-on Flightline (B-FF) set***

The B-FF set is additive to a B-IF set and includes limited facilities, equipment, and supplies needed to support flight operations and maintenance needs for a second and subsequent squadrons deployed to an austere base. The set consists of an ACH, small and medium shelters for powered/non-powered AGE, propulsion, and general-purpose functions. Industrial flooring for selected functions and cold waters heaters are available as playbook options.

***Types of readiness spares packages (RSP)***

These are several readiness spares packages (RSP) and spare parts required to support planned wartime or contingency operations. Two major types of RSPs are—mobility RSP (MRSP) and in-place RSP (IRSP). MRSP is for units that deploy and IRSP is for units who fight in place. In addition to the MRSP and IRSP, there are other types of RSPs—consumable readiness spares package (CRSP), temporary high priority missions support kits (THPMSK) and contingency high priority mission support kits (CHPMSK).

***Mobility readiness spares package (MRSP)***

An MRSP is an air transportable package of spares, repair parts, and related maintenance supplies required to sustain a weapons system for planned wartime or contingency operations. These assets are designed for movement to other locations to support operations away from the local base area. They contain sufficient stock to allow the support of a weapon system or weapon support system in a deployed location for 60 days before resupply is necessary. MRSP may support any appropriate system to include aircraft, vehicles, and communication systems. There are two types of MRSPs: airborne and non-airborne.

### ***In-place readiness spares package (IRSP)***

This term applies to RSP spares and repair parts required as base support for units which plan to operate in place during wartime, considering the available maintenance capability. It identifies the RSP spares and repair parts needed for operation. IRSP includes only the parts needed over and above the normal peacetime operating stock levels expected to be available to a unit in-place for the first 30 days. The support period, funded and planned, for IRSP is the same as for MRSP. Both IRSP and peacetime operating stock (POS) must be analyzed to determine the levels required for wartime support capabilities.

### ***Consumable readiness spares package (CRSP)***

The purpose of the consumable readiness spares package automated process is to provide an automated and standardized method of identifying candidate items for possible inclusion in the CRSP.

### ***Temporary high priority mission support kit (THPMSK)***

A type of mission support kit is a transportable package of expendable supplies and repair cycle assets required in support of contingency operations. The purpose of a THPMSK is to support short-term deployments (generally more than 30 days and less than 90 days) and transferring levels to the gaining base.

### ***Contingency high priority mission support kit (CHPMSK)***

CHPMSK are in-place packages of supplies and spare parts for aircraft, engines, support equipment, ground equipment, and munitions equipment used in support of contingency operations greater than 90 days. CHPMSK are generally built by the MAJCOMS and loaded at the forward deployed site. In contrast to MRSP and THPMSK, CHPMSK are non-additive packages of spares. CHPMSK authorizations are provided from Air Force primary operating stock, readiness base levels (RBL), by “shifting” levels from home station accounts to forward deployed locations versus creating new levels.

### **Authorization documents**

WRM authorization documents let you know the types and quantities of WRM items you are authorized to purchase, store, and maintain at your base. Authorizations are based entirely on formal wartime tasking in the War and Mobilization Plan. Authorizations for RSP resulting from those wartime taskings are listed in the RSP Authorization Document. MAJCOMs will authorize RSP for allocation to specific units/bases. The authorization will contain the serial number and control record information used to identify each kit.

### **Load, change, delete, MRSP authorizations**

Input TRIC 1EB is used to load the serial number/control record for RSP authorizations. This record must be loaded before you can process authorization input records for the individual items within the kit. Once the serial number/control record is established, you can load, change, or delete the individual stock number authorizations by processing the applicable TRIC shown here. A different TRIC is required for each type of RSP as identified in the table below.

<b>RSPs and TRICs</b>	
<b>Type RSP</b>	<b>TRIC</b>
MRSP—Airborne	1UB
MRSP—Nonairborne	1NK
IRSP	1LK

Figure 3-1 illustrates the input screen for a 1UB transaction. The minimum data elements required to change an Airborne MRSP detail are TRIC, Action Code, Stock Number, System Designator, and Document Number. The following fields may be blanked by placing an asterisk (\*) in the last position



of the field: mission capability code, maintenance repair concept, increment code, percent application, work unit code, quantity per application, or supportability code.

The screenshot displays the 'Transaction Entry' window for the '1UB -- AIRBORNE MRSP TRANSACTION'. The interface includes a top navigation bar with 'Menu' and 'Alerts' buttons, and a search bar. The main area is divided into sections for 'Location' (containing 'FB6998 - \*TRAINING\*-SCHOOLHOUSE ASM-\*DO NOT USE\*'), 'DoDAAC' (with a confirmation checkbox), and a large grid of input fields. The grid is organized into two columns, with fields such as 'TRIC', 'WITHDRAWAL FLAG', 'STOCK NUMBER', 'SRD', 'DOCUMENT NUMBER', 'PRIME/SUB FLAG', 'PROJECT CODE', 'RESERVED FUTURE USE', 'INCREMENT CODE', 'TYPE SPARES CODE', 'QUANTITY PER APPLICATION', 'SUPPORTABILITY CODE', 'UNSUPPORTABLE QUANTITY', 'SHIPPING DOCUMENT NUMBER', 'ACTION CODE', 'MISSION CAPABILITY CODE', 'MAINTENANCE REPAIR CONCEPT', 'AUTHORIZED QUANTITY', 'UNIT TYPE CODE', 'LEAST ACCEPTABLE CODE', 'NOTE CODE', 'PERCENT APPLICATION', 'WORK UNIT CODE', 'MISSION DESIGN SERIES', 'TRANSFERRED QUANTITY', and 'MOVING AVERAGE COST (EXTENDED)'. At the bottom, there is an 'ISSUE INTERFACE DATA' section with checkboxes for 'UJC', 'TEX CODE', and 'IEX CODE', along with 'Submit' and 'Reset' buttons. A 'TRACE (Authorized Use Only)' checkbox is also present. The footer indicates 'For Official Use Only (FOUO)'.

Figure 3-1. 1UB input screen (change format).

### Processing (S07)

The S07 program is an automated way of processing RSP authorizations. Computer Operations will advise you when it receives a RSP authorization file from MAJCOM and when it's ready for processing. This is a master authorization file reflecting what authorizations the MAJCOM is showing for your base. It comes in XTJ, XVF format:

**XTJ**—Serial number authorization records.

**XVF**—WRM authorization input records.

With the S07 program, you can compare the master file with your own file and add, change, or delete, WRM records in the materiel management system as necessary. It is important that you make sure you have the entire authorization before beginning this process. After you have completed your updates, process the S07 scan option to ensure that all RSP authorization input records have completely processed. The computer will produce a RSP base authorization input list for any RSP authorization input record that has not completely processed.

### Processing (S05)

After transmitting the S07, contact Computer Operations to process the RSP Reconciliation (S05). The reconciliation is processed to show any changes that must be accomplished, so that, ultimately, the stock number and quantity of on-hand assets match the authorizations directed in the MAJCOM's file. When you are satisfied that all S07 processing is complete, schedule the RSP reconciliation (S05) program to verify there are no variances between the master file (XVF) and the materiel management system records. You'll need to work out any out-of-balance conditions that appear. These out-of-balance conditions will show up on different parts of the S05 listing as quantity or detail record variances. If necessary, reinitiate the S07 process and make any corrections. Once there are no variances or note-coded items to review, then the S05 program is complete and ready for certification.

This completes the reconciliation. Figure 3-2 illustrates a completed S05.

```

27 AUG 03 LACKLAND AFB /S 3047 01 RSP RECONCILIATION LIST (S05) NGV867/990202 03239 03239 PAGE 1
*** H E A D I N G *** - ***** C O N T E N T S ***** H E A D I N G *** - ***** C O N T E N T S *****

BC - BUDGET CODE * QOH QNTY - DETAIL QUANTITY ON HAND
CONTROL STOCK NUMBER - AFLC MASTER STOCK NUMBER, BASE SUPPLY * QPA - QUANTITY PER APPLICATION
- MASTER STOCK NUMBER OR ORIGINAL STOCK * SER # - WRM KIT SERIAL NUMBER
- NUMBER * MDS - MISSION DESIGN SERIES
XVF RCDNBR - UNIQUE NUMBER OF THE XVF MASTER RECORD * MAJCOM - USING MAJOR COMMAND IDENTIFICATION
XVF QNTY - XVF MASTER RECORD AUTHORIZED QUANTITY * PAA - PRIMARY AIRCRAFT AUTHORIZATION
DOCUMENT NUMBER - WRM DETAIL DOCUMENT NUMBER * CON - WRM BUY OR CONTINGENCY IDENTIFIER
DTL QNTY - WRM DETAIL AUTHORIZED QUANTITY * TYPE W/F - TYPE WITHDRAWAL FLAG
SRD - STANDARD REPORTING DESIGNATOR * UI - UNIT OF ISSUE
EC - ONE POSITION ERRC CODE: XB3 = N , * UNIT PRICE - PRICE PER ITEM
- XD(*) = T , XF3 = P * UTC - UNIT TYPE CODE
MRC - MAINTENANCE REPAIR CONCEPT * WUC - WORK UNIT CODE
NC - NOTE CODE * DTL WHSE LOCATION - DETAIL LOCATION
ORIGINAL STOCK NUMBER - STOCK NUMBER IN THE XVF MASTER RECORD
- OR STOCK NUMBER OF THE WRM DETAIL

27 AUG 03 LACKLAND AFB /S 3047 01 RSP RECONCILIATION LIST (S05) NGV867/990202 03239 03239 PAGE 2
SER # - MDS 0C005A MAJCOM 1L PAA 22 CON 01 CERTIFICATION PAGE TYPE SPARES CODE: A
NO OUT-OF-BALANCE CONDITIONS EXIST

0329815
-----
CERTIFICATION BLOCK

```

Figure 3-2. Completed S05 reconciliation list

### Care of supplies in storage (COSIS) of RSP assets

The war readiness function is responsible for storing and accounting for RSP assets and for processing inputs to issue, deploy, and transfer the packages in support of a deployment. The maintaining activity will provide secure storage of WRM accountable to the LRS. Care of supplies in storage (COSIS), involves shelf life controls and other inspection functions established for like peacetime assets applied to RSP items. All expendables owned by the materiel management activity will be rotated with similar peacetime items to protect their continued serviceability. The maintaining activity must also ensure proper technical order compliance and inventory practices.

