

# **CDC 2S071**

## **Materiel Management Craftsman**

### **Volume 2. Customer Support and Readiness**



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This second volume of career development course (CDC) 2S071, *Materiel Management Craftsman*, discusses duties and tasks of contingency operations, equipment management, and stock control.

Unit 1 describes the manner in which maintenance/materiel management systems interface. It also outlines the different mission capability (MICAP) cause and delete codes. The unit outlines how repair cycle assets are managed throughout supply. Lastly, it describes how supply points play their role in the materiel management arena.

Unit 2 provides information on how war reserve materiel (WRM) and readiness spares packages (RSP) impacts the Materiel Management craftsman. Beside management responsibilities and station sets, this unit outlines how WRM and RSP are authorized, reconciled, and deployed. In conclusion, this unit introduces some commonly used capability documents and systems relevant to managing readiness control.

Unit 3 outlines many of the critical processes and principles of stock control. This unit contains information on stockage policy, readiness base level (RBL), and shipment processing.

Unit 4 contains information on equipment requirements, as well as providing an overview of the Air Force Equipment Management System (AFEMS). This unit will also outline how weapons and communication security (COMSEC) assets are controlled.

A glossary of terms, abbreviations, and acronyms used in this course is included at the end of this volume.

Code numbers on figures are for preparing agency identification only.

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To get a response to your questions concerning subject matter in this course, or to point out technical errors in the text, unit review exercises, or course examination, call or write the author using the contact information on the inside front cover of this volume.

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**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.

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# Unit 1. Issue, Mission Capable, and Repair Cycle Processes

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**Y**OU HAVE PROBABLY HEARD THE SAYING, “You can’t fly without supply.” This saying is particularly true of the material covered in this unit—the processes associated with mission capability (MICAP) and repair cycles. An understanding of these subjects is necessary to effectively sustain the mission success of any Air Force (AF) wing. In this unit, we will look at how Materiel Management personnel provide support ranging from fulfilling essential asset requirements to ensuring the resourceful repair of these assets. All the tasks we present are vital in the effort to maintain combat readiness of the base.

## 1–1. Mission Capability 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. A MICAP is the highest priority requirement that can be placed on Materiel Management. Priority handling is given to MICAP assets 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.

### 201. Mission-capable cause codes

Although the Air Force materiel management system was designed to help ensure supplies are available for maintaining MICAP, circumstances will arise that would cause supplies to fall short of demand. MICAP cause codes identify the circumstances on a base that led to the MICAP condition. The code is automatically entered under program control in the MICAP report.

Cause codes can be used to determine the reason for out-of-stock conditions and for determining what action (e.g., establishing an adjusted stock level or submitting a materiel deficiency report [MDR] on a malfunctioning item) is necessary to prevent the problem from recurring. A number of reasons can be cited for out-of-stock conditions and the need to generate MICAP requisitions.

**NOTE:** As a general rule, the only legitimate cause for a MICAP condition is either the depth of stock is insufficient or not authorized to meet the requirement, or repair difficulties exist on items that are subject to repair (recoverable).

Personnel involved with monitoring MICAP occurrences must be familiar with cause codes and their meaning. By analyzing and working cause code trends, you will help ensure critical spares are available for future demands. Cause codes can be broken down into three categories:

- Non-stocked item due-out cause codes.
- Stocked item due-out cause codes.
- Special purpose due-out status codes.

### Non-stocked item due-out cause codes

Non-stocked item cause codes are assigned due to insufficient item demand history for computation of a demand-based stock level. 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 retail materiel management system has decided not to stock, and items management has decided not to stock. These causes and their corresponding codes are described in the following table:

Code	Explanation
A	No stock level established – First time recurring demand. No previous demand or reparable generation before this request. This code is assigned to change/transfer/or stop MICAP report (B9[*]) transactions by the retail materiel management system when the type account code is E (equipment) or K (munitions).
B	No stock level established – Past recurring demand or reparable generation experience, but AF stockage policy precluded establishment of a demand-based stock level.
C	AF stockage policy permits a demand-based stock level, but an external decision by Headquarters Air Force Materiel Command (HQ AFMC) has determined that stocking the item at the base should be restricted. This cause code is also assigned when AF stockage policy permits a demand-based stock level for the item, but only non-recurring demands have occurred on the national stock number (NSN).
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.

### Stocked item due-out cause codes

Stocked item cause codes are codes that reflect the necessary item has a sufficient demand history for computation of a demand-based stock level.

#### *Stocked item - full base stock*

Stocked items with full base stock are defined as total stock on hand (serviceable + unserviceable – reparable) equal to or greater than the total stock authorized.

**NOTE:** For non-recoverable items, full base stock is defined as assets in stock (on hand) equal to or greater than the safety level quantity, plus the war reserve materiel (WRM) on-hand quantity.

#### *Stocked item - less than full base stock*

Stocked item backorder cause codes are assigned due to insufficient assets available to support a demand-based stock level. Stocked items with less than full base stock are defined as total stock on hand (serviceable + unserviceable) less than total stock authorized.

**NOTE:** For non-recoverable items, less than full base stock equals the total stock on hand, minus quantity committed to WRM, is less than the safety level quantity. A glance at the cause codes in the following table will show the reasons for an item not being stocked, or being stocked, but not available.

Code	Explanation
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.
H	Less than full base stock – Stock replenishment requisition exceeds priority group Uniform Materiel Movement and Issue Priority System (UMMIPS) standards. Focus attention on source of supply processing of stock replenishment requisitions. <b>NOTE:</b> Will also be assigned when a due-out has been manually linked to a stock replenishment due-in.



Code	Explanation
J	Less than full base stock – Stock replenishment requisition does not exceed priority group UMMIPS standards. Additional follow-up or upgrade action may be required. <b>NOTE:</b> Will also be assigned when a due-out has been manually linked to a stock replenishment due-in.
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.

### Special purpose due-out cause codes

The following table lists the special purpose call out codes:

Code	Explanation
Y	Data not available on manually prepared MICAP start report (B9M) transactions due to the retail supply system being inoperative for unscheduled maintenance.
Z	System/Commodity received without MICAP item (initial shortage) – Cause code Z identifies MICAP incidents due to a lack of initial stockage at the base. This code alerts management to the problem and identifies the items involved. <b>NOTE:</b> Cause code Z qualifies for one of the other cause codes, but the items involved require special management attention.
1-6	Command unique.

**NOTE:** Cause codes E, I, L-Q, U-W are not used.

### 202. Mission-capable delete codes

MICAP delete codes identify the reason for termination of the MICAP incident. The MICAP delete code is entered in position 67 of MICAP report (B9M) transactions. These delete codes and their explanations are described below.

Code	Explanation
1	Received from Air Logistics Complex (ALC).
2	Received from Defense Logistics Agency (DLA)/other services.
3	Satisfied through lateral support.
4	Cannibalization has been used to preclude MICAP occurrence. <b>NOTE: N/A to AWP</b>
5	Receipt of base procured item.
6	Received from base assets.
7	WRM asset has been used to meet requirement.
8	Cannibalization has been used to satisfy MICAP occurrence. <b>NOTE: N/A to AWP</b>
9	Request reported in error (MICAP hours backed out).
0	Cancellation/Administrative transfer when codes 1–9 do not apply.
T	Automated termination generated by the D165B system. Hours are backed out to five days after shipment date (AFMC-managed items) or five days after status date (non-AFMC managed items). This code is assigned after the base fails to respond

Code	Explanation
	to three consecutive D165B system interrogations.
B	Automatic termination generated by the D165B system. Hours are backed out to zero (0). The base has failed to respond to three consecutive D165B system interrogations. Records do not meet the criteria for Delete code T.

### 203. Maintenance/materiel management interface system

Issue requests can also be generated through the maintenance/materiel management interface systems. 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 service demand processing 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. Implementation of the interface system does not change the current organizational structure. Only selected transactions are permitted to be processed from maintenance work center terminals.

**NOTE:** Activity code J is used to identify issues processed through the Integrated Maintenance Data System (IMDS).

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

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

#### Due-out status notification

The materiel management system uses 1SH notifications to notify IMDS of a change in the due-out status of an item. IMDS uses the data contained in the 1SH to update the status fields in the IMDS 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 [DOR]).
3	Status (change).
4	Mark-for change.

#### Management notices

For each issue transaction submitted by IMDS, the materiel management system returns an I004 management notice to update the status fields in the materiel management data record maintained in IMDS. Other management notices sent to IMDS include the I005, I006, I023, and I122. Management notices sent to IMDS are displayed on the input terminal.

IMDS searches its database for a matching materiel management system reject number table record. If a reject number table record is found, IMDS routes the management notices to other specified IMDS terminals.

#### Reject notices

When materiel management system software detects an error in a transaction sent by IMDS, the image is returned to the IMDS input terminal along with the applicable reject notice. IMDS 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. Mission-capable cause codes

1. Why are non-stocked item due-out cause codes assigned?
2. What MICAP cause code indicates the request was a first demand for the item?
3. What MICAP cause code indicates base decision not to stock the item?
4. What MICAP cause code indicates the depth of stock was insufficient to meet MICAP/due-out requirement?
5. What MICAP cause code indicates that assets cannot be used to satisfy base stock requirement because the assets are deployed, inaccessible, or unavailable?
6. What MICAP cause code indicates no due-in established and AWP assets are on hand at time of MICAP?

**202. Mission-capable delete codes**

1. What MICAP delete code indicates item received from ALCs?
2. What MICAP delete code indicates item satisfied through lateral support?
3. What MICAP delete code indicates “WRM asset has been used to meet requirement”?
4. What MICAP delete code indicates “Reported in error”?

**203. Maintenance/materiel management interface system**

1. What activity code is used to identify issues processed through the Integrated Maintenance Data System (IMDS)?
2. What notification is used to notify IMDS of a change in due-out status of an item?
3. What due-out status code on the 1SH describes a cancellation?
4. What due-out status code on the 1SH describes a mark for change?

## 1-2. Concepts of the Repair Cycle Process

One of the main objectives of all the military services is to save taxpayers money by making the most economical use of property. The AF does this partly through a repair cycle process. Rather than discard equipment that is broken, personnel in the flight service center (FSC) manage the repair of an item until it is either repaired or turned in as unserviceable.

In this section, we will review some of the common processes taken and products used by materiel management and maintenance activities to manage repair cycle items.

### 204. Manage repair cycle assets

Personnel in the FSC support maintenance by providing control for all items in maintenance needing repair or replacement. These unserviceable items are managed from the time the faulty part (item) is removed until it is repaired and returned to the materiel management system in serviceable condition, designated not reparable this station (NRTS), or condemned. Due-in from maintenance (DIFM) items generated within maintenance are restricted to items with expendability, recoverability, reparability, cost designator (ERRCD) “XD” or “XF.” The main function of the FSC is to maintain accurate computer records of location and status for all unserviceable assets in maintenance. This involves tracking maintenance repair actions to ensure spares are repaired, designated NRTS, or condemned as quickly as possible.

We will now look at two methods to accomplish this:

- Monitoring DIFM management listings.
- Performing DIFM reconciliation.

#### Monitoring DIFM management listings

Aggressive action and management review is required to control DIFM items due to the increased costs of weapon systems and the spares needed for their support. This is why you cannot allow reparable assets to fall out of your control. Two listings will help you to control DIFM items:

- Repair Cycle Asset Management List (D23).
- Awaiting Parts (AWP) Validation Listing (D19).

#### *Repair cycle asset management list (D23)*

The D23 is an important tool for monitoring the status and maintaining the visibility of DIFM assets. Status and location updates resulting from DFM inputs appear in the D23, as shown in figure 1-1. By keeping the D23 up to date with current information, you can reduce the number of delinquent DIFMs. The D23 provides separate listings based upon options contained in the program parameters. Personnel in FSC must tell the people in computer operations which type listing is desired for each systems designator (base account or satellite account).

Maintenance personnel use the D23 for DIFM control and for determining workload schedules and repair priorities.

#### *AWP listing (D19)*

When maintenance personnel are troubleshooting a reparable item, they may discover the reparable item needs replacement parts. These replacement parts are called bits and pieces. The end item waiting for these bits and pieces is referred to as AWP.

The D19 is used to monitor AWP end items. The D19 is a listing of AWP due-out detail records, with their applicable due-in and status detail records. The D19 also provides financial data to allow maintenance managers to consider the economic impact of repairing versus replacing the item. AWP procedures will be covered in greater detail later in this unit.