### Issuing property (RSP)

Once RSP authorizations have been established and the detail records are loaded in the computer, issues of property can be processed to and from the kits.

#### Issues to the kit

Property can be issued from supply stock to fill the kit authorization by processing TRIC ISU with activity code U (issue to MRSP). This input will transfer stock from the item record to the detail record. Activity code U is considered a transfer of stock; therefore, no demand data or consumption data are updated on internal records.

#### Issues from the kit

To issue assets from the kit to the requesting organization, process TRIC MSI. Automatic replenishment action occurs unless you use TRIC TEX code F on the MSI input. The MSI input will reject if there are insufficient assets available on the detail record or if the authorized/in-use detail number used is incorrect.

### *Deployment and transfer*

A deployment is the temporary movement of assets from the home station to another location for a period, usually less than 30 days. During this time, accountability for the assets remains with the home station. In contrast, a transfer involves the permanent movement of assets from the home station to a forward location or base with the host base AO assuming accountability. Depending on whether the deployment is short term or long term, different computer inputs are required to show accountability of the deployed packages.

### *Processing deployment/return documentation*

During deployments when accountability remains at the home station, all deployed packages must have an asset status flag of *D* assigned to the appropriate package detail record. Bases may not waive the requirement to assign the deployed flag because it increases the possibility of warehouse refusals for assets that appear to be available but, in fact, are deployed. Load the asset status flag to each detail record using TRIC FKD. Upon return from the deployment, immediately delete the asset status flag using the same TRIC. Do not wait until after the post-deployment inventory to delete the assets status flag.

Accountability of assets does not stop during deployment. You'll need to account for every issue, receipt, turn-in, and shipment of assets that occurs with each kit. The tables below show the minimum required input for the FKD.

Minimum required FKD Fields	
Position	Field Designation
1-3	FKD
5-6	System Designator
8-10	Action Code
12-14	RID of Base where the RSP is going

FKD SINGLE SELECTION OPTION	
Position	Field Designation
1	Must be P or S P is for a partial deployment
3	Enter the applicable type spares code for the type of detail records to be selected
5-18	RSP Document Number

FKD GROUP SELECTION OPTION	
Position	Field Designation
1	G
3	Type Spares Code
5-16	RSP Serial Number

### *MRSP accountability*

The decision to transfer MRSP accountability rests with the host and gaining MAJCOM. Never transfer accountability of MRSP assets unless directed to do so. The losing MAJCOM will provide the gaining MAJCOM the information it requires for package accountability at least 60 days prior to the scheduled transfer date, unless it's a short notice transfer.

At the option of the host command, a stateside-to-stateside peacetime transfer of a package may be considered a temporary transfer, regardless of the length of deployment. However, accountability of package assets from stateside to overseas locations (for a peacetime deployment or exercise) will

normally be transferred to the gaining computer support base. The duration and location of the deployment or exercise should not have a major effect on the decision.

**NOTE:** During wartime, transfer of accountability is mandatory.

Use TRIC 1WD to process an MRSP accountability transfer. Output from 1WD processing provides shipping documents, and applicable TRIC formats to receipt for the transferred package. Forward a copy of the transfer listing and all outputs to the gaining computer support base and document all package transactions (issues, turn-ins, etc.) that occurred during the transfer.

The gaining unit will ensure the serial number record/control record (1EB) and other applicable records are correct before loading the transferred package information in the materiel management IT system. They must also ensure TRICs 1UB, 1NK, and 1LK, for loading authorization details, are sorted in the proper sequence before processing.

The following table shows the minimum input for the 1WD.

Minimum 1WD Inputs	
Position	Field Designation
1-3	1WD
4-5	Losing System Designator
7-8	Gaining System Designator
9-14	Gaining SRAN
16-18	Gaining Base Routing Identifier

### ***Transfer (ROBUST) assets between RSP/WRM details (1KT)***

The 1KT input can fill the requirements of a specific detail from any of seven different mission support kit (MSK)/MRSP/WRM detail records or it can transfer a specified quantity to and from detail records.

**NOTE:** 1KT inputs cannot be reverse-posted and require inputs to correct any processing errors. Use 1KTS when transferring a single quantity and 1KTM for multiple quantities. The “S” and “M” are the action codes. The following explains the input for the 1KT using the materiel management system.

Field Designations
TRIC—1KT
Stock Number
Action Quantity
Gaining Detail Document Number
Losing Detail Document Number
Action Code

### **Preparing the RSP for shipment**

Before packing the RSP for transport, shipment, and movement to the marshalling area, there are things that must be accomplished:

- Conduct an inventory before the deployment to establish accountability.
- Check shelf life.
- Check functional check.
- Check hazardous items.
- Sign for the RSP.
- Obtain the most current R43 and/or the R52 (paper, digital, or CD).

- Ensure ability to produce forms (AF Forms 1991 and 2005, DD Form 1348-1A, etc.).
- Pack AFTO 350 tags and condition tags (yellow, green, red, and brown).
- Pack an administrative kit (notebooks, pens, pencils, paper, etc.).
- Verify the proper configuration of your RSP.
- Ensure hazardous declarations are properly filled out.

### **Aircraft Sustainability Model (ASM)**

Personal Computer-Aircraft Sustainability Model (PC-ASM) is a tool designed to aid Air Force materiel management contingency planners in conducting wartime assessments.

ASM is used to calculate the number of spare parts that are required at bases and depots for wartime, peacetime, and combined support. The ASM is also used to prioritize potential-problem parts for immediate identification and management response. The primary function of ASM is logistics, and the benefit is that it allows you to “tailor” a package of spare parts to support the number of aircraft deployed. This allows for a smaller deployment footprint, by not taking more parts than are needed, which enhances mission effectiveness.

### **War Consumables Distribution Objective (WCDO)**

The WCDO is a report that is generated at base level and is used by logistics planners to determine how much fuel, munitions, and other consumables are needed to support a weapon system or combat support activity. The WCDO is included in the WMP, Volume 4, and can be accessed by planners using the Logistics Feasibility Analysis Capability (LOGFAC) System.

### **Review listings**

There are a variety of listings you may use that will provide specific information about equipment and RSP in relation to WRM. Some of the listings you will use are listed below. Keep in mind that this list is not all inclusive.

- The WCDO/WRM Munitions List (R07) provides management products for WCDO and WRM munitions authorizations and assets. It also provides products for cycle inventory when the detail record contains a warehouse location and issue formats for shortages computed when requested.
- The Consolidated Custody Receipt Listing (R23) provides a consolidated listing of assets to a single custodian at off-base locations or a consolidated listing for on base organizations or shop codes. It also provides a management product for use by equipment review teams at base and command level.
- The Special Spares Report (R34) provides a management product for special spares authorizations, assets, and a product to perform special spares reconciliation, identify shortages and excesses, and facilitate control of inventory.

These listings provide valuable data that will help you manage WRM munitions, assets, and special spares.

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## **Self-Test Questions**

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

### **214. Components of WRM**

1. What is the MAJCOM responsible for in relation to WRM management?
2. List the seven types of basic expeditionary airfield resource systems.

3. What is the support period of an MRSP?
4. Which type of RSP is used to support an organization in-place for the first 30 days of wartime operation?
5. What record must be loaded prior to processing RSP authorization input records?
6. What program is used to perform reconciliation between XVF records and base level WRM authorizations?
7. What is the purpose for care of supplies in storage (COSIS)?
8. How are issues to an MRSP processed?
9. What TRIC is used to issue assets from an MRSP?
10. What action occurs if you use TRIC TEX code F on an MSI transaction?
11. What involves the permanent movement of assets from home station to a forward location or base with the host base AO assuming accountability?
12. Who must make the decision to transfer MRSP accountability?
13. What is the primary function of PC-ASM?

## 3-2. Contingency and Wartime Support

In this section, we will introduce the Readiness function and how it relates to contingency and wartime support. As a Materiel Management Journeyman, you will learn how to manage force readiness (mobility bags) and ensure the right assets are in the right place at the right time. This includes unscheduled emergency movements in support of real-world contingencies, as well as scheduled peacetime exercises, deployments, or the rotation of aircraft and equipment from stateside to or from overseas locations.

### 215. Readiness

The Readiness function acts as the focal point for all materiel management war readiness issues to include contingency planning, assessment, and deployment operations. During exercises and times of contingencies or war, it will operate 24 hours per day, 7 days per week.

#### Air and Space Expeditionary Force Concepts

The AEF is the Air Force method for presenting forces to combatant commanders. The AEF is structured and executed under three principles: transparency, predictability, and equitability. Transparency is the sense of knowing when, why, and how a mission will be conducted in the area of responsibility (AOR). The AEF concept allows the Air Force to determine who will deploy, define the battle rhythm, and provide logistical structure to support combatant commanders. Every Airman is responsible for knowing and understanding the AEF structure, deployment process in the AEF.

#### Unit Type Codes (UTC)

A UTC is a five-character alphanumeric code that uniquely identifies an armed forces unit. A UTC identifies each unit tasked in the operation plan (OPLAN) or time phased force deployment data (TPFDD). The UTC defines the number of passengers and/or the amount of cargo that must be moved to meet the force requirement. Each UTC represents a standard composition of people, equipment, and associated aircraft. Your base may have various combinations of these assets to provide combat flexibility to planners and commanders.

#### Materiel Management UTCs

Materiel management UTCs are identified by the letters “JFB” in the first three positions. For example, UTC JFBFP identifies a materiel management readiness spares package support UTC that supports deployed aircraft where they deploy alone. While this is a specific requirement, UTCs can be tailored down to meet mission requirements.

A logistics readiness squadron could be tasked to provide a 5-skill level materiel manager who can operate a forklift or possess some other combat capability or skill depending on the scenario. For a complete list of materiel management UTCs and descriptions, consult the Materiel Management Career Field Education and Training Plan (CFETP).

#### AEF UTC Reporting Tool (ART)

ART is a CSAF-directed system developed to measure AEF readiness. ART captures UTC assessments, identifies suitable UTCs to satisfy taskings, and helps forecast shortfalls. Unlike other deployment systems, ART is the only assessment system that goes down to the UTC level. In an effort to integrate UTC and mission essential task (MET) assessments and simplify reporting, Defense Readiness Reporting System (DRRS) will be modified to include a tab for ART inputs.

#### Defense Readiness Reporting System

In accordance with Title 10 USC §117 requirements, the Secretary of Defense (SECDEF) established the DRRS as the sole readiness reporting system for the Department of Defense. As such, DRRS is used by the Office of the Secretary of Defense (OSD), chairman of the Joint Chiefs of Staff (CJCS), combatant command (CCMD), Services, and combat support agencies. It is a single automated reporting system within the DOD functioning as the central registry of all operational units in the US Armed Forces and designated foreign organizations. It provides objective data critical to crisis



planning, contingency and peacetime planning processes. Additionally, it establishes a subjective capabilities-based, adaptive, near real-time readiness reporting system for the DOD to measure the readiness of military units to meet missions and goals assigned by the SECDEF. It is used by the chief of staff, United States Air Force (CSAF), and subordinate commanders in assessing their effectiveness in meeting Title 10 USC responsibilities to organize, train, and equip forces for CCMDs. In addition, DRRS data is used by other joint automated systems. Examples are the Integrated Development Environment (IDE)/Global Transportation Network (GTN), Joint Operation Planning and Execution System (JOPES), National Military Command Center (NMCC) Command and Control System, and the Nuclear Planning and Execution System.

The USAF uses DRRS information in assessing readiness, determining budgetary allocation and management actions impacts on unit level readiness, answering congressional inquiries, analyzing readiness trends, and supporting readiness decisions. DRRS also provides indications of efficacy of resource allocation decisions and the impacts of budgetary constraints on resourcing unit requirements.

### **216. Individual protective equipment**

You learned in this unit's first lesson that some WRM equipment is prepositioned at the point of use. Other items, such as small arms, mobility bags, readiness spares packages, and additional equipment, are moved with the deploying unit. The management and deployment of mobility equipment and spares are covered in the following lessons.

#### **Weapons accountability**

The individual protective equipment (IPE) element is responsible for all functions involved in the management of small arms. This includes preparing, accounting, storing, reporting, issuing, shipping, and transferring weapons in support of deployment operations.

#### **Definition**

Small arms are defined as individually operated weapons that are portable and/or can be fired without special mounts or firing devices, vulnerable to theft, and potential use in civil disturbances.

- Carbines.
- Grenade launchers.
- Machine guns.
- Pistols.
- Recoilless weapons.
- Revolvers and rifles.
- Shotguns.

#### **Controls**

Due to the nature of small arms, extra controls are necessary to prevent their losses. One way small arms are controlled is by the documentation of serial numbers. All documentation (e.g., receipts, issues, transfers, turn-ins, and shipments) for a weapon must be annotated with the serial number of that weapon.

#### **Issue/Return weapons**

Working in IPE, you may have to issue a weapon. It might be for an exercise or for a deployment. Before that can happen, the individual requesting a weapon will need to provide an AF Form 522, USAF Ground Weapons Training data form. An exception to this policy is if the weapon is needed to for qualification purposes. When you issue the weapon, ensure the requestor signs the AF Form 1297,



Temporary Issue Receipt. The 1297 will include the below information:

- Issued to name, grade, organization, and signature.
- Type of weapons (including model number).
- Serial number.
- Issue and return date.
- Issued by.
- Unit of issue.
- Quantity.

Another form the requestor will need to provide will be the DD Form 2760, Qualification to Possess Firearms or Ammunition. There may be additional forms required that are specific to your installation. If you are designated as the armorer, you will issue the weapon to the requesting member. The next step will be to ensure the weapon is clear. The clearing barrel attendant will give the member specific instructions on how to proceed. It is important the member holds the weapon appropriately and safely. Shoulder weapons will be held at “port-arms,” and handguns will be held at “raised pistol.” When it is time for the member to return the weapon to IPE, the clearing barrel attendant will monitor all weapons handling and clearing procedures. Additionally, the clearing barrel attendant will direct the member on what to do to clear your weapon prior to returning it. There may be locally established policies on weapons cleaning procedures. As an IPE staff representative, you will provide additional guidance as needed.

### **Deploy/Transfer weapons**

Additional controls are necessary to prepare, store, marshal, issue, and safeguard small arms and ammunition in preparation of deployment. The AO or commander of the custodial organization at the deploying base must ensure additional controls are exercised over all weapons movements, marshaling, and deployments. Some of these controls are:

- Store and maintain small arms for mobility within the mobility function (does not apply to agencies that use small arms on a daily basis at home station).
- Ensure all mobility small arms are marked.
- Prepare a list of weapons serial numbers for each container subject to deployment. Attach a list to each copy of the load list.
- Remove all markings and documentation identifying weapon contents from the outside of each weapon container before marshaling.
- Secure all mobility weapons containers by some method such as locking, nailing, or banding to prevent inadvertent opening during transit. If necessary, band containers for structural integrity.
- Ensure positive control and protection over assets until delivered to the weapons courier or alternate. Provide delivery between the storage facility and marshaling area, and ensure surveillance of weapons until released to an authorized courier or custodian.

### **Performing inventory cycle counts**

IPE personnel will coordinate with inventory personnel to ensure all mobility assets are inventoried annually at a minimum. The mobility asset inventory is included on the annual inventory schedule prepared by the Inventory Section. IPE personnel perform warehouse validations prior to each inventory. Reports from Enterprise Solution-Supply (ES-S) Mobility will be used as source documents to conduct annual inventories. Any adjustments will be reflected in ES-S Mobility. Once an inventory is complete, IPE personnel will provide a written report with a list of all inventory adjustments signed by the materiel management flight officer to the inventory section.

### Mobility bags management

Mobility bags (MOBAG) are bags built for deployments and contain personal field clothing and equipment items needed for each individual in support of an exercise or deployment tasking. Each individual tasked for a deployment will be issued mobility bags. The type of bag issued to the individual depends on the reason for the deployment and the deployment location.

### Managing shelf-life

ES-S Mobility manages all MOBAG items including items that have a shelf life. Shelf life assets are tracked by contract/lot numbers, which have expiration dates attached to them. The manufacturer prints the contract/lot numbers on each item. Periodically test contract/lot numbers to ensure they have maintained their serviceability. If they pass the inspection process, their expiration dates may be extended. Condition code “J” and “H” assets must be stored separately and clearly identified from operational assets. Assets with expired shelf life can be used for training with prior approval.

### Joint Acquisition CBRN Knowledge System (JACKS)

JACKS is a web based Department of Defense (DOD) knowledge management system providing support for Chemical Biological Radiological Nuclear Defense (CBRN-D) products. JACKS provides current and accurate shelf life information and updates. JACKS will automatically update contract and lot numbers in ES-S and also provides a search tool for equipment contract/lot status information, various shelf life forms, documentation, and links to external shelf life related websites. Even though ES-S has information it retrieves from JACKS, it is important to check the JACKS website as it may have new messages about certain contract/lot numbers that may affect your inventory.

### Validating contract number, lot number, serial number

When IPE personnel handle property that is tracked by contract, lot, or serial number, it is imperative that they validate the information on the property with the information in ES-S Mobility. This will foster accurate accountability and ensure customers are issued the proper gear. Should there be any issues found while validating contract, lot, and serial numbers, a shipment discrepancy may need to be processed to correct the error. Additionally, it will be your responsibility to validate the contract, lot, and serial number with the customer upon issue and return to maintain property integrity.

### Assemble mobility bags

Personnel assigned to the IPE element assemble mobility bags for deploying individuals. To assemble a bag, first determine what type of bag the individual requires. Second, obtain the individuals sizes. Last, assemble the contents of the bag after entering the information into ES-S Mobility. The table below lists the types of bags and the contents each bag contains. HQ USAF has established three types of mobility bags:

Types of Mobility Bags		
Type	Common Name	Description
A	A-bag	General support
B	B-bag	Cold weather
C	C-bag	Chemical Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE)

The contents of each bag is listed in the following table:

Types and Contents of Mobility Bags		
A-bag	B-bag	C-bag
Kit, bag	Kit bag	Protective Mask
ACH (w/cover)	Mitten Set	M-61 Canister
Modular Sleep System	Lined Field Cap	Joint service lightweight integrated suit technology (JSLIST) Coat

Types and Contents of Mobility Bags		
A-bag	B-bag	C-bag
Canteen	N3B Parka	JSLIST Trousers
Cup, Canteen	Mukluks	JB2GU Gloves
Cover, Canteen	Mukluk Liners	Cotton Inserts
Web Belt		Overboots
Pouch, Ammo, Double Magazine, (M9)		M-295 Decontamination Kit
Pouch, Ammo (M16/M4)		M-8 Detector Paper
		M-9 Detector Paper
		M-295 Decontamination Kit
		Water Canteen Cap

### ES-S Mobility Asset Management

The IPE element is responsible for preparing and packaging, inventorying, and maintaining the bags. They are also responsible for the inspection, repair, and replacement of chemical warfare defense equipment (CWDE) assets as needed.

To help manage and maintain the MOBAGs, the IPE element uses the ES-S Mobility program. With ES-S Mobility, you can assign mobility bags to individuals; track the bags and their contents, monitor shelf-life expiration dates, inspection dates, short falls, and items on the shelf. It also allows you to produce reports and manage assets through various dashboards. Figure 3-3 illustrates the events and capabilities of ES-S Mobility.

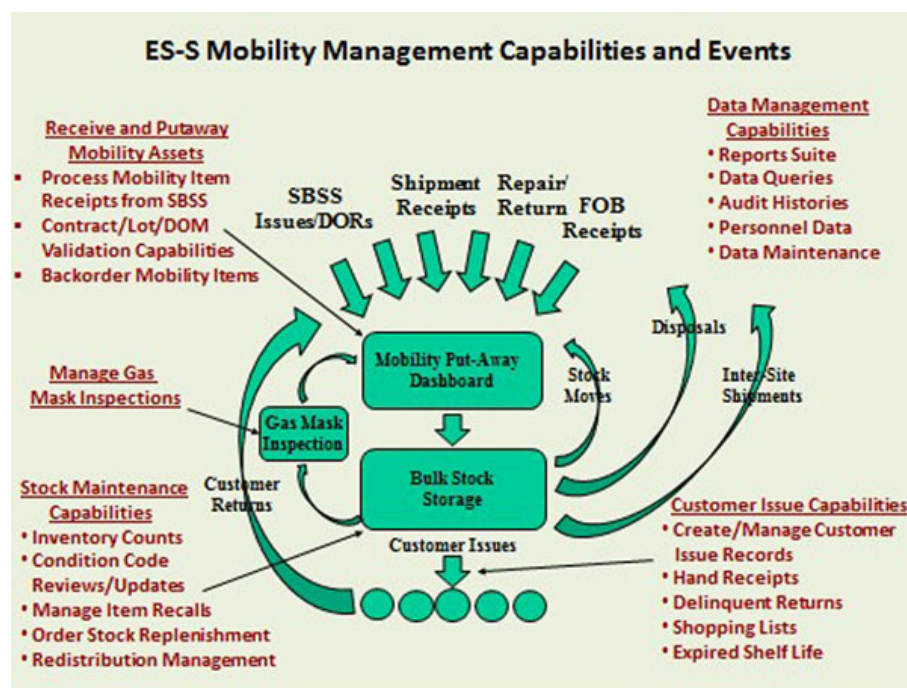


Figure 3-3. Overview of ES-S Mobility Capabilities and Events.