### Performing due-in from maintenance reconciliation

During the repair cycle process, an item can go through several changes such as repair shop location or item condition. This is also why it is important that FCS personnel always know what action maintenance is taking to repair an item and where the item is physically located.

### Communication

Daily communication between materiel management and maintenance activities is essential to having the most current information about DIFM assets. FSC personnel are responsible for tracking the current status and location of each reparable item. Maintenance personnel are responsible for providing materiel managers with updated information on items within the repair cycle process. This process is referred to as *DIFM reconciliation*. The DIFM reconciliation between materiel management personnel and the maintenance activities is conducted using the D23 report. Copies of the applicable sections of this report are furnished to personnel in each appropriate maintenance activity so they can verify the location of the issued items.

### Updating status and location

Materiel managers within the logistics readiness squadron (LRS) update the DIFM details with the current item location and current DIFM status when maintenance personnel provide changes. Status codes are used to tell what action maintenance personnel are 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.

For 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, such as the transaction identification code (TRIC) “DFM,” to update the status and location fields of the DIFM detail record. Maintenance personnel may also use IMDS to update the status and location changes of DIFM items.

3) DIFM LISTING (SRAN : '5260' , SORT : 'R' Sample D23 Report

DATA DATE:07-JUL-2014

CIC	LOM	CI	STOCK NUMBER**	QTY	DOCUMENT NBR**	ERC	CUR	PRE	STA DAY	AWP DAY	DEL DAY	AD	STA IND	LOC	ISU DAY	PBR	***NOMENCLATURE****	MP	SF
U			1660010737595MH	1	X217LS41840002	XF3	OAM		1				DUO	EU7		11	MASK, OXYGEN	4	
U			4310015646381GO	1	X289CR32140003	XD2	INW	OAM	137				CAR	999	144	11	COMPRESSOR UNIT	7	D
U			4820010332884SX	1	X291TA40570002	XF3	INW	OAM	73				ISU	BH1	124	00	PROBE, LIQUID	4	
U			1660007824697BO	1	X291TA42370010	XF3	TIN	OAM	753		000		CRT	BE4		11	REGULATOR OXYGEN DE	4	
U	A		5998011491411RY	1	J313LG22560008	XD2	TIN	OAM	635		000		CRT	999		00	ELECTRONIC COMPONEN	4	A
U	A		5998011491411RY	1	J313LG22560009	XD2	TIN	OAM	635		000		CRT	999		00	ELECTRONIC COMPONEN	4	A
U	A		5998011491411RY	1	J313LG22560010	XD2	TIN	OAM	635		000		CRT	999		00	ELECTRONIC COMPONEN	4	A
7	A		5985011491437RY	1	J313LG41828000	XD2	OAM		5				DUO	999		11	ANTENNA COUPLER GRO	4	D
U	A		4320011653532HS	1	J345Q841784002	XD2	OAM		8				ISU	TNB	8	00	PUMP, AXIAL PISTOY10	4	A
7	A		6615012258139	1	X345Q841780001	XD2	OAM		4		004		ISU	BH1	8	00	PROCESSOR FLT (AP)	4	D

Figure 1-1. D23 report.

A complete list of DIFM status codes can be found in Air Force Handbook (AFH) 23-123, Volume 2, Part 1, *Integrated Logistics System-Supply (ILS-S), Materiel Management Operations*, chapter 4. Some of the more commonly used status codes are listed below:

Status code	Definition
AWF	Awaiting testing.
AWM	Awaiting maintenance.
AWP	Awaiting parts (note 1).
DWP	Repair cycle item, which is a component of another repair cycle item that is in AWP status.
FWP	Previous AWP item—ready for repair.
INW	In shop.

Status code	Definition
MDR	MDR exhibit.
MWP	AWP with bits and pieces due-out MICAP against the end item.
OAM	Retained on system (on aircraft or missile) (note 2).
RPR	Repair and return (RAR).
TCG	Time change.
TIN	Turn-in to LRS/materiel management activity (note 3).
TOC	Time compliance technical order (TCTO) required for end item.

**NOTE 1:** 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.

**NOTE 2:** Status code OAM is automatically stored in the status code field of the DIFM detail, except for urgency justification code (UJC) “AR”/“BR” requirements.

**NOTE 3:** All credit DIFM details (DIFM status *flag* “2”) have status code TIN assigned under program control at the time of turn-in.

TRIC DFM updates the status and location changes on the DIFM detail records and ensures proper accounting and physical control of all repair cycle issues to maintenance. DFM inputs may be processed either through the remote processing station (RPS)/main system, or keyed in through a terminal. When a terminal is used, management notice I006 (INPUT ACCEPTED) will be printed. This management notice will also contain the phrase NO UPDATE if the input did not result in an update to the DIFM detail. Only memo and firm DIFM detail records (DIFM status codes “0,” “1,” “3,” and “4”) can be updated by the DFM input. When a credit DIFM detail record is the only detail record in the database (DIFM status flag “2”), the DFM input will be accepted, but there will be no resulting update of the DIFM detail record. Updated data resulting from DFM inputs will appear on the next DIFM listing. The date of last change field is updated only when the DIFM status field is changed.

This reconciliation also satisfies the requirement to inventory out-of-warehouse DIFM investment items.

### Processing turnaround actions

Maintenance provides turnaround data to the FSC 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 so that 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.

The importance of processing turnaround (TRIC TRN) data cannot be overemphasized. Processing a TRN provides the same demand data that would be generated if the LRS issued a serviceable asset to maintenance, and maintenance repaired and turned in the faulty assembly.

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 Air Force Technical Order (AFTO) Form 350, Reparable Item Processing Tag, provided by the maintenance activity (Figure 1–2).

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

Figure 1-2. Sample AFTO Form 350, Part II.

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:

A                      NNN                      NN                      NN                      NNNN  
 Activity code      Organization code      Shop code                      00                      Serial number

**A=Alpha N=Numeric**

Position	Description
Activity code	X, R, J, or S.
Organization code	Maintenance organization code or 009.
Shop code	Maintenance shop code or locally assigned production control identification number of the production control which forwarded the AFTO 350.
	Enter 00.
Serial number	The AFTO Form 350 tag number.

### 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 TRIC SHP, TRM, or MSI as applicable using the document number of the unserviceable detail created during turn-in processing.

### Credit return policy

Normally, the decision to give a customer a refund for turning in property is done automatically under program control in the materiel management system; however, the capability exists to override the materiel management system credit determination by using a credit code on the turn-in input.

## 205. Monitor awaiting parts end items

As we mentioned earlier in this lesson, AWP refers to a repairable asset awaiting replacement parts needed to fix it. Both materiel managers and maintenance personnel must closely monitor these type assets to ensure they are returned to a serviceable condition. To facilitate this, the accountable officer



appoints primary and alternate AWP monitors to manage the wing or base AWP program. All wing/base AWP monitors must attend Repair Cycle Training (Supply Block Course IIB) within 30 days of appointment, and be certified in AWP management core tasks. In this lesson, we will begin with an overview of the process for monitoring AWP end items. Then we will look at three important topics:

- Requisitioning and reporting AWP requirements.
- Using the AWP checklist.
- Reviewing the AWP validation listing.

### Overview

The Repair Cycle Asset Management List, D23, is used in conjunction with the AWP Validation Listing, D19, to monitor AWP assets. The management list provides the same visibility to the AWP monitor as it does for the DIFM monitor. The D23 shows the location of the reparable item in AWP status and the maintenance shop that ordered the bits and pieces. By consistently using the D23 and D19, AWP monitors can ensure a valid and prompt repair cycle program. We will take a closer view of how this process works later in this lesson.

### Requisitioning and reporting AWP requirements

Base personnel submit requests for repair parts for reparable end items on a fill or backorder basis using UJC “AR” or “BR.” AWP requisitions prepared under program control will contain advice code “6L” (AFMC-managed AWP end item) if the input is left blank on the issue input. This advice code identifies to item managers (IM) that the requisition is for an AWP end item. AWP reporting is generated to HQ AFMC as a result of AWP processing and is based on a start/stop concept. To report AWP incidents, a B9A for UJC “AR” or B9B for UJC “BR” is generated whenever an AWP requisition, due-out cancellation, TRIC “DIT” to change the UJC to and from “AR” or “BR,” or a DOR action occurs.

The report period starts at the time the item is requisitioned and stops at the time of termination. Termination can result from the item being DOR or the requirement being downgraded or canceled. The system provides for automated error corrections, interrogations from AFMC or other major commands (MAJCOM) on the status of an AWP requirement, and provides AFMC with information on requisition supply status bases receive from other sources.

The following DIFM status codes will be assigned by the program because of AWP processing when there are multiple AWP due-outs for the same end item:

- When the *first* AWP due-out is established, status code “AWP” will be assigned.
- When the *second* AWP due-out is established, status code “AWP” will be changed to “02P.”
- When the *third* due-out is established, status code “02P” will be increased to “03P,” etc.
- As AWP due-outs are released, canceled, and so forth, the DIFM status code will be decreased, from “03P” to “02P” and from “02P” to “AWP.”
- When the last AWP due-out is released or canceled, DIFM status code “AWP” will be changed to “FWP,” and the DIFM advice code and transaction date will be changed to blanks.

### Using the AWP checklist

The use of an AWP checklist to assist personnel in requesting parts and monitoring active AWP requisitions is mandatory. The checklist should be used for requesting parts and monitoring active AWP requisitions. The MAJCOM and local (LCL) accountable officer may supplement the checklist.

To ensure a viable AWP program, each accountable officer should conduct a semiannual surveillance of all AWP monitors.

To ensure all actions are completed on AWP requisitions, the AWP monitors should answer these questions:

- Has research been completed to identify substitutes, interchangeable, or next higher assemblies?
- Has cannibalization of a like AWP end item been attempted?
- If the requisition is for a part number, is the part number source coded? Does the part number convert to a NSN?
- Have requisition follow-ups or upgrade actions been initiated when needed?
- Has lateral support been requested when applicable?
- Has AWP supply assistance or supply difficulty letters been initiated?

### **Reviewing the AWP validation listing**

The need to return repairable assets back into the materiel management system as serviceable, ready-to-use items is imperative. This is why AWP monitors must aggressively follow up to make certain required repair parts are obtained. The D19 provides the necessary management data to assist AWP monitors in reviewing the status of these requisitioned bits and pieces. The AWP monitor reviews the D19 to ensure the following conditions are met:

- Positive (valid) due-ins for each due-out.
- Shipment status or realistic estimated release dates.
- Requirement for additional (or special action) follow-up. The MAJCOM may define specific limited stock control actions for the AWP monitor to perform, such as lateral support and the preparation of follow-ups.

As noted above, the primary rationale of monitoring the D19 is to ensure progress in acquiring the bits and pieces required to restore the associated end item to a serviceable condition, where it can then be used to support the mission requirement to which it was intended.

As a Materiel Management Craftsman, it is your responsibility to ensure these actions are occurring; otherwise, there will be delays in receiving the bits and pieces to repair the items in maintenance. Remember, a delay in receipt of these “bits and pieces” is a delay in the overall mission success of the wing!

Two important factors to consider during the review of the AWP validation listing are:

- AWP hold times.
- AWP evacuation.

### ***AWP hold times***

AWP hold times for items not normally centrally managed by an AFMC ALC or other Department of Defense (DOD) agencies are determined by base personnel. When establishing hold times, consider the availability of parts, sources of repair, pipeline time, and so forth. Items not usually centrally managed include those coded for LCL procurement by the personnel in the base contracting office (BCO) in-stock lists and those procured locally under AFMC contracts for commercial type aircraft.

### ***AWP evacuation***

Personnel in both the materiel management and maintenance functions must use special effort to obtain parts and perform authorized maintenance to preclude returning AWP assets to the depot. After aggressive actions have been taken to secure the shop replacement unit (SRU)/components/parts for repair, base-level managers have the authority to evacuate unserviceable end articles AWP, NRTS “4.”

Prior to evacuation, disposition instructions need to be obtained from the end article IM. The request for AWP end article evacuation will include the current condition of the end article. When the disposition instructions are furnished, route the reparable item to the shop personnel for preparation for turn-in. The people in the shop will enter NRTS "4" in column D of the AFTO Form 349, Maintenance Data Collection Record, and in block 20 of the AFTO Form 350. A maintenance shop inspector or a production scheduler will stamp or sign block 15 of the AFTO Form 350. Forward the AFTO Form 349 for processing, and turn in to the supply function within the LRS or return to bench stock all unused bits and pieces. When the AWP monitor determines that bits and pieces have no base consumption or demand forecasted; install in, package with, or attach them to the item for return to supply. The AWP monitor will cancel due-outs for bits and pieces not received.