### Managing mobility dashboards

As you can see from looking at Figure 3-3, there are a lot of processes that need to be managed within ES-S Mobility. These processes will allow you to manage, track, and report on mobility assets within ES-S. Additionally, ES-S Mobility provides capabilities to order, receive, stock, store, issue/return, ship, inspect, and dispose of mobility assets. An important component of these features

are mobility dashboards. There are a variety of dashboards available that will allow you to put away, redistribute, and ship assets as well as manage shipment discrepancies and manage pending actions. Mobility dashboards can be accessed from the ES-S Mobility Menu Functions list featured in Figure 3-4 and will be discussed in further detail below.

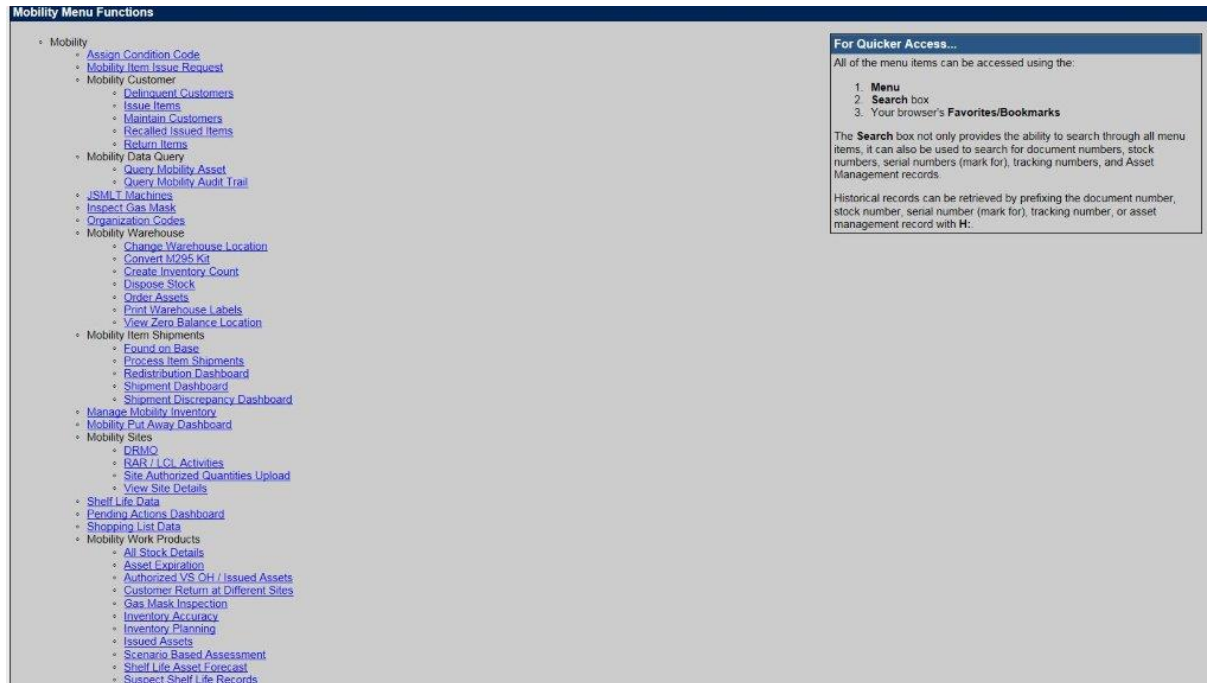


Figure 3-4. ES-S Mobility Menu Functions list.

### Mobility put away dashboard

To perform any put away actions, you will need to access the mobility put away dashboard. Once all required information has been entered, you will see the put away dashboard results. The information provided is important as it will help you make optimal put away decisions. Once you have decided what will be put away, simply click on the item(s) you wish to put away. When ready, click “put away selected items” to complete the action.

### Redistribution dashboard

If mobility assets need to be sent from one installation to another, redistribution shipments can be processed to satisfy this requirement. The Ship To site enables you to select the name of the Air Force mobility site to which you want the mobility item shipped. The system will provide a drop down list of all mobility sites from which you can choose as the Ship To and Ship From activity. You will be required to provide specific information to enable the system to initiate and obtain approval if required. This information includes:

- NSN of the mobility item.
- The requested quantity.
- The number of months of shelf life (if applicable) remaining to satisfy the request.
- The fund citation number to be used to pay for shipping costs.
- The transportation account code that will be used to pay for shipping costs.

Note: Either the fund cite or TAC must be populated.

### Shipment dashboard

The mobility item shipment dashboard is a multi-purpose tool that provides visibility and allows for comprehensive management of mobility shipments. Mobility assets are received and inspected by the transportation management office (TMO) and then delivered to IPE. You will use the shipment dashboard function in ES-S Mobility to process receipts before putting the assets away in their respective warehouse location. Using the documentation provided by TMO, you will then enter the following information into the mobility item shipment dashboard screen.

- NSN.
- Transportation control number (TCN).
- State, All, Intransit, Late, and Partial.
- Transaction name.
- Shipment Date From.
- Shipment Date To.

When the “Submit” button is selected, ES-S will generate and display the mobility item shipment dashboard display based on the information you provided. Once submit is selected, you can check the “Process” box to update shipment estimated delivery dates (EDD), process shipment receipts, document lost shipments, and add or edit comments for selected shipment records.

### Shipment discrepancy dashboard

If the physical contents of mobility assets do not match the documentation, a shipment discrepancy exists. Stock accuracy is important, especially when dealing with shelf life items. The shipment discrepancy dashboard has the capability to document and inform the Ship From site that a shipment discrepancy exists. Once the required information has been entered in the search criteria, you will see the report results. You will also be provided a complete listing of all discrepant shipments that were either shipped from or shipped to the site specified. Shipment discrepancy records are designed to persist in the system until they are resolved. Additionally, the following information will be provided on the shipment discrepancy dashboard:

- Ship from site
- Ship to site
- Shipment date TCN
- Mode of shipment
- Transaction name
- NSN
- Shipped Qty
- Received Qty
- Discrepant Qty
- Contract #
- Lot #
- Date of manufacture (DOM)
- Date of expiration (DOE)
- Condition code (CC)
- Serial # (if applicable)

ES-Mobility will also provide you a hyperlinked view that when selected, displays current shipment information. The shipment discrepancy dashboard also has a “Notes” column that gives users from

the Ship from activity the capability to record the results of the research/actions taken to resolve mobility shipment discrepancies.

### Pending actions dashboard

It is important to identify and if needed, respond to pending actions within your mobility section. It will be necessary for you to ensure the pending actions dashboard is used to allow management to take the proper actions. If there are any pending actions, it may be your responsibility to see what is pending and, if required, take steps to find a resolution. There are seven types of pending actions that may require your attention and are as follows:

- Customers with overdue assets.
- Existing inventory header records.
- Late inbound shipments.
- Overdue date of last inventory (DOLI) counts.
- Overdue gas mask inspections.
- Overdue mobility asset put aways.
- Quantity of issued items under recall.

If one or more of these types has any actions pending, there will be a number and hyperlink associated with it. Click the hyperlink to access detailed information about the type to determine what steps to take to resolve what is pending if applicable.

### Maintain mobility shopping list

Mobility shopping lists (fig 3-5) are used to determine bulk stock requirements and are the basis for placing mobility stock orders based on mission support requirements. All mobility personnel are able to view shopping lists; however, any mobility personnel who need to create, copy, edit, or delete will need the “maintain shopping list” function added to their profile. When you are ready to search for shopping lists, select the site if applicable, and enter the shopping list name or leave it blank. When the results are presented, available shopping lists will be available for selection. Shopping lists will be displayed by name and hyperlink. Clicking on the hyperlink will provide the item type, description, and quantity. Users with the “maintain shopping list” function will have the option to change the quantity or remove selected items. Figure 3-5 displays an example of the shopping list edit detail screen.

Figure 3-5. Shopping List Edit Detail Screen.



## Issue items

Issuing mobility assets is one of the many responsibilities you will have working in IPE. ES-S Mobility allows you to issue assets to customers in support of mission requirements. Additionally, ES-S Mobility allows you to view and update customer information, manage assets currently in possession by customers, as well as issue additional items to customers as needed. Once the required information has been input, such as the issue site and electronic data interchange personal identifier (EDIPI), you will be able to add and issue items to the customer based on their requirements. Once the issue process is complete, a display of items issued will be presented as seen in Figure 3–6.

**Contact Information**

OTHER EMAIL ADDRESS:  CONTACT PHONE #:

HEIGHT (INCHES):  ARM LENGTH (INCHES):

INSEAM (INCHES):  WAIST (INCHES):

BOOT SIZE:  GLOVE SIZE:

MASK SIZE:  EYE GLASSES: ☐

[Update Customer Information](#)

**Air Force Directory Service Personnel Information**

Personnel Category	Service	Employee Type	Assigned Unit Information	Unit Name	Unit Location	DIN	Commercial	Email	MAJCOM	Unit Name	Unit Location
1 of 1	Active Duty Member	AIR EDUCATION AND TRAINING COMMAND	344 TRAINING SQ	JBSA LACKLAND AFB TX 782080000							

[View Customer Record](#)

**Currently Issued To Customer**

Issue Site	Issued Items	Overdue
SCHOOLHOUSE	Print Hand Receipt	

**Items - SCHOOLHOUSE** [Print Recently Issued Pick List](#)

SET PROJECTED RETURN DATE FOR ALL ITEMS:  [Update Projected Return Date for All Items](#)

Remove	Issued Site	NIN	Nomenclature	Shopping List Qty	Issue Qty	Issue Date	DOE	Service Life Date	Serial #	Contract #	Lot #	State	Projected Return Date
	SCHOOLHOUSE	040501220006	POUCH, AMMO, M416, DOUBLE MAG, UCP	2	21 Feb 2017								28-Feb-2017

[Remove Selected Item\(s\)](#) [Add Item\(s\) to List](#) [Add Item\(s\) Post-Post](#) [Issue Item\(s\)](#)

Figure 3–6. Issue Mobility Items.

## Return Assets

Once the customer is ready to return their mobility items, you will need to input the return site and EDIPI to access the Return Items screen. If the quantity and item condition are the same as when the items were issued, you can select the items and return them. If the quantity or item condition are different from when they were issued, you will indicate the return/lost quantity as well as the condition of the items. You will also have the option to indicate whether or not the customer has items that require cleaning such as an M9 or M4.

## Add personnel records

In most cases, IPE personnel will not have to manually add customers to ES-S Mobility since the information is obtained through the Air Force Directory Services (AFDS) database. If the maintain mobility customer search results screen does not contain a record for a customer, there is a function within ES-S Mobility that will allow IPE personnel to manually add mobility customers. To access the Add mobility customer screen, you will need to click the “add” button in the maintain mobility customer search criteria screen. Figure 3–7 shows the add mobility customer screen and the required information that needs to be entered.

## Mobility data queries and work products

ES-S Mobility provides you with the capability to generate standard work products for the management and reporting of stored and issued mobility assets as well as enable you to query

and view mobility asset data and audit trail information. Below is a breakdown of each capability and the processes that correspond to them.

**Figure 3–7. Add Mobility Customer.**

### **Mobility data query**

Within the mobility data query function are the queries for mobility assets and mobility audit trails. The mobility asset capability gives you the ability to check stock availability that is either on hand in mobility warehouse locations or in the possession of mobility customers. In addition to providing asset balances, the mobility asset screen also displays useful information which includes the following:

- Contract number
- Lot number
- Serial number (if applicable)
- Date of manufacture (DOM)
- Date of expiration (DOE)
- Condition code
- Warehouse location/Issued To
- Date of last inventory (DOLI)
- Service life date
- Quantity
- Site

This list is not all inclusive as the query mobility asset screen provides additional information that can be useful when conducting research or determining which location to pull property from to issue to customers. In addition to providing asset balances, the mobility asset screen also displays useful information which includes the following:

- Contract number
- Lot number
- Serial number (if applicable)
- Date of manufacture (DOM)
- Date of expiration (DOE)
- Condition code



- Warehouse location/Issued To
- Date of last inventory (DOLI)
- Service Life Data
- Quantity
- Site

### **Mobility work products**

ES-S Mobility capabilities in relation to mobility work products consists of standard mobility management work products. In general, the system enables you to specify selection criteria that are used by the system to filter the data upon which the management products are based. Most work products produced are exportable for further analyses as required. The phrase “C/L/D” is used frequently throughout this document. It is short for contract/lot/date of manufacture. Many of the mobility items used by IPE are uniquely identified to the C/L/D level. Some are delineated even further, to the date of expiration and/or condition code. Below is a list consisting of each work product and a brief description of these products.

- All stock details: A specified list of assets on hand or issued. Also a useful baseline for conducting warehouse location validations.
- Asset expiration: A display of warehoused and issued mobility shelf life assets that are expired or about to expire. Useful to manage stock replenishment and disposal practices.
- Authorized versus OH/Issued assets: Compares mobility item asset positions against authorized quantities. Defined as the sum of serviceable on hand assets, serviceable assets awaiting put away, issued items, backorders, and assets inbound.
- Customer return at different sites: Used to identify instances where assets from the issue sites are turned in at different sites.
- Gas mask inspection: Used to view the number of gas masks that have already exceeded or will exceed the biannual Joint Service Mask Leakage Tester (JSMLT) within the next 12 months.
- Inventory accuracy: This requirement involves mobility managers providing a written report with a list of all inventory adjustments to the inventory section.
- Inventory planning: This product provides the mobility section with a summary of inventory count data within a given warehouse range. This allows for smart planning in relation to upcoming inventory counts.
- Issued assets: This tool can be used by the mobility section to search for assets that have past due return dates. The customer’s name is provided giving mobility personnel the means to recover overdue assets.
- Scenario based assessment: Used to assess forecasted mobility asset needs based on a defined asset requirements scenario. Can be used to determine asset shortages for a mission support scenario.
- Shelf life asset forecast: This forecast assists mobility personnel in specifying and generating forecast results in either a summary or detailed level. This can be useful when determining funding requirements to replace expiring shelf life items.

### **Process mobility redistribution/shipment**

A key element of effective bag management is continuous monitoring of contract, lot, serial numbers, and date of manufacture. The information for these items are initiated from JACKS. An error message is received in mobility asset management ES-S when the information on a contract, lot, serial number, and date of manufacture does not match in JACKS. Update any discrepancies in ES-S Mobility. These updates are critical to ensure every MOBAG is 100 percent serviceable from the time it is

issued until the time it is returned to the IPE element. Maintaining serviceability during the issued period could make the difference between life and death for the deployed individual.

### Schedule inspections

The ES-S Mobility asset management capability programmatically searches all stocked gas masks daily to detect masks with expired service life dates. When expired masks are found, the system removes them from stock balances and writes entries to the put away dashboard for subsequent user put away to an inspection warehouse location. Additionally, the system enables users to selectively identify stocked gas masks that have not yet expired service life, and mark those masks as candidates for JSMLT inspections. Once gas masks are identified as inspection candidates, the system enables users to record the JSMLT inspection outcomes and view summaries of all completed JSMLT gas mask inspections. Below are the steps for completing a gas mask inspection.

**NOTE:** Again, the system programmatically searches and removes expired gas masks from stock locations to the put away dashboard with the state “INSPECTION.” If you wish to inspect service life expired masks, go to the put away dashboard. If you wish to inspect stocked masks that are within service life, go to the inspect gas mask screen shown below in Figure 3–8.

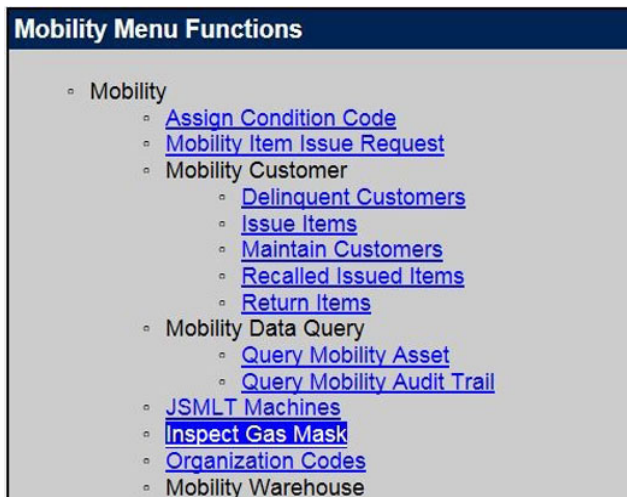


Figure 3–8. Inspect gas mask.

### Create and document inventories

Mobility assets need to be inventoried on an annual basis. IPE personnel are responsible for coordinating with the inventory section to schedule an inventory of mobility assets. IPE personnel ensure a warehouse validation is completed prior to inventory. Reports provided by ES-S Mobility can be used to conduct annual inventories. Any inventory adjustments will be reflected in ES-S Mobility. Upon completion of the inventories, the IPE element will provide a written report containing a list of all inventory adjustments to the inventory section. It will require the materiel management flight officer’s signature and will be filed in Document Control.

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## Self-Test Questions

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

### 215. Readiness

1. Who acts as the focal point for all supply wartime readiness issues to include contingency planning, assessment, and deployment operations?
2. What is a UTC?
3. What is used to measure readiness?

4. What is the DRRS?
5. What identifies a materiel management UTC?

#### **216. Individual protective equipment**

1. Why are extra controls necessary for small arms?
2. What must be annotated on all supply transaction documentation for weapons?
3. What factors determine the type of bag issued to an individual for deployment?
4. Which bag contains general-support items?
5. Which bag contains CBRNE?
6. What program is used to manage mobility bags?

---

### **Answers to Self-Test Questions**

#### **214**

1. Weapon system modification and acquisition support, programming, modeling, simulation, war-gaming efforts, and UTC/mobility planning.
2. (1) Shelters.  
(2) Environmental control.  
(3) Power.  
(4) Waste/water.  
(5) Hygiene.  
(6) Feeding.  
(7) Airfield support.
3. 60 days.
4. IRSP.
5. Serial number/control record—TRIC 1EB.
6. S05.
7. Shelf life controls and other inspection functions established for like peacetime assets applied to RSP items.
8. TRIC ISU, activity code U.

9. TRIC MSI.
10. Prevents automatic replenishment.
11. Transfer.
12. MAJCOM.
13. Logistics.

**215**

1. Readiness.
2. A five-character alphanumeric code that identifies an armed forces unit.
3. ART.
4. It is a single automated reporting system within the DOD functioning as the central registry of all operational units in the US Armed Forces and designated foreign organizations.
5. The letters “JFB” in the first three positions.

**216**

1. To prevent their losses.
2. The serial number of the weapon involved.
3. The reason for the deployment and the deployment location.
4. A.
5. C.
6. ES-S Mobility.

## 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 AFCDA.**

49. (214) Who will continuously monitor requirements supporting Air Force war plans and ensure the validity of all war reserve materiel (WRM) requirements?
- a. Bases.
  - b. Source of supply.
  - c. MAJCOMs.
  - d. AFMC.
50. (214) Who is responsible for physical materiel handling, receiving, storing, and processing of war reserve materiel (WRM) shipment requests?
- a. Bases.
  - b. Source of supply.
  - c. Major commands (MAJCOMs).
  - d. Air Force Materiel Command (AFMC).
51. (214) Which Basic Expeditionary Airfield Resources (BEAR) system includes facilities, equipment, and supplies necessary to establish and support aircraft flight-related operations and maintenance activities for an initial aircraft squadron deployed to a bare base location?
- a. Housekeeping support.
  - b. Industrial operations.
  - c. Initial flightline.
  - d. Follow-on flightline.
52. (214) Which Basic Expeditionary Airfield Resources (BEAR) system includes facilities, equipment, and supplies necessary to establish and support flight operations and maintenance needs for a second and subsequent squadrons deployed to an austere base?
- a. Housekeeping support.
  - b. Industrial operations.
  - c. Initial flightline.
  - d. Follow-on flightline.
53. (214) Mobility readiness spares package (MRSP) assets are designed to allow support of a weapon system in a deployed location for how many days *before* resupply is necessary?
- a. 30.
  - b. 60.
  - c. 90.
  - d. 120.
54. (214) Who will authorize allocation of readiness spares packages (RSP) to specific units/bases?
- a. Logistics readiness squadron (LRS).
  - b. Source of supply (SOS).
  - c. Major command (MAJCOM).
  - d. Air Force Materiel Command (AFMC).