If an unserviceable end article has been in AWP status for 60 days, the unit AWP monitor will contact the IM to determine the status of the bits and pieces or SRU on order for the unserviceable article. If delivery of the bits and pieces or SRUs cannot be guaranteed within 30 days, the unit AWP monitor will contact the end item IM and request disposition instructions.

DIFM items in AWP status are very important because they represent an opportunity for the AF to cut the costs of repurchasing assets. Remember that these assets are in the possession of maintenance personnel, but are owned by the accountable officer.

## **206. Report and monitor time compliance technical order items**

TCTOs are intended to expedite accomplishing retrofit changes to end items, parts, and materiel within specific time periods and reducing the probability of accidents and unreliability of systems or equipment. Maintenance is the activity most concerned with TCTOs; however, TCTOs that specify modification of equipment involve various kits and parts listed in the TCTO. In such cases, distribution personnel help maintenance personnel get the parts needed to assemble the kits. TCTOs require inspection of spares in storage. A materiel management inspector uses the TCTOs to ensure those items in storage comply with the specifications of the TCTOs. Inspectors identify and control all items in stock requiring compliance with TOs.

### **TCTO notification**

Maintenance Quality Control forwards a copy of all TCTO publications (except munitions) with a cover letter to the materiel management inspectors and the TCTO kit monitor. A copy is filed in the applicable TCTO kit jacket file and is used to manage items in stock, which require modification. The TCTO publications are maintained in TCTO number sequence.

After receiving a TCTO that identifies items required be issued to maintenance for modification and returned under the same stock number, inspectors complete the actions described in the following table:

<b>Inspector Actions for TCTO Notifications</b>	
<b>Step</b>	<b>Action</b>
1	Assign the TCTO flag to the item record of the item to be modified, whether a balance is on-hand or not. The TCTO number must be entered in the blank field, print positions 49-80, of the FCD input.
2	Prepare an inquiry to print out the item record and detail records for the listed stock numbers. Inquiry data is used to find the total number of assets to be modified.
3	Tag materiel awaiting TCTO action with Department of Defense (DD) Form 1576 series.
4	Inventory the unmodified spares on-hand, including serviceable, unserviceable, WRM, and supply point.
5	Send correspondence to forward supply points, aircraft control and warning (AC&W) sites, or relay sites when spares at those sites are to be modified.
6	Endorse the cover letter back to the maintenance quality assurance activity. List, by stock number, the total number of spares on-hand that require modification.

Inspector Actions for TCTO Notifications	
Step	Action
	<b>NOTE:</b> Negative replies are required. Send an information copy of the endorsement to the FSC to keep them informed.
7	On return of the modified item from maintenance, ensure the TCTO number is entered in the "Remarks" block of the DD Form 1574, Serviceable Tag-Materiel, along with a statement showing TCTO compliance (e.g., TCTO IF-1022 complied with).
8	Retain the TCTO flag on the appropriate item records until the rescission date of the TCTO or until the stock number is deleted.

Items requiring TCTO kits are *not* issued to maintenance until the kits are available and maintenance requests the items.

A monthly inspection of on-the-shelf TCTO items assigned either numeric parts preference code (NPPC) 4 or the TCTO flag is conducted to ensure TCTO compliance is being accomplished. To simplify the inspection and ensure all assets are inspected, outputs or listings must be in warehouse and detail location sequence.

When an item is received and inspection personnel cannot determine if TCTO actions have been done, the item is issued to maintenance for the necessary inspection or test. If the TCTO has not been completed and is not available, maintenance personnel notify the inventory manager and request the TCTO or disposition instructions. Inspection personnel 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. TOs related to special weapons materiel management code-combat mission (MMC-CM) are maintained and requested by the munitions activity possessing the weapon system.

#### Numeric parts preference code 4

Items requiring TCTO action are identified with a NPPC "4" or by the TCTO flag. NPPC "4" is assigned to those items that were modified to the extent their form, fit, or function changed. All items to be modified must be re-identified and assigned a new NSN. Those items requiring TCTO action, where modification will not need re-identification to a new NSN, are assigned the TCTO flag. The NPPC "4" and TCTO flag are assigned only to the stock numbers listed in the TCTO document.

An inspector must ensure the new NSN is assigned to the same interchangeable and substitution group (ISG) as the NSN it is replacing. The NPPC "4" is assigned to the item record of the item to be modified whether there is a balance on-hand or not.

The assignment of the NPPC "4" and TCTO flag is done either through the AFMC Interchangeability and Substitution Edit and Suspense System (D043B) or by processing TRIC FCD in the materiel management system.

When an F111 management notice is received due to the loading of an NPPC "4," inspection personnel take the actions described in the following table.

Inspection Personnel Actions for F111 Management Notice Due to NPPC "4"	
Step	Action
1	Check the inspection TCTO files and contact maintenance quality assurance to make sure the TCTO is available.
2	Contact HQ AFMC/LGSI to obtain the TCTO number if, and only if, maintenance quality assurance has no record of the TCTO publication requiring the assignment of NPPC "4" to the item in question. Once the TCTO number is obtained, provide it to maintenance quality assurance so they can requisition the required TCTO publication.
3	Request maintenance quality assurance and forward a copy of the TCTO publication with a cover letter to the materiel management inspector when the TCTO is not on file in the inspection area, but is on file in maintenance.

After receiving the TCTO, take the following actions.

Actions After Receiving TCTO	
Step	Action
1	Prepare an inquiry to print out all item and detail records for the listed stock numbers. Inquiry data is used to find out the total number of assets to be modified.
2	Initiate action to load 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.
3	Inventory the unmodified spares on-hand including serviceable, unserviceable, WRM, and supply points.
4	Send correspondence to forward supply points, AC&W sites, or relay sites when spares at those sites are affected by the modification.
5	List by NSN the total number of spares requiring modification on the cover letter accompanying the TCTO. The forward sites respond to the cover letter by endorsing it and returning it maintenance control. A materiel management inspector then sends a copy of the endorsement to the TCTO kit function to keep it informed.

NPPC "4" normally is retained on the item record until the record is deleted. This should help in identifying spares requiring TCTO modifications received *after the initial inspection*. Conditions that may cause the NPPC "4" to be deleted from the item record before the item is deleted are:

- A cataloging transaction from AFMC removes the NPPC "4" causes the materiel management system to automatically produce an F111 management notice with the phrase "D043B UPDATE" in the remarks field.
- A base-prepared FCD input changes or deletes the NPPC "4." The only time this code should be deleted by the base is if it were assigned in error.
- A base-prepared FCD loads the NPPC "4," but conflicts with the D043B system. The D043B system may not yet contain the correct parts preference code.

### Monitoring shelf life coded items

Because TCTO kits may contain shelf life items, each kit must be inspected. Inspection personnel inform the TCTO kit manager of all items in the kits having shelf life codes listed in the TCTO bill of materiel and date control processing codes specified in Technical Order (TO) 00-20K series.

The TCTO kit manager uses kit stock numbers to control shelf life items in the kits. Normal shelf life control procedures apply to the outdated items. The kit manager tags kits containing outdated items with condition code "E" (limited restoration) until the outdated item is replaced through normal requisitioning procedures (type I). Type II items are updated as deemed necessary by physical inspection. DD Form 1574-1, Serviceable Label-Materiel, and containers for type II items are updated with DD Form 2477, Shelf-Life Extension Notice.

After completing the inspection or replacement of the outdated materiel is received, the TCTO kit manager tags the kits with the appropriate condition code ("A," "B," "C," etc.). Inspection personnel then load these codes onto the appropriate item records.

When TCTO kits are found to contain items needing repair, the authorized materiel management inspector tags them condition code "G" (incomplete or unserviceable). Repairable items are tagged condition code "F" (reparable) and turned in for repair. Inspection personnel should immediately notify the kit manager to requisition replacements so the kits can be returned to complete (issuable) status.

### 207. Supply points

In this lesson, we will also mention the proper authorization for supply points.

### **Supply points**

Supply points are additional warehouses located within or next to the activities they are supporting. Supply points may be located on or off base. When a supply point is requested, the LRS/materiel management activity coordinates with the applicable maintenance control officers or other appropriate organizational managers. The organizations requesting a supply point must provide the necessary space and facilities. The LRS/materiel management activity maintains overall accountability and control of assets in supply points; however, organizational personnel may manage the supply point for certain large items (e.g., propellers and booms) and buildup items.

Authorization lists for all supply point items will be established and maintained by the activity managing the supply point. Standard supply procedures will be adhered to, regardless of who manages the supply point. The items stocked in a supply point are specifically related to the needs of the supported activity. Any item of supply, except for equipment items (ERRCD ND\*/NF\*) and items assigned NPPC 4 or 9, may be maintained in a supply point. Economic order quantity (EOQ) items (ERRCD XB3) must be approved by the materiel management flight commander. Buildup items may also be maintained on supply points. Once an item is selected, all authorized interchangeable (substitute) items must also be stocked in the supply points.

### **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 a 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 detail document number. 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 authorized or substitute detail records. 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 document number.

### **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). The support activity will verify the items and requirement status on the listing, and make a physical count to verify any balance discrepancies, excesses, and items less than the authorization.

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 monitors review the reconciliation, and input the information 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 (controlled item code [CIC]) are provided as an option in the Q13.

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### Self-Test Questions

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

#### 204. Manage repair cycle assets

1. What is the main function of the FSC when managing repair cycle assets?
2. What listing is used to monitor the status and maintain visibility of DIFM assets?
3. What listing is used to monitor AWP end items?
4. Why is it important for FSC personnel to know where maintenance is taking an item to repair and where the item is currently physically located?
5. What publication lists all DIFM status codes?
6. Why is it important to process TRN data?
7. What data is updated by processing a maintenance turnaround record update?
8. What is the source of data for TRN processing?
9. How long are unserviceable assets stored in the warehouse?

10. How is the decision to give a customer credit for turn-in *normally* determined?

**205. Monitor awaiting parts end items**

1. How do base personnel submit requests for repair parts for reparable end items?
2. What does advice code “6L” identify on an AWP requisition?
3. Explain the use of the AWP checklist.
4. Describe what AWP monitors can ensure through review of the AWP Validation Listing.

**206. Report and monitor time compliance technical order items**

1. Who identifies and controls all items requiring compliance with TOs?
2. How are materiel management inspectors notified of TCTOs?
3. When a TCTO is received that identifies items that require modification by maintenance and is returned under the same NSN, what action must inspection personnel take on the cover letter that is sent back to the maintenance quality assurance activity?
4. What action must be taken when an item is received and the inspection personnel cannot determine if TCTO actions have been done?
5. How are items requiring TCTO action identified where modification will not require re-identification to a new NSN?
6. Name the two ways of assigning the NPPC “4” and the TCTO flag.



**207. Supply points**

1. What are additional warehouses called that are located within or next to the activities they are supporting; and where can they be located?
2. Who maintains overall accountability and control of assets in supply point?
3. What TRIC 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. How often are supply point assets reconciled?
7. What listing is used to reconcile supply point assets?
8. When are issues (TRIC ISU) processed during the supply point reconciliation?
9. How are balance discrepancies reconciled?

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**Answers to Self-Test Questions****201**

1. Due to insufficient item demand history for computation of a demand-based stock level.
2. A.
3. D.
4. F.
5. R.
6. X.

**202**

1. 1.
2. 3.

3. 7.
4. 9.

**203**

1. J.
2. 1SH.
3. 1.
4. 4.

**204**

1. To maintain accurate computer records of location and status of all unserviceable assets in maintenance.
2. Repair cycle asset management list (D23).
3. AWP Validation Listing (D19).
4. Because an item can go through several changes such as repair shop location or item condition.
5. AFH 23-123, Volume 2, Part 1, *Integrated Logistics System-Supply (ILS-S)*, *Materiel Management Operations*, chapter 4.
6. Because it generates base stock levels and provides information to HQ AFMC from which buy, repair, and distribution decisions are made.
7. Demand data on the item record and repair cycle data on the repair cycle record.
8. Part II of the AFTO Form 350 from the maintenance activity.
9. Until disposition instructions are received.
10. Automatically under program control.

**205**

1. On a fill or backorder basis using UJC "AR" or "BR."
2. That the requisition is for an AFMC-managed AWP end item.
3. The AWP checklist should be used for requesting parts and monitoring active AWP requisitions. Its use is mandatory.
4. Positive (valid) due-ins for each due-out, shipment status or realistic estimated release dates, and requirement for additional (or special action) follow-up.