55. (214) What transaction identification code (TRIC) is used to load the serial number/control record for readiness spares package (RSP) authorizations?
- a. ISU.
  - b. MSI.
  - c. 1EB.
  - d. 1UB.
56. (214) In the master file, what format is readiness spares package (RSP) data authorization input records received from the major command (MAJCOM)?
- a. FKD.
  - b. XSF.
  - c. XVF.
  - d. 1EB.
57. (214) What program performs the readiness spares package (RSP) reconciliation?
- a. Q05.
  - b. S05.
  - c. R07.
  - d. S07.
58. (214) What process involves shelf life controls and other inspection functions for readiness spares package (RSP) assets?
- a. Total asset visibility (TAV).
  - b. Supply interface file system (SIFS).
  - c. Care of supplies in storage (COSIS).
  - d. Difficulty report (DIREP).
59. (214) What transaction identification code (TRIC) is used to issue mobility readiness spares package (MRSP) assets to users?
- a. ISU.
  - b. MSI.
  - c. 1EB.
  - d. 1UB.
60. (214) What asset status flag reflects mobility readiness spares package (MRSP) assets are deployed?
- a. D.
  - b. F.
  - c. M.
  - d. T.
61. (214) The decision to transfer mobility readiness spares package (MRSP) accountability rests with the host and the
- a. losing accountable officer.
  - b. losing major command (MAJCOM).
  - c. gaining major command (MAJCOM).
  - d. gaining accountable officer.
62. (214) What transaction identification code (TRIC) do you use to transfer mobility readiness spares package (MRSP) accountability?
- a. FKD.
  - b. FME.
  - c. 1EB.
  - d. 1WD.

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63. (214) What transaction identification code (TRIC) is used to transfer assets between mobility readiness spares packages (MRSP) and war reserve materiel (WRM) detail records?
- DOR.
  - ISU.
  - 1EB.
  - 1KT.
64. (214) What action code is used when transferring *multiple* quantities from a mobility readiness spares package (MRSP) or war reserve materiel (WRM) detail record?
- A.
  - B.
  - M.
  - S.
65. (214) Which current listing/listings must be obtained prior to shipping out readiness spares package (RSP) assets?
- D04 and/or D20.
  - M01 and/or M20.
  - R14 and/or R15.
  - R43 and/or R52.
66. (214) What wartime capability system is used to conduct wartime assessments?
- Readiness Assessment Module (RAM).
  - Logistics Module-Base (LOGMOD-B) level.
  - Sustainability Assessment Module (SAM).
  - Personal Computer-Aircraft Sustainability Model (PC-ASM).
67. (214) What system is used to access the War Consumable Distribution Objective (WCDO)?
- Department of Defense (DOD) Readiness Reporting System (DRRS).
  - Joint Contingency and Sustainment Processing System (JCSPS).
  - Joint Acquisition CBRN Knowledge System (JACKS).
  - Logistics Feasibility Analysis Capability (LOGFAC).
68. (214) Which listing provides a management product for special spares authorizations, assets, and products?
- Repair Cycle Asset Management Listing (D23).
  - Daily Document Register (D04).
  - Special Spares Report (R34).
  - Consolidate Custody Receipt Listing (R23).
69. (215) The Air and Space Expeditionary Force (AEF) is structured and executed under three principles transparency, predictability, and
- reports.
  - response.
  - automatically.
  - equitability.
70. (215) Which of the following identifies the first three positions of a materiel management unit type code (UTC)?
- JFA.
  - JFB.
  - UFM.
  - XFH.

71. (215) What system captures unit type code (UTC) assessments, identifies suitable UTCs to satisfy taskings, and helps forecast shortfalls?
- Weapon System Management Information System (WSMIS).
  - Logistics Module-base (LOGMOD-B) level.
  - Air and Space Expeditionary Force (AEF) Unit Type Code (UTC) Reporting Tool (ART).
  - Personal Computer–Aircraft Sustainability Model (PC–ASM).
72. (215) What code reflected in the operation plan (OPLAN) or time phased force deployment data (TPFDD) defines the number of passengers and/or amount of cargo that must be moved to meet a wartime tasking?
- Transaction identification code (TRIC).
  - Time-phased deployment list (TPFDL).
  - Controlled item code (CIC).
  - Unit type code (UTC).
73. (215) What was established as the sole readiness reporting system for the Department of Defense?
- Weapon System Management Information System (WSMIS).
  - Mobility Readiness Reporting System (MRRS).
  - Air and Space Expeditionary Force (AEF) Reporting Tool (ART).
  - Defense Readiness Reporting System (DRRS).
74. (216) What section stores small arms for mobility use?
- Storage element.
  - Supply point element.
  - Security forces element.
  - Individual protective equipment element.
75. (216) What number must be annotated on all documentation for small arms?
- Container.
  - Model.
  - Serial.
  - Load.
76. (216) What Air Force (AF) Form will requesting individuals provide *prior* to being issued a weapon?
- AF Form 522.
  - AF Form 931.
  - AF Form 1297.
  - AF Form 2005.
77. (216) Who must ensure that additional controls are exercised over all weapons movements, marshaling, and deployments at the deployed location?
- Resource advisor.
  - Maintenance supervisor.
  - Security forces.
  - Accountable officer (AO) or commander.
78. (216) At a *minimum*, how often are mobility assets inventoried?
- Weekly.
  - Monthly.
  - Quarterly.
  - Annually.



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79. (216) Who performs warehouse validations prior to inventorying mobility assets?
- Individual protective equipment personnel.
  - Inventory personnel.
  - Maintenance.
  - Commander.
80. (216) Which type mobility bag (MOBAG) contains cold weather equipment?
- A.
  - B.
  - C.
  - D.
81. (216) Which type mobility bag (MOBAG) contains chemical warfare defense equipment?
- A.
  - B.
  - C.
  - D.
82. (216) What is available to allow Individual Protective Equipment (IPE) element personnel to put away, redistribute, ship, and manage shipment discrepancies within Enterprise Solution-Supply (ES-S) Mobility?
- Mobility dashboards.
  - Inventory planning.
  - Shelf life forecast.
  - Inventory count.
83. (216) Shelf life assets are tracked in ES-S Mobility by
- National stock number.
  - Serial number.
  - Contract/lot number.
  - Part number.
84. (216) What is used to determine bulk stock requirements and are the basis for placing mobility stock orders based on mission support requirements?
- Mobility shopping list.
  - Mobility audit trail.
  - Mobility stock details.
  - Mobility item activity.
85. (216) Which function in Enterprise Solution-Supply (ES-S) Mobility gives Individual Protective Equipment (IPE) element personnel the ability to view and update customer information and manage assets currently in possession by customers?
- Issue items.
  - View site details.
  - Shelf life activities.
  - Authorized quantities details.
86. (216) Which capability gives Individual Protective Equipment (IPE) element personnel the ability to check stock availability that is either on hand in mobility warehouse locations or in the possession of mobility customers?
- Mobility data query.
  - Mobility work products.
  - Property stock site.
  - Property balance location.

87. (216) What information is entered when returning mobility items through Enterprise Solution-Supply (ES-S) Mobility?
- a. National stock number (NSN).
  - b. Issue document number.
  - c. Warehouse badge number identification code.
  - d. Electronic data interchange personal identifier (EDIPI).
88. (216) What does Enterprise Solution-Supply (ES-S) Mobility asset management programmatically search for and detect in relation to gas masks?
- a. Rejected service life dates.
  - b. Renewed service life dates.
  - c. Expired service life dates.
  - d. Extended service life dates.

## 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.

**Activity code**—The method or location used by an organization to place an issue or turn-in request with the supplies and equipment manager.

**Adjusted stock level**—The quantity required to be on hand for specific purposes, or a level set for the management of the requisitioning objective.

**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.

**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.

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

**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.

**Allowance standard (AS)**—This describes the items and quantities of equipment required to perform the missions and duties of AF organizations and individual specialties.

**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.

**Authorized customer**—An activity authorized to submit requisitions to a designated source of supply.

**Automated Weapon System Master Plan**—Provides improved weapon system data visibility.

**Average percent of base repair (PBR)**—The repair rate for the current find past four quarters.

**Bachelor item**—An item that has no interchangeable relationship to another item.

**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.

**Bare base system**—An Air Force concept consisting of HARVEST EAGLE, HARVEST FALCON, and fuels mobility support equipment (FMSE). It is designed to provide minimum essential living and working facilities for deploying units.

**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.

**Basis of issue (BOI)**—Authority that prescribes the number of items to be assigned to an individual, unit, military organization, or per piece of equipment.

**Bench check**—A workshop check for the condition, completeness, or working order of a piece of equipment.

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

**Budget code**—Used on the item record to determine centrally procured, investment, or stock funded items.

**Cannibalization**—The authorized removal of specific components from one item of AF property for installation on another item of AF property to meet priority requirements with the obligation to replace the removed components.

**Combat Supplies Management System (CSMS)**—AF command and control system reporting information concerning combat essential supplies.

**Command Equipment Management Office (CEMO)**—The major command or separate operating agency organization responsible for management of the command equipping program.

**Commercial and Government Entity (CAGE)**—Identifies the manufacturers of an item.

**Commodity**—A grouping or range of items that have similar characteristics, similar applications, or are susceptible to similar supply management methods.

**Common item**—Those AF items of supply having application to two or more weapon systems or nonweapon systems, subsystem, support equipment—including components and related spares.

**Common item class**—An AF commodity class containing items or supply that are commonly used and have general applications, such as hardware, paints, etc.

**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.

**Consumption/expendable item**—An item that is either consumed in use or that loses its original identity during periods of use by incorporation into or attachment upon another assembly.

**Contract/purchase order**—A negotiated agreement between the Government and a manufacturer calling for the purchase of supplies and/or equipment by the Government.

**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**—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.

**Cumulative recurring demands**—Used on item records to record the total quantity of an item requested on a recurring basis.