**206**

1. Materiel management inspectors.
2. Maintenance Quality Assurance forwards a copy of each TCTO publication (except for munitions) with a cover letter to materiel management inspectors.
3. Endorse the cover letter listing by stock number the total number of spares on hand that require modification (negative replies are required).
4. Issue the item to maintenance for the necessary inspection or test.
5. By assignment of a TCTO flag.
6. (1) Through the AFMC Interchangeability and Substitution Edit and Suspense System (D043B).  
(2) By processing TRIC FCD in the materiel management system.

**207**

1. Supply points; on or off base.
2. LRS/materiel management activity.
3. FSP.
4. 005.
5. FSP.
6. At least semiannually.
7. Supply Point Listing (Q13).

8. When the total on-hand quantity is less than the authorized quantity.
9. 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 the Air Force Career Development Academy (AFCDA).**

1. (201) What mission capable (MICAP) cause code indicates the request was *a first demand* for the item?
  - a. A.
  - b. B.
  - c. C.
  - d. D.
2. (201) What mission capable (MICAP) cause code indicates past recurring demand or reparable generation experience, but Air Force (AF) stockage policy precluded establishment of a demand-based stock level?
  - a. A.
  - b. B.
  - c. C.
  - d. D.
3. (201) What mission capable (MICAP) cause code indicates base decision *not to stock* an item?
  - a. A.
  - b. B.
  - c. C.
  - d. D.
4. (201) What mission capable (MICAP) cause code indicates the depth of stock was insufficient to meet MICAP/due-out requirements?
  - a. F.
  - b. G.
  - c. H.
  - d. J.
5. (201) What mission capable (MICAP) cause code indicates the number of recoverable items in need of repair is equal to or greater than the authorized stock level?
  - a. F.
  - b. G.
  - c. H.
  - d. J.
6. (201) What mission capable (MICAP) cause code indicates stock replenishment requisition *exceeds* priority group Uniform Materiel Movement and Issue Priority System (UMMIPS) standards?
  - a. F.
  - b. G.
  - c. H.
  - d. J.

7. (201) What mission capable (MICAP) cause code indicates less-than-full base stock, stock replenishment does not exceed Uniform Materiel Movement and Issue Priority System (UMMIPS) time standards by priority groups, and awaiting parts (AWP) assets are on order at time of MICAP?
  - a. X.
  - b. T.
  - c. S.
  - d. R.
8. (202) What mission capable (MICAP) delete code indicates an item was received from an Air Logistics Complex (ALC)?
  - a. 1.
  - b. 2.
  - c. 3.
  - d. 4.
9. (202) What mission capable (MICAP) delete code indicates an item received from Defense Logistics Agency (DLA)/other services?
  - a. 1.
  - b. 2.
  - c. 3.
  - d. 4.
10. (202) What mission capable (MICAP) delete code indicates cannibalization has been used to preclude MICAP occurrence?
  - a. 4.
  - b. 5.
  - c. 6.
  - d. 7.
11. (202) What mission capable (MICAP) delete code indicates request reported in error?
  - a. 0.
  - b. 7.
  - c. 8.
  - d. 9.
12. (203) What transaction identification code (TRIC) notification is used to notify the Integrated Maintenance Data System (IMDS) of a change in the due-out status of an item?
  - a. DUO.
  - b. DFM.
  - c. ISU.
  - d. 1SH.
13. (203) What due-out status code on the transaction identification code (TRIC) 1SH describes a cancellation?
  - a. 1.
  - b. 2.
  - c. 3.
  - d. 4.

14. (203) What due-out status code on the transaction identification code (TRIC) 1SH describes a release due-out release (DOR)?
  - a. 1.
  - b. 2.
  - c. 3.
  - d. 4.
15. (204) What listing is used to perform the due-in from maintenance reconciliation?
  - a. Q04.
  - b. D19.
  - c. D20.
  - d. D23.
16. (204) What due-in from maintenance (DIFM) detail records can be updated by the transaction identification code (TRIC) "DFM" input?
  - a. Memo and credit.
  - b. Firm and credit.
  - c. Firm and memo.
  - d. Credit only.
17. (204) Failure to process turnaround (TRN) data in a correct and timely manner results in reduced base stock levels and incomplete buy, repair, and distribution decisions from
  - a. Headquarters Air Force Materiel Command (HQ AFMC).
  - b. Cataloging and Standardization Office (CASO).
  - c. Government Services Administration (GSA).
  - d. Defense Logistics Agency (DLA).
18. (204) What action is provided by maintenance to the flight service center (FSC) to update records on equipment failure, removal, and repair?
  - a. Calibration.
  - b. Turnaround.
  - c. Repair cycle.
  - d. Cannibalization.
19. (204) Unserviceable assets are stored in the logistics readiness squadron (LRS) warehouse until when?
  - a. Receipt of Air Force (AF) Form 1348-1A.
  - b. Receipt of disposition instructions.
  - c. Receipt of Air Force Technical Order (AFTO) Form 350.
  - d. Unserviceable assets are never stored in the LRS warehouse.
20. (205) When monitoring awaiting parts (AWP) end items, personnel at bases submit requests for repair parts on a fill or back-order basis using the urgency justification code (UJC)
  - a. "AB" only.
  - b. "AR" only.
  - c. "AA" or "AB."
  - d. "AR" or "BR."
21. (205) What due-in from maintenance (DIFM) status code is assigned as a result of awaiting parts (AWP) processing when the last AWP due out is released or canceled?
  - a. "02P."
  - b. "03P."
  - c. "AWP."
  - d. "FWP."

22. (206) What product expedites the accomplishment of retrofit changes to end items, parts and materiel within a specific time period and reduces the probability of accidents and unreliability of systems or equipment?
- a. Time compliance technical orders (TCTO).
  - b. Inspection offline checklist (R32).
  - c. Functional check listing.
  - d. Shelf Life Listing.
23. (206) Which materiel management personnel identify and control all items in stock requiring compliance with technical orders (TO)?
- a. Receiving.
  - b. Inspectors.
  - c. War readiness.
  - d. Procedures and analysis.
24. (206) Who forwards a copy of all time compliance technical order (TCTO) publications with a cover letter to the inspection function?
- a. Time compliance technical order (TCTO) kit manager.
  - b. Quality assurance section.
  - c. Maintenance quality control.
  - d. Air Force Materiel Command Supply Chain Management Retail (AFMC SCM-R) Quality Assurance Activity.
25. (206) How often are on-the-shelf time compliance technical order (TCTO) items inspected to ensure TCTO compliance is being accomplished?
- a. Weekly.
  - b. Monthly.
  - c. Semiannually.
  - d. Annually.
26. (206) What is used to control shelf life items in the time compliance technical order (TCTO) kits?
- a. D043B system.
  - b. Kit stock numbers.
  - c. TCTO publications.
  - d. TCTO kit jacket file.
27. (207) What are additional warehouses called if they are located within the activities they are supporting?
- a. Supply points.
  - b. Warehouse.
  - c. Storage.
  - d. Vault.
28. (207) Who maintains accountability and control of assets in a supply point?
- a. Air Force Materiel Command Supply Chain Management Retail (AFMC SCM-R) Quality Assurance.
  - b. Logistics readiness squadron (LRS)/quality assurance
  - c. AFMC SCM-R Stock Control Activity.
  - d. LRS/materiel management activity.

29. (207) Which activity and organization code is used when loading a supply point detail document number?
- a. B, 005.
  - b. B, 100.
  - c. S, 005.
  - d. S, 100.
30. (207) 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.

**Please read the unit menu for unit 2 and continue ➡**



## Unit 2. War Reserve Materiel, Deployment, and Contingency Wartime Support

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**T**HE WORLD AS WE KNOW it is in a constant state of change. This is especially true in the area of national defense. Every day new threats seem to arise. This was substantiated by the terrorist attacks against the World Trade Center and the Pentagon, our eventual retaliation against foreign enemies in Afghanistan during Operation Enduring Freedom (OEF), and the onset of the Iraq War during Operation Iraqi Freedom (OIF). In this environment, the AF must be able to go anywhere at any time to carry out its missions. To make this possible, supply must be readily available. In essence, everyone in the LRS has the prime responsibility of ensuring our forces are ready for war. To be ready for war, our forces rely on assets called WRM. The procedures for these assets are contained in the war and mobilization plan (WMP). Basically, the AF's objective is to authorize, acquire on time, pre-position, pre-stock, and maintain in a ready-for-use serviceable condition all of the WRMs needed to support the wartime activities specified in the WMP.

In this unit, we will provide information of the war consumables distribution objective (WCDO) and how WRM impacts the supply craftsman. We will also outline the different types of Basic Expeditionary Airfield Resources (BEAR), mention readiness spares packages (RSP), as well as introduce the different processes associated with mobility asset management using the Enterprise Solution-Supply (ES-S) component of the Integrated Logistics System-Supply (ILS-S). Finally, we will introduce some commonly used capability documents and systems relevant to managing readiness control.

### 2-1. War Reserve Materiel

What exactly is WRM? WRM is the consolidation of various types of service-owned equipment and resources that are positioned as either starter or swing stock, or a combination of both, to maximize worldwide war-fighting capability. Starter stocks are those assets required at or near the point of intended use until air and sea lines of communication (LOC) are capable of sustaining operations. Swing stocks are the total operation plan (OPLAN)/concept plan (CONPLAN) requirements, minus the starter stock. These are pre-positioned stocks of materiel that, when added to the starter stocks, are deemed an appropriate level to meet mission needs in time of war. The term *swing* denotes the ability to “rotate” into any one of specified theaters. Unified command commanders quantify their starter stock requirements in their time-phased force and deployment data (TPFDD) or equivalent source document. OPLAN and TPFDD are covered later in this unit.

When inventory levels are insufficient to fully support commanders' requirements, AF/A4LM (a part of the HQ USAF/A4 Logistics Division) makes the final determination on where assets will be stored, by theater. Swing stocks are positioned to maximize flexibility to support multiple theaters. WRM is based on wartime additive requirements sufficient to accomplish the strategic planning guidance (SPG) strategy.

In this section, we will cover:

- WCDO.
- Overview of WRM equipment.
- The BEAR.

## **208. War consumables distribution objective**

WCDO is the authoritative document identifying wartime requirements for consumables to support the *War and Mobilization Plan*, Volume 4 (WMP-4), *Wartime Aircraft Activity Report (WAAR)*, and is divided into munitions and non-munitions portions. It is designed to provide an off the shelf plan for WRM distribution and identifies how much fuel, munitions, bullets, and other consumables are required for storage to support the planned aircraft activity identified in the WMP-4 at each base.

### **WCDO details**

Bases will establish and maintain WCDO details in accordance with (IAW) Air Force Manual (AFMAN) 23-122, *Materiel Management Procedures*, Section 2D, *War Reserve Materiel*. The WCDO is classified based on the classification for each line of activity in the WMP-4, which is published annually. The minimum classification for any WCDO extract (unit/base) is SECRET. Support authorizations and assets are stored on WRMWCDO-SPARES (241) detail records and accounted for on the WCDO/WRM Munitions List (R07). Use organization/shop code 002WR and activity code W for detail document numbers.

### **Command war reserve materiel officer/noncommissioned officer responsibilities**

MAJCOMs will designate a command war reserve materiel officer/noncommissioned officer (CWRMO/NCO) to execute the WRM management activities for the command. The CWRMO/NCO uses the guidance in the WCDO details to support wartime requirements. This guidance covers the validation and identification of WRM consumable authorizations, allocations, objectives to the applicable host base with planner operating base (POB) and alternate storage location planning responsibilities, and distributes cover letter instructions, WAA, and WCDOs to units. The CWRMO/NCO will conduct staff assistance visits to subordinate units to assess the health of the WRM program and provides training, guidance, and assistance with WRM program management processes.

## **209. Overview of war reserve materiel equipment**

WRM is made up of equipment items required above and beyond daily usage equipment. The using MAJCOM, in conjunction with HQ AFMC, will be responsible for all WRM used to support wartime additive missions. MAJCOMs will continuously monitor requirements that support United States Air Force (USAF) war plans and ensure the validity of all WRM requirements. Also, the using MAJCOM must approve all in-place or joint-use (JU) items before they are moved from the authorized base.

The using command code is stored on the organization cost center record, not on the authorized/in-use detail record. Only one MAJCOM code is stored on each organization cost center record. The two types of WRM equipment are JU and mobility equipment.

### Joint-use WRM

JU WRM equipment is authorized to support a peacetime function that ceases to exist in wartime, thereby allowing the equipment to satisfy a wartime requirement. JU equipment can be used to satisfy WRM requirements versus ordering new equipment. All peacetime assets, to include those possessed by AF tenant units, are to be considered for JU application to wartime requirements by the installation.

### Mobility WRM

Mobility WRM equipment is defined as items and quantities of equipment required to be moved with a unit or special activity upon deployment to an emergency or wartime situation.

## 210. Basic Expeditionary Airfield Resources

In 1991, the Gulf War brought to the forefront the importance of bare-base capabilities supporting global force projection requirements to austere locations. During the period immediately following the First Gulf War until the attack on our soil on 9/11, BEAR did not receive sufficient attention or funding due to competing priorities in the USAF. However, since 9/11 higher demands and usage of BEAR has led to a new vision concerning BEAR, and significant funding levels have been secured to modernize and improve the system. BEAR is a critical force module enabler necessary to open and operate any austere airbase across the spectrum of air and space expeditionary force (AEF) operations. Force modules provide the framework to systematically present capability to rapidly open an airfield, establish operational capability, and conduct air operations thereafter. In joint doctrinal terms, a force module is a grouping of combat, combat support, and combat service support forces, with their accompanying supplies and required non-unit resupply and personnel, necessary to sustain forces for a minimum of 30 days. The elements of force modules are linked together or are uniquely identified so they may be extracted from or adjusted as an entity in the Joint Operations Planning and Execution System (JOPES) databases to enhance flexibility and usefulness of operation plans during a crisis.

### Lead command

HQ Air Combat Command (HQ ACC)/A4, through the Basic Expeditionary Airfield Resources Integrated Management Team (BIMT) structure, is the AF lead command for BEAR Systems. The BIMT structure is comprised of the BEAR General Officer Steering Group (GOSG), Basic Expeditionary Airfield Resources Systems Readiness Board (BSRB), and the Basic Expeditionary Airfield Resources Integrated Product Team (BIPT). As lead command, ACC's responsibilities include:

- Perform annual validation of all BEAR Logistics Detail data submitted by the 49th Materiel Maintenance Group (MMG), located at Holloman Air Force Base (AFB), New Mexico. This MMG contains the only two squadrons in the AF to have worldwide BEAR rapid deployment capability as well as BEAR base expertise and larger shelter core competency.
- Upon assignment and approval of all new unit type codes (UTC) with mobility readiness spares packages (MRSP) authorized, ensure the MRSP Authorization Document is updated IAW Air Force Instruction (AFI) 23-101, *Air Force Materiel Management*, Chapter 2. In addition, ensure submission of the MRSP Authorization Document, Volume II "Blue Book" updates when MRSP authorizations change from one command to another.
- Accomplish annual allowance standard (AS) and MRSP formal reviews IAW AFI 23-101.
- Publish ACC's and the United States Air Force Central's (USAFCENT) annual War Plan Additive Requirements Report, IAW AFI 23-101, for all BEAR units IAW applicable AS and locations of BEAR Systems and equipment.

- As required, request BEAR stakeholders provide requisite expertise leading to the selection of assets/systems to enable smooth transitions between legacy and modernized assets/systems.
- Coordinate all AS and MRSP change requests with the Pilot Unit and ensure all non-Pilot Units are informed of all approved changes.

### **Basic Expeditionary Airfield Resources**

BEAR is an AF Weapon System with six component subsystems; shelters, environmental control, power, waste/water, hygiene, feeding, and airfield support contained in subsets of BEAR. The primary mission of BEAR is to provide expeditionary basing assets for use at austere airfields, thereby providing the AEF with global basing capability.

The six component subsystems are composed of 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 Flight-line (B-IF) sets, and BEAR Flight-line Follow-on (B-FF) sets. BEAR is configured in unit-sized packages that are modular and scalable and available to perform a global mission.

#### ***Basic Expeditionary Airfield Resources 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, meals ready to eat (MRE) rations, and bottled water. A 10K forklift is embedded for camp erection.

#### ***Basic Expeditionary Airfield Resources 550 initial housekeeping (B-550i) set***

The B-550i is a stand-alone 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 hot meals (or “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.

#### ***Basic Expeditionary Airfield Resources 550 follow-on housekeeping (B-550f) set***

The B-550f is an additive set to the B-550i, which increases support to 1,100 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 normally is not deployed independent of a B-550i.

#### ***Basic Expeditionary Airfield Resources industrial operations (B-IO) set***

The B-IO is a stand-alone set that provides base infrastructure maintenance and logistics support for a base of up to 3,300 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.

***Basic Expeditionary Airfield Resources initial flight-line (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 at a bare-base location. It includes small, medium, and large industrial aircraft hangars (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 flight-line operations. This set is dependent on a B-550i/f and B-IO for power and water support. Expeditionary Airfield Lighting Systems (EALS), Mobile Aircraft Arresting Systems (MAAS), industrial flooring, and cold weather heaters are available as playbook options. Up to two B-FF sets may be tasked with this package.

***Basic Expeditionary Airfield Resources follow-on flight-line (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 weather heaters are available as playbook options.

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## Self-Test Questions

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

**208. War consumables distribution objective**

1. How is the WCDO divided?
2. What is the WCDO classification based on?
3. Who is authorized to execute the WRM management activities for the command?

**209. Overview of war reserve materiel equipment**

1. What are the two types of WRM equipment?
2. What type of WRM equipment is authorized to support a peacetime function that ceases to exist in wartime, thereby allowing the equipment to satisfy a wartime requirement?
3. What is mobility equipment?

**210. Basic Expeditionary Airfield Resources**

1. Who is the Air Force (AF) lead command through the Basic Expeditionary Airfield Resources Integrated Management Team (BIMT) structure for BEAR Systems?
2. What is the primary mission of BEAR?
3. What are the six component subsystems of BEAR?
4. What BEAR component subsystem set supports up to 150 personnel in the open-the-base force module?
5. What is a BEAR 550 initial housekeeping (B-550i) set?
6. What BEAR component subsystem set includes facilities, equipment, and supplies necessary to establish and support aircraft flight-related operations and maintenance activities for an initial aircraft squadron deployed at a bare-base location?

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## 2-2. Readiness Spares Packages

The AF objective is to authorize, acquire on time, pre-position, pre-stock, and maintain in a serviceable condition ready for use all RSP needed to support the wartime activities specified in the WMP. The RSP is pre-positioned at or near the base of intended use and/or airlifted to the employment bases before, concurrently with, or following the deploying forces. Planning for deployment of RSP must consider dispersal of RSP assets to minimize exposure of these critical resources to hostile action. RSP requirements must be based on the maintenance capabilities planned to be available at the wartime location according to the supported commander's concept of operations. Items and quantities in RSPs will, in all cases, be the minimum necessary to support MAJCOM-required missions as reflected in WMP tasking.

### 211. Types of readiness spares packages

The RSPs are spares and repair parts required to support planned wartime or contingency operations. Two major types of RSPs are MRSP and in-place RSP (IRSP). MRSP is for units that deploy and IRSP is for units who fight in place. Two other types of RSPs are: consumable readiness spare package (CRSP) and flexible consumable readiness spare package (FCRSP).

#### Mobility readiness spares package

The MRSP is an air transportable package of readiness spares, repair parts, and related maintenance supplies required to support planned wartime or contingency operations of a weapon or support system for a specified period of time, pending resupply. MRSPs may support aircraft, vehicles, communications systems, and other systems as appropriate. They are normally pre-positioned with the using unit. MRSP authorizations are published annually by HQ USAF/LGX based upon inputs from Air Staff functional elements. The funded MRSP support period for replenishment spares is 30 days. The funded MRSP support period for supply management activity group (SMAG) assets is 60 days. The planning goal is 60 days for all assets. There are two types of MRSPs: airborne MRSPs and non-airborne MRSPs, which includes civil engineer MRSPs.

#### In-place readiness spares package

IRSP is an in-place package of readiness spares and repair parts required as base support for units that plan to operate in place during wartime depending upon 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 (POS) levels expected to be available to a unit during wartime. The support period, funded and planned for IRSP, is 30 days. Both IRSP and POS must be analyzed to determine the levels required for wartime support capabilities. For units engaged in combat or where combat is imminent, 100 percent of RSP resupply requisitions will contain the Joint Chiefs of Staff (JCS) project code. For units not actively engaged, but preparing to engage in air operations, requisitions to bring the RSP file rate above 50 percent will contain the JCS project code. For units not actively engaged, but enforcing a no-fly zone with an established resupply pipeline, only the requisitions for stock-out condition will contain the JCS project code.

#### Consumable readiness spares package

The retail supply system process for establishing, managing, deploying, and transferring readiness spares packages for consumable (XB3 and XF3) items is called CRSP. The CRSP concept allows MAJCOMs to use either MRSP or IRSP details to manage consumable item support for contingency deployments. The CRSP process provides requirement and asset visibility, has automated transfer and deployment procedures, and has the capability to provide the correct priority and project-coded replenishment requisitions. The CRSP procedures provide MAJCOMs with a standard process to support their consumable item wartime requirements.



### Flexible consumable readiness spares package

FCRSP is defined as the retail supply system process for establishing, managing, deploying, and transferring RSPs for consumable (XB3 and XF3) items. The FCRSP concept allows MAJCOMs to use either MRSP or IRSP details to manage consumable item support for contingency deployments. Further, the FCRSP process is designed to consider, as specified by MAJCOMs, existing mobility bench stocks (MBS) and other available POS safety level assets in determining MRSP and IRSP quantities. MBSs are defined as authorized bench stock assets that the maintenance customer plans to deploy. The FCRSP process provides requirement and asset visibility, has automated transfer and deployment procedures, has the capability to provide the correct priority and project-coded replenishment requisitions, and eliminates redundant requirements, regardless of the method of support a MAJCOM chooses (MRSP or IRSP) or the asset location (home station or contingency deployment location).

### 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 taskings in the WMP. Authorizations for RSP resulting from these 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.

RSPs and TRICs	
Type RSP	TRIC
MRSP - Airborne	1UB
MRSP - Non-airborne	1NK
IRSP	1LK

Figure 2-1 illustrates the input screen for a TRIC 1UB. 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: MICAP code, maintenance repair concept, increment code, percent application, work unit code, quantity per application, or supportability code.



Figure 2-1. 1UB input screen (change format).

### Processing reconciliation

The S07 program is an automated way of processing RSP authorizations. Computer operations will advise you when it receives a WRM authorization file from MAJCOM, and when it is ready for processing. This is a master authorization file reflecting what authorizations 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 WRM authorization input records have completely processed. The computer will produce a WRM base authorization input list for any WRM authorization input record that has not completely processed.

After transmitting the S07, contact computer operations to process the WRM 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 WRM reconciliation (S05) program to verify there are no variances between the master file (XVF) and the materiel management system records. You will 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, re-initiate 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.

### 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 will 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. S is for an applicable RSP document number and all detail records for the specified document number are changed.
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.

### Processing transfer document

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 is 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.

To process an MRSP transfer, input TRIC 1WD. Output from 1WD processing provides shipping documents, FILs, and other 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 computer. They must also ensure TRICs 1UB, 1NK, and 1LK, for loading authorization details, are sorted in the proper sequence before processing.

This 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 Stock Record Account Number (SRAN).
16–18	Gaining Base Routing Identifier.

TRIC 1KT input can fill the requirements of a specific detail from any of seven different MSK/MRSP/WRM detail records or it can transfer a specified quantity to and from detail records. When transferring a single quantity, use 1KTS and for multiple quantities, use 1KTM. The “S” for single quantity and “M” for multiple quantities are the action codes.

Process TRIC 1KT by leaving the action quantity blank when the requirements of the gaining detail document number are to be filled from assets recorded on a MSK/MRSP/WRM detail records specified by the input stock number, system designator, and parameters (parameters are the losing detail record’s organization and shop code). The total quantity transferred will be a combination of the gaining primes, authorized quantity on-hand assets (including substitutes) and due-outs. When an action quantity *is* entered, the computer will transfer the quantity to and from the detail record specified. Rejects will occur if the gaining detail record asset and the action quantity exceed the authorized quantity. Routine 1KT inputs will produce a transfer document for each transfer. When the transfer document is produced, it is the WRM manager’s responsibility to coordinate the physical transfer of assets.