**Custody receipt**—A document used by a responsible property officer to record the loan issue of property to an individual of the unit.

**D-Day**—A general term conventionally accepted for planning uses to designate the first day of war.

**Database**—A file on disk where information is stored and updated.

**Demand code**—A code used to indicate how to accumulate demand information for stock leveling and DIFM control.

**Demand level**—A means used to identify a requirement for stocks based on past demands.

**Demilitarization of materiel**—The act of destroying the offensive or defensive advantages inherent in certain types of equipment and materiel. This action includes mutilating, dumping at sea, wrapping, burning, or altering the design so as to prevent further use of such equipment and materiel for its originally intended military or lethal purpose.

**Department of Defense Activity Address Code (DODAAC)**—Identifies the name and address of the activity to which materiel, documentation, and billing are to be mailed. The first character identifies the appropriate military service or the government ownership or sponsorship (MILSTRIP service code). The next five characters identify the name and address of the specific activity, unit, or organization.

**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.

**Deployment package**—Selected assemblies of equipment needed to support accelerated tactical or strategic airlift operations conducted along normal peacetime lines of communication or into remote areas.

**Document identifier code (DIC)**—Used to identify a given product (i.e., requisition, referral action, status output, followup, 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.

**Duplicate shipment**—A shipment which corresponds exactly to a previous shipment.

**End item**—An entity of hardware that isn't to be installed on another piece of equipment.

**Equipment approval authority (EAA)**—The authority vested in the chief of Supply to approve or disapprove allowance/authorization request.

**Equipment authorized inventory data (EAID)**—A computerized in-use/registered equipment management (REM) detail record of all equipment requiring formal supply property accountability. This includes authorized and in-use/in-place, including substitute items.

**Equipment management code (EMC)**—A single-digit code in AF cataloging systems to indicate the type of management required items.

**Exception notice code (ENC)**—Used to identify whether a transaction is to be processed or rejected when the computer notes an exception.

**Excess exception (EEX) code**—Used on an item record to identify items that aren't subject to normal excess reporting.

**Expendability, recoverability, reparability, cost designator (ERRCD)**—Used to designate the expendability status, level of repair, and cost category.

**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.

**Fixed level**—That quantity of stock specified to be on hand or due-in regardless of demands.

**Financial Liability Investigation of Property loss (FLIPL)**—An instrument for recording the circumstances concerning the loss, unserviceability, or destruction of AF 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.

**Force activity designator (FAD)**—A code that signifies the relative importance of user activities, and represents one of two basic factors that requisitioners must consider when determining the issue priority in MILSTRIP requisitions.

**Freeze code**—A code loaded on an item record to stop SBSS processing of certain transactions against that item record and associate detail records.

**Fuels mobility support equipment**—Air transportable fuels support for bare bases, such as bladders, pumps, filters, etc.

**Functional check flag**—Used to identify those items that require functional check/calibration before issue for installation and/or items requiring serviceability check before issue.

**Fund code**—A code used to indicate that funds are available to pay the charge when and where the asset is delivered.

**HARVEST EAGLE**—The nickname for air transportable housekeeping equipment and supplies—such as kitchens, tents, showers, etc.—to support bare base operations.

**HARVEST FALCON**—The nickname for an air transportable package of hard-walled shelters, tents, and equipment designed to support AF CENTCOM operations.

**Host base**—An AF base designated to furnish specified supplies to tenant and other organizations through an appropriate organization supply officer.

**Housekeeping sets**—Selected shelter, health, welfare, and administrative items (excluding subsistence) prepositioned at designated locations for support of planned wartime or contingency operations.

**Inactive item of supply**—A national stock numbered item of supply for which no current or future requirements are recognized by any registered user or the materiel manager.

**Initial issue**—Issue based on an increase in equipment authorizations or increases in stock levels caused by reasons other than normal consumption.

**Initial spares support list (ISSL)**—A list of spare parts, supplies, and components required for organizational and field maintenance specific quantity of end articles.

**Interchangeability code**—A code used to identify the relationship of items that provides a common functional performance for a given requirement such as bachelor, master, etc.

**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.

**Incorrect item**—An item received in lieu of the item requisitioned. This is an erroneous item shipped due to shipper error and not an intended interchangeable/substitute item. Also referred to as a wrong item.

**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.

**Intermediate maintenance**—Maintenance that is normally the responsibility of and performed by designated maintenance activities for direct support of using organizations.

**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.

**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.

**Investment cost**—A cost that is basically the cost of real property and the acquisition of equipment.

**Issue, nonrecurring**—An issue made on a one-time basis with no foreseeable subsequent demand from the requisitioner.

**Issue exception (IEX) code**—Used on the item record to identify issue conditions peculiar to an item.

**Item code**—A code used to indicate the relationship of an equipment item to the authorized item.

**Joint use (JU)**—Equipment that can be used to meet both an existing organization's mission and a wartime additive mission requirement.

**Local manufacture (LM)**—The fabrication of items at either the depot or intermediate maintenance level.

**Maintenance priority code (MPC)**—Assigned programmatically to each item record for repair cycle items (XD, XF) to indicate the priority or sequence of repair. Based on stockage position of the asset.

**Master item**—A term used to identify an ISG item that has been determined to be the most desirable and/or satisfactory for AF use. Such items are procurable, authorized for use, and suitable for use in place of any other item within its group. Only one master item is designated for an ISG.

**Maximum level**—That level set to limit or restrict the demand level. The lower of the maximum or demand level is the controlling level.

**Media and status (M&S) code**—A code that advises a source of supply of the type of status needed, media (mode) or communications, and activity to which status is to be directed.

**MICAP**—The term used to classify items of highest priority. MICAP is a unique system used to secure materiel needed to repair mission essential equipment.

**Minimum level**—That level arbitrarily set because of the absence of demand experience.

**Misdirected material**—Materiel is improperly addresses and /or shipped to the wrong destination.

**Mission design and series (MD/S)**—Used to identify the type aircraft of the major end item.

**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.

**Multiple DIFM flag**—Used to identify repair cycle assets that can be issued in quantities greater than one.

**National motor freight classification (NMFC) code**—A code stored on an item record to classify an item according to the freight rate and printed on shipping documents to assist base transportation in readily identifying the type of materiel and its mode of shipment.

**Nomenclature (Noun)**—That which is stored on an item record and which is a short description of an item identified by a unique stock number.

**Non-airborne**—Term used to identify items other than aircraft, such as communication-electronics, vehicles, and bare base system items.

**Nonexpendable items**—Equipment items that are neither consumed nor lose their identity during periods of use, and normally are capable of performing a function independently.

**Nonstocklisted (NSL) item**—An item that doesn't have an NSN assigned.

**Number of demands**—Indicates the number of times an item has been requested during a given period of time.

**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-of-use**—A unique combination of codes used to identify the order in which items within an I&S group are substituted and/or issued.

**Organization**—A unit or activity drawing supplies direct from an AF base.

**Organization code**—A code that identifies an organization or internal function of base supply.

**Organization commander (base level)**—The individual possessing supervisory control (not administrative control, such as supply squadron commander, etc.) of the function, and responsible for success of the assigned mission.



**Organizational equipment**—All equipment items authorized to be on hand at an organization or base to support its mission.

**Organizational maintenance**—That maintenance authorized for, the responsibility of, and performed by a using organization or its assigned equipment. Organizational maintenance normally consists of preflight, postflight, and periodic inspection of aircraft; daily or minor inspection of other materiel; servicing, preventive maintenance, calibration of systems, and removal and replacement of components.

**Packing**—Assembly of items into a unit, intermediate, or exterior pack with necessary blocking, bracing, cushioning, weatherproofing, and reinforcing.

**Parts preference**—A coding system used in the I&S grouping program to indicate the relationship of each item within a subgroup indicating the order to be used in supplying the items.

**Physical inventory**—A record of property on hand based on a physical count.

**Pipeline time**—Indicates the number of calendar days from the date a requisition is initiated to the date the materiel is received by the consignee. (In logistics, the term pipeline refers to the channels of support, or a specific part of the channels of support, through which property flows from the source of procurement to the point of use).

**Precedence ratings**—These are ratings assigned to units, activities, and projects in the HQ USAF program document (PD) bases, units, and priorities. The rating reflects the relative order of importance of units, activities, and projects in the USAF operating program; and when converted to FADs, indicates the priority for allocation of resources.

**Preposition**—To store assets at or near the planned operating location to ensure timely support during the initial phase of a war or contingency. While MRSP is stored with a unit at its home station, it is considered to be prepositioned.

**Prepost**—The act of updating computer-stored records prior to the physical movement of materiel.

**Procurement**—The computer action or process of acquiring or obtaining personnel, materiel, services, or property from outside a military service.

**Procurement lead time**—The number of days that elapse between the initiation of procurement action and the receipt of materiel at the depot.

**Product quality deficiency (PQD)**—A defect of nonconforming condition which limits or prohibits the product from fulfilling its intended purpose. Included are deficiencies in design, specification, material, manufacturing, and workmanship.

**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.

**Relationship code**—Used on the item record and ISG record to identify the affiliation between items within an ISG.

**Repair cycle quantity (RCQ)**—The number of units that must be stocked to meet demands during the repair cycle.

**Reparable**—Used to identify items that will be repaired for reuse when they become unserviceable.

**Replacement issue**—The issue based on replacement of items consumed or condemned and all other issues of a recurring nature.

**Replacement item**—An item that is functionally interchangeable with another item but differs physically from the original part in that the installation of the replacement part requires operations such as drilling, reaming, cutting, filing, etc.

**Reporting organization file (ROF)**—A file identifying each AF organization, both numbered and unnumbered, assigned or to be assigned, and each wartime additive mission. The ROF reflects the equipment reporting status of each AF organization and WRM mission.

**Routing identifier code (RIC)**—Used on requisitions and related documents under various military systems to determine the service, facility, and internal address or storage location for routing documentation and materiel.

**Shelf life**—That period of time during which an item can remain unused in storage before being reconditioned or condemned.

**Shipment exception (SEX)**—A code used on an item record to identify items that require special shipping action or to notify local management when shipping action has been effected.

**Signal code**—A code that indicates to source of supply where to ship requested materiel and who to bill for funded items.

**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.

**Station sets**—Selected items of mission support equipment prepositioned at designated locations for support of planned operations.

**Stock item**—An AF, 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.

**Substitute item**—Used when two or more items possess such functional and physical characteristics as to be capable of being exchanged only under certain conditions or particular application, and without alterations of the items themselves or of adjoining items.