**NOTE:** 1KT inputs cannot be corrected with record reversal and correction and require inputs to correct any processing errors.

### Preparing the RSP for shipment

Before packing up the RSP for shipment there are things that need to be accomplished before transporting the RSP to the cargo marshaling area:

1. Conduct an inventory before the deployment to establish accountability.
2. Check shelf life.
3. Check functional check.
4. Check hazardous items.
5. Sign for the RSP.
6. Obtain the most current R43 and/or the R52 (paper, electronic, or CD).
7. Ensure ability to produce forms (Information Management Tools (IMT) Viewer and the applicable forms needed (AF Forms 1991, General Purpose Creation and 2005, Issue/Turn-in Request, DD Form 1348–1A, Issue Release/Receipt Document, etc.).

8. Pack AFTO 350 tags and condition tags (yellow, green, red, and brown).
9. Pack an administrative kit (notebooks, pens, pencils, paper, etc.).
10. Verify the proper configuration of your RSP.
11. Ensure hazardous declarations are properly filled out.

### **Care of supplies in storage**

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) is a program composed of a set of processes and procedures with the purpose of ensuring that materiel in storage is maintained in ready-for-issue condition or to prevent uneconomic deterioration of serviceable materiel. This program 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.

### **Aircraft sustainability module**

In their wartime planning role, AF managers must calculate RSP items and quantities to support weapons systems' readiness. In order to accurately accomplish this, they must include both operational situations (weapon system flying-hour program), and system component characteristic (failure rates, procurement costs, and repair times). Inventory managers formulate these RSP levels through the use of a system known as personal computer-aircraft sustainability module (PC-ASM), which is a mathematical model used to determine the requirements for recoverable RSP items. It uses a unit's wartime flying hour program, the range of items determined at the annual review, and the demand rate/indicative data for each item to determine the optimum mix of spares to achieve the target direct support objective (DSO). It is through this system that managers are able to compute optimal spares mixes to meet the ultimate goal of the logistics system, that being mission-capable aircraft.

## **212. Individual protective equipment**

As members of the AF, it is imperative that we are able to conduct operations regardless of our environment. It is incumbent upon the AF to provide its members with individual protective equipment (IPE). The IPE element is responsible for managing individual mobility bags (MOBAG), individual body armor (IBA), advanced combat helmet (ACH) assets, and small arms and light weapons (SA/LW).

### **Small arms and light weapons accountability**

SA/LW are defined as: handguns; shoulder-fired weapons; light automatic weapons up to and including .50 caliber machine guns; recoilless rifles up to and including 106mm; mortars up to and including 81mm; rocket launchers, man portable; grenade launchers, rifle and shoulder fired; and individually operated weapons that are portable and/or can be fired without special mounts or firing devices and have potential use in civil disturbances and are vulnerable to theft. Weapons requiring serialized control and reporting are identified on the item record by a serialized report code (SRC) of "A." Serialized control and reporting applies only to complete weapons or the part of the weapon that the serial number is stamped or etched, such as the receiver or frame.

**NOTE:** This definition excludes weapons that do not or are not designed to use an explosive to expel a projectile or flame (e.g., air rifles).

The LRS/materiel management activity's IPE element has the responsibility for operation of a weapons storage facility for base level SA/LW when a mobility is authorized. Since SA/LW are

equipment items, a custodian authorization/custody receipt listing (CA/CRL) is used to manage and account for all SA/LWs. An individual from the IPE element will be appointed in writing by the LRS commander as an equipment custodian. The equipment custodian will be responsible for maintaining, accounting for, inventorying, and managing the use of SA/LW on the CA/CRL.

### **Issue weapons**

When an individual requires a weapon in support of a deployment or duty related tasking, he/she draws the weapon from the IPE element armorer. Weapons that are frequently issued to individuals can be issued using AF Form 629, Small Arms Hand Receipt or a Security Forces Management Information System (SFMIS) generated version and then laminated to preserve the form from tampering. When an AF Form 629 or SFMIS generated hand receipt is not used, an AF Form 1297, Temporary Issue Receipt can be used to issue SA/LW.

**NOTE:** Before issuing SA/LW, the armorer must verify each individual's current authorization to bear arms and check any "Do Not Arm Lists" as directed by AFI 31-117, *Arming and Use of Force by Air Force Personnel*.

### **Return weapons**

For individuals returning SA/LW to the armory, the clearing barrel attendant monitors all weapons handling and clearing procedures IAW AFMAN 31-129, *USAF Small Arms and Light Weapons Handling Procedures*. After clearing the weapon, and upon direction of the clearing barrel attendant, individuals proceed directly to the turn-in point. They carry shoulder weapons at "port-arms" and handguns at "raised pistol" with the barrel pointed up and action open. Individuals turn-in their weapons to the armorer, butt first and muzzle elevated. The IPE element armorer will verify the weapon serial number matches with the hand receipt on file before returning the weapon to storage.

### **Deploy/transfer weapons**

It is a common practice that SA/LWs are deployed on an individual basis and hand-carried. The IPE element equipment custodian will receive a message from the unit deployment manager (UDM) requesting a weapon(s) per the deploying member's tasker letter, reporting instructions, and liner remarks. The equipment custodian will provide the weapon's serial number(s) the deploying member will draw to the UDM and the equipment accountable element (EAE). The UDM will use the provided serial number to publish on the deploying member's orders. EAE will use the provided serial number to enter it into deployment status in the materiel management system. The equipment custodian will issue the weapon to the deploying individual using an AF Form 1297.

Input TRIC 1ED is used to record and document the deployment and return from deployment of SA/LWs. Use action code "D" for deployment and action code "R" for return from deployment. After EAE has completed processing, input 1ED in the materiel management system, DD Form 1348-1A will be produced along with a F117 management notice containing the serial number(s) of the weapon(s) that are deployed. All documentation will be filed in the master CA/CRL jacket file located in EAE.

Input TRIC FET is used to transfer SA/LWs between custodians and accounts within the same base. Certain circumstances will arise that a transfer of SA/LWs between equipment custodians is necessary. For example, a custodian has excess equipment that needs to be turned-in. EAE will run an inquiry prior to the turn-in to check if the excess weapons will satisfy any weapon due-outs. If there is a due-out, EAE will process an FET and coordinate the transfer of weapons between the two equipment custodians. SA/LWs will not be transferred from one accountable activity to another within or outside the AF unless directed by the AFMC SA/LW function.

**NOTE:** Prior to processing TRIC 1ED or FET EAE personnel must first process input TRIC DSR Format Two. DSR Format Two is used to identify to the materiel management system a specific serialized control detail document number and serial number for processing.

### **Performing inventory cycle counts**

SA/LW require a 100% semiannual inventory by serial number using the CA/CRL. It is the responsibility of the equipment custodian to perform these inventories. The inventories are schedule 1–31 March and 1–30 September, at least one inventory cycle will be coordinated with the annual combat arms inspection. To conduct an inventory of SA/LW, EAE will provide the custodian with a new CA/CRL on the first day of the inventory month. The custodian has 15 workdays (30 workdays for off base) to complete the inventory. Once the inventory is complete and there are no discrepancies, the custodian and the commander will sign the CA/CRL and return it to EAE. EAE will process a Weapons Serialized Control Input (Format Two) to update the serialized control detail record's date of last inventory (DOLI), and file the signed CA/CRL in the custodian's master jacket file.

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## **Self-Test Questions**

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

### **211. Types of readiness spares packages**

1. What are the different types of RSPs?
2. What is a MRSP?
3. Who publishes MRSP authorizations?
4. How long is the support period funded and planned for IRSP?
5. What is an IRSP?
6. What record must be loaded prior to processing RSP authorization input records?

7. What program is used to perform reconciliation between XVF records and base level WRM authorizations?
8. Who must make the decision to transfer MRSP accountability?
9. During a transfer, what is normally the minimum number of days the losing MAJCOM should provide package accountability information to the gaining MAJCOM and when can the time be less?
10. What is the purpose for Care of supplies in storage (COSIS)?
11. What system do inventory managers use to formulate RSP levels?

**212. Individual protective equipment**

1. Who has the responsibility for operation of a weapons storage facility when mobilization is authorized?
2. Explain the difference between TRIC 1ED and TRIC FET.
3. As a minimum, how often are SA/LW 100% inventoried?



## 2-3. Mobility Asset Management

The LRS supply activity is responsible for providing secure storage, issue, and management of MOBAGs except when the using activity agrees to store the bags.

**NOTE:** It is generally accepted that the LRS supply activity is responsible for C-bags and using activities are responsible for A-and B-bags. Deviations to this general policy will be worked out between the LRS supply activity and the using activity. LRS supply activity may develop LCL operating instructions (OI) to further define mobility bag policies/procedures.

### 213. Enterprise Solution-Supply Mobility Asset Program

The IPE element is responsible for the storage, inventory, inspection and issue of MOBAGs, chemical, biological, radiological, nuclear and high-yield explosive (CBRNE) IPE, and IBA.

To help manage and maintain the MOBAGs, the IPE Element uses the internet base program ES-S designed to efficiently and effectively account for mobility and CBRNE in real time. The ES-S mobility asset management function provides the full range of capabilities required to order, receive, stock, store, issue/return, ship, inspect, and dispose of mobility assets.

#### Manage mobility dashboards

To access the ES-S mobility management dashboards, users select “Mobility” from the ES-S Home Page Menu as shown in Figure 2-2. The search box at the top right of the Mobility screen enables the user to quickly move to another mobility asset management capability screen (as an option to returning to the Home Page Menu button). The search box not only provides the ability to search through all menu items, it can also be used to search for document numbers, stock numbers, and serial numbers.

**NOTE:** The search feature is provided on every screen within the application for user convenience.

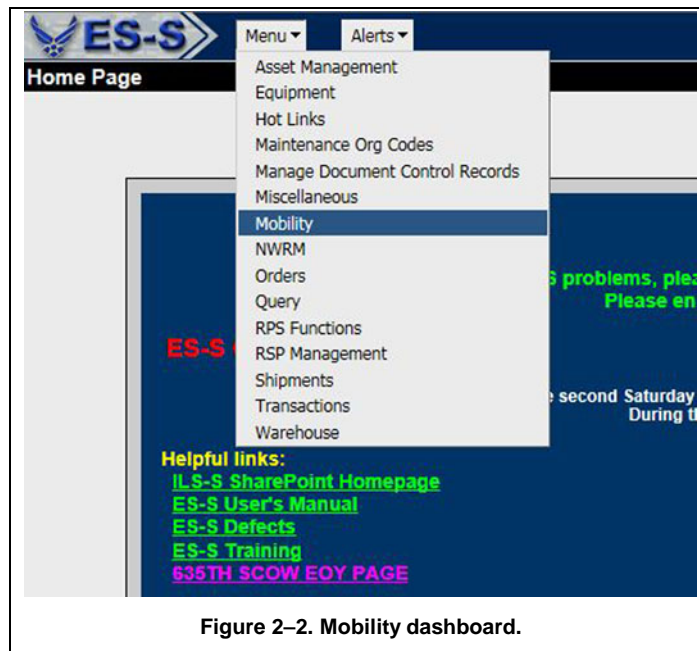


Figure 2-2. Mobility dashboard.

#### Issue assets

The ES-S mobility asset management module provides users with robust capabilities for issuing mobility assets to Airmen (customers) in support of mission requirements. The system capabilities enable users to view and update customer information, manage assets that are currently in the possession of customers via screen views, printed hand receipts, and issue additional items to customers as required.

- The issue mobility items customer record is the primary screen for processing and users initially access a customer record by entering the customer information and entering the deployment information as shown in Figure 2-3 and selecting the search button.



**Issue Mobility Items**

**Customer Record**

• ISSUE SITE: Select One

• EDIPI OR OTHER ID: EDIPI...

DEPLOYMENT DATE: [Date Picker]

INDEFINITE DURATION: ☐

DEPLOYMENT DURATION (DAYS): [Text Field]

• PROJECTED RETURN DATE: [Date Picker]

Search Reset

For Official Use Only (FOUO)

Figure 2-3. Issue mobility items.

- Scroll down the customer record and select the Add Item(s) to list as shown in Figure 2-4.

**Items - SCHOOLHOUSE**

No records were found.

Remove Selected Item(s) Add Item(s) to List Add Item(s) Post-Post Issue Item(s)

Figure 2-4. Issue mobility items.

- Enter NSN for the item being issued as shown in Figure 2-5 and click search to list available items to issue.