**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.

**Supply document**—An authorized property accounting paper from which, when properly accomplished, must be filed for subsequent inspection/audit in order to reflect and support the receipt, shipment, issue, transfer, adjustment, or any other disposition of property by a person or activity required by regulations to maintain a formal or an informal record of such transactions.

**Support equipment (SE)**—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.

**Tail number**—Identifies an aircraft. The aircraft tail number will in all cases consist of the second and last three numerics of the aircraft serial number (for example, serial number 7800577 = tail number 8577).

**Technical order (TO)**—An AF publication that gives specific technical directives and information on inspection, storage, operation, modification, and maintenance of given AF items and equipment.

**Technical order compliance (TOC)**—That state in which, according to USAF technical order or other military department modification orders, an otherwise serviceable article must be processed by a maintenance activity for the periodic inspection, calibration, test, modification, change, or alteration prior to shipment, issue, or the preparation for initial or continued storage.

**Technical order kit**—A kit consisting of the parts or special tools necessary to use, maintain, or modify a piece of equipment as prescribed in an AF technical order.

**Transaction exception (TEX) code**—Used for program identification of exception conditions that require specific functions depending on the input and program involved.

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

**Type organization code**—A code loaded in organization cost center record (OCCR) to identify funding responsibility.

**Type transaction phase code (TTPC)**—A code that identifies the transaction that appears on the document register.

**Unsuitable items**—Items that no longer meet the qualitative requirements of the AF. Normally, items in this category are disposal (DSP) items that have been replaced by a more suitable or improved item which is currently available in the supply system.

**Urgency justification code (UJC)**—Indicates on SBSS issue requests the urgency of need and the type of requirement (that is, the justification). The first position will contain the urgency of need designator (UND).

**Urgency of need designator (UND)**—Used to signify the degree of urgency and/or conditions that cause the initiation of requisitions.

**Use code**—A code that indicates the intended use of vehicles and equipment.

**Using activity**—An organization or element of an organization that requests or receives materiel from base supply.

**War consumables distribution objective (WCDO)**—Used to reflect distribution objectives for prestocking and prepositioning equipment and supplies at bases and depots worldwide as projected in the program documents.

**War and mobilization plan**—Provides policies and guidance concerning mobilization and support of combat forces.

**War plans additive requirements report (WPARR)**—An annual document identifying the equipment required to be prepositioned to support a using command.

**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

<b>AC&amp;W</b>	aircraft control and warning
<b>ACC</b>	Air Combat Command
<b>ACH</b>	aircraft hangar
<b>AEF</b>	air and space expeditionary force
<b>AFDS</b>	Air Force Directory Services
<b>AFEMS</b>	Air Force Equipment Management System
<b>AFI</b>	Air Force instruction
<b>AFMC</b>	Air Force Materiel Command
<b>AFSC</b>	Air Force Sustainment Center
<b>AFTO</b>	Air Force Technical Order
<b>AGE</b>	aerospace ground equipment
<b>ALC</b>	air logistics complex
<b>AO</b>	accountable officer
<b>AOR</b>	area of responsibility
<b>APS</b>	aircraft parts store
<b>ART</b>	Air and Space Expeditionary Force (AEF) Unit Type Code( UTC) Reporting Tool
<b>ASM</b>	aircraft sustainability model
<b>AWF</b>	awaiting testing
<b>AWM</b>	awaiting maintenance
<b>AWP</b>	awaiting parts
<b>B-550f</b>	Basic Expeditionary Airfield Resources (BEAR) 550 follow-on
<b>B-550i</b>	Basic Expeditionary Airfield Resources (BEAR) 550 initial
<b>BEAR</b>	Basic Expeditionary Airfield Resources
<b>B-FF</b>	Basic Expeditionary Airfield Resources (BEAR) flightline follow-on
<b>B-IF</b>	Basic Expeditionary Airfield Resources (BEAR) initial flightline
<b>B-IO</b>	Basic Expeditionary Airfield Resources (BEAR) industrial operations
<b>CAGE</b>	commercial and government entity
<b>CASO</b>	cataloging and standardization office
<b>CBRN</b>	chemical, biological, radiological, and nuclear
<b>CBRN-D</b>	chemical, biological, radiological, and nuclear defense

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<b>CBRNE</b>	chemical, biological, radiological, nuclear, and high-yield explosive
<b>CC</b>	condition code
<b>CCMD</b>	combatant command
<b>CDB</b>	central database
<b>CEMO</b>	Command Equipment Management Office
<b>CFETP</b>	career field education and training plan
<b>CHPMSK</b>	Contingency High Priority Mission Support Kits
<b>CIC</b>	controlled item code
<b>CJCS</b>	chairman of the Joint Chiefs of Staff
<b>C/L/D</b>	contact/lot/date
<b>CONUS</b>	continental United States
<b>COSIS</b>	care of supplies in storage
<b>CRSP</b>	consumable readiness spares package
<b>CSAF</b>	chief of staff, United States Air Force
<b>CWDE</b>	chemical warfare defense equipment
<b>DIC</b>	document identification code
<b>DIFM</b>	due-in from maintenance
<b>DLA</b>	Defense Logistics Agency
<b>DLADS</b>	Defense Logistics Agency Disposition Services
<b>DLR</b>	depot-level reparable
<b>DOD</b>	Department of Defense
<b>DOE</b>	date of expiration
<b>DOLD</b>	date of last demand
<b>DOLI</b>	date of last inventory
<b>DOM</b>	date of manufacture
<b>DOR</b>	due-out release
<b>DPAS</b>	Defense Property Accountability System
<b>DRRS</b>	Defense Readiness Reporting System
<b>DUO</b>	due-out
<b>EALS</b>	expeditionary airfield lighting system
<b>EDD</b>	estimated delivery date
<b>EDIPI</b>	electronic data interchange personal identifier

<b>EOQ</b>	economic order quantity
<b>ERRCD</b>	expendability, recoverability, reparability, cost designator
<b>ES-S</b>	Enterprise Solution-Supply
<b>FAD</b>	force activity designator
<b>FSC</b>	Flight Service Center
<b>FSE</b>	fuels support equipment
<b>GTN</b>	Global Transportation Network
<b>HD</b>	hundred
<b>HPMSK</b>	high-priority mission support kit
<b>I&amp;SG</b>	interchangeability and substitution group
<b>ICI</b>	interactive communications interface
<b>IDE</b>	Integrated Development Environment
<b>IEX</b>	issue exception
<b>IMDS CDB</b>	Integrated Maintenance Data System Central Database
<b>INW</b>	in work
<b>IPE</b>	individual protective equipment
<b>IRSP</b>	in-place readiness spares package
<b>ISU</b>	issue
<b>IT</b>	information technology
<b>JACKS</b>	Joint Acquisition chemical, biological, radiological and nuclear (CBRN) Knowledge System
<b>JOPEs</b>	Joint Operation Planning and Execution System
<b>JSLIST</b>	Joint service lightweight integrated suit technology
<b>JSMLT</b>	Joint Service Mask Leakage Tester
<b>LM</b>	local manufacture
<b>LOGFAC</b>	Logistics Feasibility Analysis Capability
<b>LOGMOD-B</b>	logistics module-base level
<b>LRO</b>	logistics readiness officer
<b>LRS</b>	logistics readiness squadron
<b>MAAS</b>	Mobile Fighter Aircraft Arresting System
<b>MAJCOM</b>	major command
<b>MDR</b>	materiel deficiency report
<b>MET</b>	mission essential task
<b>MGT</b>	management

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<b>MICAP</b>	mission capable/capability
<b>MILSTRIP</b>	military standard requisitioning and issue procedures
<b>MMCS</b>	materiel management computer system
<b>MOBAG</b>	mobility bag
<b>MPC</b>	maintenance priority code
<b>MRA</b>	maintenance and regeneration activity
<b>MRE</b>	meal, ready to eat
<b>MRSP</b>	mobility readiness spares package
<b>MSK</b>	mission support kit
<b>NMCC</b>	National Military Command Center
<b>NOR</b>	notification report
<b>NPPC</b>	numeric parts preference code
<b>NRTS</b>	not repairable this station
<b>NSN</b>	national stock number
<b>OAM</b>	on aircraft or missile
<b>OCCR</b>	organization cost center record
<b>OPLAN</b>	operation plan
<b>OSD</b>	Office of the Secretary of Defense
<b>PBR</b>	percent of base repair
<b>PDM</b>	program depot maintenance
<b>PN</b>	part number
<b>POS</b>	peacetime operating stock
<b>QC</b>	quality control
<b>RBL</b>	readiness base level
<b>RCS</b>	repair cycle support
<b>REJ</b>	reject
<b>REX</b>	requisition exception
<b>RI</b>	routing identifier
<b>RSP</b>	readiness spares package
<b>SCM-R</b>	Supply Chain Management-Retail
<b>SECDEF</b>	Secretary of Defense
<b>SIFS</b>	supply interface file system
<b>SOS</b>	source of supply

<b>SPEK</b>	Single Pallet Expeditionary Kitchen
<b>SPR</b>	special requisition
<b>SPRAM</b>	special purpose recoverables authorized maintenance
<b>SRD</b>	standard reporting designator
<b>TCG</b>	time change
<b>TCN</b>	transportation control number
<b>TCTO</b>	time compliance technical order
<b>TEX</b>	transaction exception
<b>THPMSK</b>	Temporary High Priority Missions Support Kit
<b>TIN</b>	turn-in to Supply
<b>TMO</b>	traffic management office
<b>TO</b>	technical order
<b>TOC</b>	technical order compliance
<b>TPFDD</b>	time phased force deployment data
<b>TRIC</b>	transaction identification code
<b>UI</b>	unit of issue
<b>UJC</b>	urgency justification code
<b>UMMIPS</b>	Uniform Materiel Movement and Issue Priority System
<b>UND</b>	urgency of need designator
<b>UTC</b>	unit type code
<b>WCDO</b>	war consumables distribution objective
<b>WMP</b>	War and Mobilization Plan
<b>WRM</b>	war reserve materiel
<b>WSSA</b>	Weapon System Support Activity
<b>WUC</b>	work unit code
<b>XD</b>	depot level repair
<b>XF</b>	field level repair
<b>XTJ</b>	Serial number authorization records
<b>XVF</b>	war reserve materiel (WRM) authorization input records





## Student Notes

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