**Issue Mobility Items**

Select Item(s) For Issue Projected Return Date: Indefinite Close X

**Query For Item - SCHOOLHOUSE**

NSN/NIIN: 8465015250606 SERIAL NUMBER: SERIAL #... SHIPPING LIST: Select One

-- OR --

STOCK TYPE: Select One SUB-STOCK TYPE: Select One

Bulk Stock Locations To Display: 3

Search Reset

Add Selected Issue Items Selection Complete

Figure 2-5. Issue mobility items.

- Figure 2-6 shows the items available for issue based on the NSN input in the search field. Click on the Select Box, enter the issue quantity and click on Add Selected button to add the items to the customer record. Once all items have been added to the customer record close the Select Item(s) for issue screen by closing the screen to return to the customer record.

Select	Item	Location Qty	Warehouse Location Type	Issue Qty	Nomenclature	Warehouse Location	Contract #	Lot #	DOE	CC	Serial #	Service Life Date	State
<input checked="" type="checkbox"/>	8465015250606	806	BULK	1	POUCH, AMMO, M4/16, DOUBLE MAG, UCP	06A006A007						A	
<input type="checkbox"/>	8465015247361	93	BULK		POUCH, AMMO, M9, SINGLE MAG, UCP	04S004S001						A	

Figure 2-6. Issue mobility items.

- Scroll down the customer record screen and click on the Issue Item(s) button to finalize the issue as shown in Figure 2-7.

Remove	Issued Site	NSN	Nomenclature	Shopping List Qty	Issue Qty	Issue Date	DOE	Service Life Date	Serial #	Contract #	Lot #	State	Projected Return Date
<input checked="" type="checkbox"/>	SCHOOLHOUSE	8465015250606	POUCH, AMMO, M4/16, DOUBLE MAG, UCP		1								Indefinite

Figure2-7. Issue mobility items.

## Return assets

Customers return items to mobility management activities for restocking and/or disposal as required. Some reasons for mobility item customer returns are: permanent change of station (PCS) moves, separation from the AF, replacement of unserviceable items, and exchange of items for different sizes. The customer return process is enabled via the Return Items screen accessible from the mobility dashboard shown in Figure 2-8.

Figure 2-8. Return items.

- Select the Return Site from the dropdown menu and enter the customer electronic data interchange personal identifier (EDIPI) number as shown in Figure2-9 to list items available to return from the customer item record.

Figure 2-9. Return items.

- Scroll down the customer record screen and click on the line item box to select items to return, input the return quantity, select the Serviceability from the dropdown and click the Return Selected Items button as shown in Figure 2-10.

Figure 2-10. Return items.

### Run queries

The maintain mobility data capabilities within ES-S enable users to query and view mobility asset data and audit trail information. Additionally, the capability enables users to create, update, and delete fundamental mobility management data underlying a wide range of mobility management functions within the application. The ten specific capabilities for user maintenance of mobility data are described below.

#### *View mobility asset*

The view mobility asset capability enables users to specify mobility asset search criteria for subsequent system use in the generation of a mobility asset results screen.

#### *View mobility audit trail*

When transactions affecting mobility item balances are processed, the system writes auditable transaction records. The Mobility Audit Trail Query capability enables users to view those audit records. The capability is enabled via user entry of search criteria that are subsequently used by the system in the generation of an audit trail search results screen.

#### *Maintain mobility customer*

The system provides several screens that can be used to maintain mobility customer data. Mobility customer data processes begin with user entry of customer search criteria. The system uses the user-input search criteria to generate a mobility customer search results screen. From the results screen, users identify the customer of interest via a hyperlink to a mobility customer details screen display. If there is no record for the customer being sought, the system enables users to return to the customer search criteria screen to add a new customer to the system as required. The system display of customer details enables users to 1) edit and update selected customer record information, and 2) access, view and print customer mobility asset issue information, or 3) access capabilities for issuing additional items to mobility customers.

### *View dashboard of pending actions*

The Dashboard of Pending Actions enables mobility managers to obtain a snapshot summary of selected mobility asset management activity volume, and enables easy access to more detailed information associated with the summary data as required. In short, it enables managers to quickly detect the volume of seven different types of pending actions that may require management action. Those seven types of pending actions are: customers with overdue assets, existing inventory header records, late inbound shipments, overdue DOLI counts, overdue gas mask counts, overdue mobility asset put always, and quantity of issued items under recall.

### *Maintain Joint Service Mask Leakage Tester machines*

The Maintain Joint Service Mask Leakage Tester (JSMLT) Machines capability enables users to search, view, update, and add new JSMLT inspection machine records for mobility sites.

### *Maintain mobility organization codes*

The Maintain Mobility Organization Codes capability enables users to view, delete, and add Mobility Organization codes as required for the support of mobility asset management. The capability is implemented via two screens; a Manage Organization Codes screen, and a View, Add, Delete Organization Codes screen.

### *Maintain RAR/LCL activities*

The Shipments section of the user's guide describes the system enablement of capabilities for shipping mobility assets to RAR activities and to LCL repair facilities. This portion of the user's guide describes the system processes for enabling users to search and view RAR and LCL location details. Additionally, the capabilities for editing current LCL location data and adding new LCL activities for mobility sites are described.

### *Maintain mobility shelf life data*

The system enables users to search and view the current state of shelf life data. Additionally, the system enables users with the "Approve Mobility Shelf Life Data" capability to approve new shelf life data combinations as required. Users input shelf life data search criteria and the system will display a listing of shelf life data entries that meet the search criteria.

### *Maintain mobility shopping lists*

Shopping lists are used as shells for determining bulk stock requirements as the basis for placing mobility stock orders and for assessing mission support capabilities. The system enables all mobility users to view shopping lists; however, only users possessing the "Maintain Shopping List" capability have the abilities to create, copy, edit, or delete mobility shopping list configurations. It is important to understand that the authority to create, edit, and delete shopping lists is further based upon a mobility user hierarchy. Enterprise mobility managers may create shopping lists that can be accessed and used by all MAJCOM and field level mobility managers to determine requirements, place orders, and assess mission support capabilities; however, the shopping lists created by enterprise mobility managers can only be edited or deleted by enterprise users. Similarly, shopping lists created by MAJCOM users can only be edited or deleted by MAJCOM or enterprise users. Finally, mobility shopping lists created by field level mobility managers can be edited or deleted by the creating site, the site's parent MAJCOM, or enterprise mobility managers. The system's shopping list maintenance capabilities are complex, and therefore, are enabled via numerous user screens.

### *Maintain mobility sites/authorized quantities*

The final Maintain Mobility Data capability enables users to view, maintain, and update mobility site information, site mobility position numbers (MPN) ("footprint"), and authorized quantities for specific mobility site assets.

## **Work products**

The ES-S Mobility function provides users the capability to generate standard work products for the management and reporting of stored and issued mobility assets. In general, the system enables users to specify selection criteria that are subsequently used by the system to filter the data upon which the management products are based. Most of the work products produced are exportable for further analyses as required. Some mobility management work products and specific capability descriptions are:

### ***All stock details work product***

This work product enables users to produce a listing of all or a specified subset of items that are either on hand in mobility warehouse bulk storage locations or in the possession of mobility customers. The report enables mobility managers to assess the sufficiency of warehoused and issued mobility stock balances. Additionally, the product is useful as a baseline for conducting warehouse location validations.

### ***Assets about to expire work product***

This work product displays warehoused and issued mobility shelf life assets that have already expired for a site or will expire based on a user-specified expiration date range. Mobility managers use the work product to assess the remaining shelf life of warehoused and issued mobility assets. In addition, it provides management information required in support of stock replenishment, disposal and issued item replacement decisions.

### ***Authorized vs OH/Issued assets work product***

This work product enables mobility managers to readily compare Mobility Item Asset Positions against authorized quantities. The Asset Position is defined as the sum of serviceable on hand assets, serviceable assets awaiting put away, all issued items, items on funded backorders, and inbound in-transit items.

### ***Customer return at different site work product***

This work product assists site mobility managers in detecting cases where assets issued from their sites migrate to other site inventory balances.

### ***Gas mask inspection work product***

This work product enables users to view the number of gas masks that have already exceeded or will exceed, within the next 12 months, biannual JSMLT inspection requirements. Additionally, it provides users with detailed inspection information of all gas masks at a specified mobility site.

### ***Inventory planning work product***

The inventory Planning Work Product provides users with a summary of inventory count data within a given warehouse range. The results will enable users to smartly plan upcoming inventory counts.

### ***Issued assets work product***

This work product provides users with the assets issued from a specified mobility site. Users may limit the data to only assets with past due return dates for use in recovering the assets.

### ***Scenario based assessment work product***

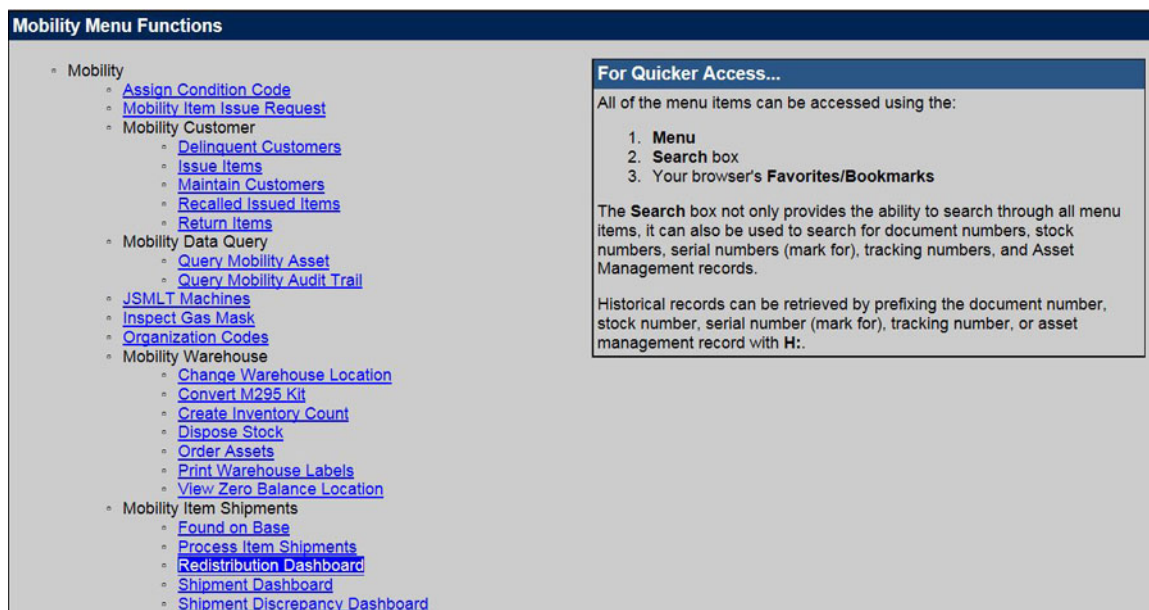
This work product enables users to assess forecasted mobility asset needs based upon a user-defined asset requirements scenario. The results are useful for determining asset shortages for a given mission support scenario.

### *Shelf life asset forecast work product*

The Shelf Life Asset Forecast work product enables users to specify and generate forecast results at either a summary or detailed level. These forecast results enable Mobility managers to easily identify the quantity and cost of mobility shelf life assets that will exceed their date of expiration (DOE) in coming fiscal years (FY). The results are additionally useful in enabling managers to quickly determine out-year funding requirements for the replacement of expiring shelf life items. The Shelf Life Asset Forecast capability is enabled via three screens; the Search Criteria screen, the Summary Results screen, and the Detailed Data Results screen.

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

ES-S enables mobility users to ship (redistribute) mobility assets from their mobility warehouses to other mobility sites to test/repair locations and asset disposal activities. The system enforces and manages approvals of inter-site mobility asset shipments based upon assigned user capabilities. The capability also enables users to receive inbound shipments of mobility assets from other mobility sites, and from cleaning/RAR activities. Further, the system maintains inbound/outbound (in-transit) mobility shipment suspense records until shipments are received at the destination mobility sites. Redistribution shipments are initiated via the Redistribution Dashboard screen accessible from the Mobility dashboard shown in Figure 2-11.



**Figure 2-11. Redistribution.**

- Select the Ship To Site and the Ship From Site then enter the NSN, Quantity, Available Shelf Life (enter the number of months of remaining shelf life required for satisfying the redistribution order [RDO] request), Fund Cite or TAC and click the ADD RDO button as shown in Figure 2-12.



**Redistribution Dashboard**

**Search Criteria**

Ship To Site:

Ship From Site:

**Query Fields**

State:

NSN:

Number of rows to display:

**Redistribution Fields**

\*NSN:

\*Quantity:

\*Available Shelf Life (months):

Fund Cite:

TAC:

Figure 2-12. Redistribution.

- Once the RDO has been added, the shipment state will be pending on the Shipment Dashboard. See Figure 2-13

**NOTE:** Shipments on the Redistribution Dashboard may be in one of several states indicating the status of the shipment. The authorized shipment states are; ‘Pending’, ‘Approved’, ‘Disapproved’, ‘Denied’, ‘Satisfied’, and Blank.

- Pending--A shipment state of “Pending” indicates a shipment request has been initiated that requires further approval from the parent MAJCOM of either the requesting site or the requested ship from site.
- Approved--A shipment state of “Approved” indicates a requested inter-site shipment has been approved for shipment.
- Disapproved--A shipment state of “Disapproved” indicates a requested inter-site shipment has been disapproved for shipment.
- Denied--A shipment state of “Denied” is assigned where a requested inter-site shipment has been approved, but was ultimately denied by the ship from base due to non-availability of stock or other reasons.
- Satisfied--A shipment state of “Satisfied” when an approved shipment has been successfully executed by the ship from site.
- Blank--A shipment with a blank state indicates a shipment request that has not yet been approved by the parent MAJCOM of either the requesting site or the requested ship from site.

Redistribution Dashboard									
Search Criteria									
Report Results run at Tue 26 Jul 2016 13:50:19									
Select?	Requesting Site	RDO Request Date	NSN	Order Qty	State	Fund Cite/TAC	Available Shelf Life (months)	Requested Ship from Site	Select Assets
<input type="checkbox"/>	42 ABW MAXWELL	26 Jul 2016	841501444131	5	Pending	2FRS	12	908 ABW MAXWELL	

Figure 2-13. Redistribution.

- Once the RDO is approved by the parent MAJCOM, mobility management personnel at the requested ship from must take action to fulfill the approved RDO by selecting the specific assets that will be shipped by clicking on the Show Assets hyperlink as shown in Figure 2–14.

**Redistribution Dashboard**

Search Criteria

Report Results run at Tue 26 Jul 2016 09:06:18

Select?	Requesting Site	RDO Request Date	NSN	Order Qty	State	Fund Ctr/TAC	Available Shelf Life (months)	Requested Ship from Site	Select Assets
<input type="checkbox"/>	42 ABW MAXWELL	26 Jul 2016	654501536546	100	Approved	1234	24	908 AW MAXWELL	Show Assets
<input type="checkbox"/>	42 ABW MAXWELL	26 Jul 2016	8415014441270	20	Approved	1234	12	908 AW MAXWELL	Show Assets

Number of rows per page: 999

2 records found, displaying all records

Export options: CSV | Excel

Figure 2–14. Redistribution.

- After clicking the Show Assets hyperlink you will have to select the items for distribution from the Suggested Items screen by clicking the Select box and inputting the RDO quantity to ship. Once inputs have been made you can click on the Ship Selected button to finalize the shipment as shown in Figure 2–15.

**Redistribution Dashboard**

Search Criteria

Report Results run at Tue 26 Jul 2016 09:06:18

Select?	Requesting Site	RDO Request Date	NSN	Order Qty	State	Fund Ctr/TAC	Available Shelf Life (months)	Requested Ship from Site	Select Assets
<input type="checkbox"/>	42 ABW MAXWELL	26 Jul 2016	654501536546	100	Approved	1234	24	908 AW MAXWELL	Show Assets
<input type="checkbox"/>	42 ABW MAXWELL	26 Jul 2016	8415014441270	20	Approved	1234	12	908 AW MAXWELL	Show Assets

Number of rows per page: 999

2 records found, displaying all records

Export options: CSV | Excel

Select Item(s) for Redistribution: DOE greater than: 07/2017

Suggested Items

Select	NSN	Location	RDO Quantity	Description	Warehouse Location Type	Warehouse Location	Contract #	Lot #	DOE	DOM	Serial #	State
<input checked="" type="checkbox"/>	8415014441270	6	20	COAT, CHEM PROTECT, JSUST, LGIL, WOUND	BULK	54K0108026	SP010001DHA25	BL300501501	05/2021	05/2001		
<input checked="" type="checkbox"/>	8415014441270	42	14	COAT, CHEM PROTECT, JSUST, LGIL, WOUND	BULK	54K0178005	SP010000D6001	BL030102676	01/2022	01/2002		
<input type="checkbox"/>	8415014441270	17		COAT, CHEM PROTECT, JSUST, LGIL, WOUND	BULK	54K0108027	SP010001FHA43	BL210302481	03/2022	03/2002		
<input type="checkbox"/>	8415014441270	1		COAT, CHEM PROTECT, JSUST, LGIL, WOUND	BULK	54K0108030	SP010000D6001	BL220502914	05/2022	05/2002		
<input type="checkbox"/>	8415014441270	1		COAT, CHEM PROTECT, JSUST, LGIL, WOUND	BULK	54K0108029	SP010000D6001	BL010402978	04/2023	04/2003		
<input type="checkbox"/>	8415014441270	6		COAT, CHEM PROTECT, JSUST, LGIL, WOUND	BULK	54K0178004	SP010000D6001	BL010005704	06/2025	06/2005		
<input type="checkbox"/>	8415014441270	170		COAT, CHEM PROTECT, JSUST, LGIL, WOUND	BULK	54K0124001	SP010000D6001	BL010005704	06/2025	06/2005		
<input type="checkbox"/>	8415014441270	26		COAT, CHEM PROTECT, JSUST, LGIL, WOUND	BULK	54K0178001	SP010001DHA45	BL270106061	01/2026	01/2006		

Figure 2–15. Redistribution.

- Figure 2–16 shows the confirmation from the shipment and the current state as in transit until the inbound activity receives the shipment.



**Mobility Shipment Dashboard**

[Search Criteria](#)

Report Results run at Tue 26 Jul 2016 09:10:55

Process?	Outbound Activity	Inbound Activity	Document Number	Shipment Date	TCN	Mode of Shipment	EDD	Transaction Name	State	NSN	Lost Shipment?	Discrepancy Shipment?	Shipped Qty	Previously Received Qty	Current Receipt Qty	Contract #	Lot #	DO
	908 AW MAXWELL	42 ABW MAXWELL	FB33006208BA01	10 Aug 2016				ROO	Intransit	3415014441270	<input type="checkbox"/>	<input type="checkbox"/>	14			SP01000006001	BL030102876	01
	908 AW MAXWELL	42 ABW MAXWELL	FB33006208BA00	10 Aug 2016				ROO	Intransit	3415014441270	<input type="checkbox"/>	<input type="checkbox"/>	6			SP010001DNA25	BL300501301	05

Number of rows per page: 999

2 records found, displaying all records

Export options: [CSV](#) | [Excel](#)

Figure 2-16. Redistribution.

The system also enables mobility managers to ship mobility assets to repair, cleaning and disposal activities as required. Site mobility asset managers may ship items requiring repair, cleaning or disposal via this screen without MAJCOM or other approval. This capability is enabled via the Process Item Shipments screen provided at Figure 2-17. The ship to label is an identifier for the four buttons below.

**Process Item Shipments**

**Shipment Record Data Fields**

\*Ship From Site:

\*NSN:

Priority:

**Shipment Information**

Document Number:

\*Ship To: ☐ RAR Activity

☐ LCL Activity

☐ DRMO Activity

☐ Mailing Address

TAC:

OR

Fund Cite:

Number of rows to display:

Figure 2-17. Shipment.

### **RAR activity**

Users should choose the RAR radio button for shipment of a reparable item to a repair activity. When the RAR option is selected, the system populates the adjacent drop down box with a list of authorized repair activities, in alphabetical order, from which the use may select one RAR activity.

### *LCL activity*

Users should choose the LCL radio button for delivery of an item to a LCL activity for repair or cleaning. A LCL activity is defined as a place to which mobility items can be delivered without passing through the base TMO. Examples of LCL activities are the base hospital, a LCL dry cleaner, a cross-town repair shop, etc.

**NOTE:** Do not process a LCL shipment for M50 gas masks. Gas masks that require sanitation upon customer return should be sanitized by mobility site staff without processing any ES-S shipment transactions. M50 gas masks requiring JSMLT may be shipped via the RDO process only and since LCL shipments do not pass through the TMO, the system programmatically sets the Document Number field to “LOCAL”.

### *Defense Reutilization Marketing Office Activity*

Users should choose the Defense Reutilization Marketing Office (DRMO) Activity button for shipments of mobility assets to a disposal activity. When the DRMO option is selected, the system populates the adjacent drop down box with a list of DRMO activities. The first DRMO activity listed will be the DRMO site related to the host base FB SRAN, followed by all the remaining DRMO activities in alphabetical order.

**NOTE:** Selected Joint Service Lightweight Integrated Suit Technology (JSLIST) items requiring shipment to the Defense Accountability, Reutilization and Disposal (DARD) office rather than to the LCL DRMO activity. The system accommodates DARD shipment requirements by enabling user selection of “CBRND DARD Project (SC4405)” from the DRMO Activity drop down list.

### *Mailing address*

Users should choose the Mailing Address button when shipping mobility assets to a specific mailing address. When this button is selected, the system provides the user a text box allowing entry of a 4 line United States Postal Service (USPS) standard mailing address.

### *Schedule inspections*

The ES-S mobility asset management capability programmatically searches all stocked gas masks each day 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. Here 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 stocked masks that are within service life, go to the Inspect Gas Mask Screen shown below in Figure 2-18. If you wish to inspect service life expired masks, go to the Put Away Dashboard shown in Figure 2-21.

- **Step 1:** Click on Inspect Gas Mask from the Mobility dashboard as shown in Figure 2-18 to inspect gas masks within service life.

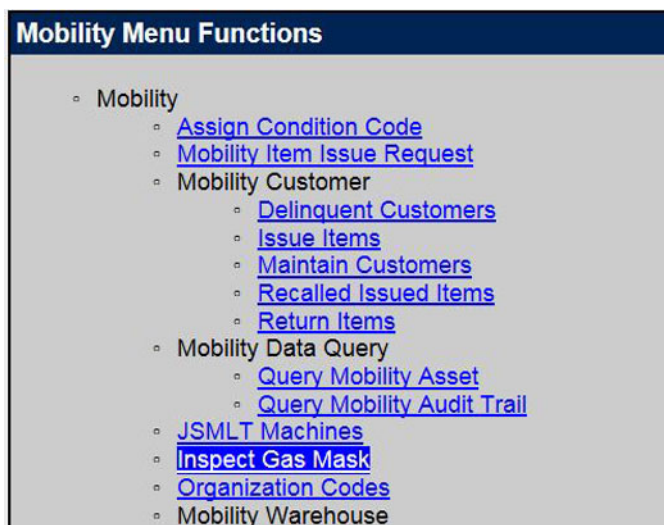


Figure 2-18. Inspect gas mask.

- **Step 2:** Select your site from the dropdown list, select Induction Candidates from the Select Records For dropdown list, enter the inspection date and click the Search button as shown in Figure 2-19.

Figure 2-19. Inspect gas mask.

**NOTE:** The “Requires Inspection Before” date defaults to six months from current date and may be changed.

- **Step 3:** Click the Select box for the gas masks you wish to inspect and click the Process Selected Records button shown in Figure 2-20.

Inspect Gas Mask						
Search Criteria						
Search Results						
Select	Site	CC	Service Life Date	Warehouse Location	Stock #	Serial #
<input type="checkbox"/>	908 AW MAXWELL	J	07/13/2018	54K011C004	4240015124434	112611234R011
<input type="checkbox"/>	908 AW MAXWELL	J	07/13/2018	54K011C009	4240015124434	092320180R010
<input checked="" type="checkbox"/>	908 AW MAXWELL	A		54K011C001	4240015124434	063740370R010
<input checked="" type="checkbox"/>	908 AW MAXWELL	A		54K011C002	4240015124434	084430599R010
<input checked="" type="checkbox"/>	908 AW MAXWELL	J		54K011C010	4240015124434	092340713R010
<input checked="" type="checkbox"/>	908 AW MAXWELL	J		54K011C008	4240015124434	092340712R010
<input checked="" type="checkbox"/>	908 AW MAXWELL	J		54K011C007	4240015124434	092340709R010
<input type="checkbox"/>	908 AW MAXWELL	J		54K011C005	4240015124434	092340708R010
<input type="checkbox"/>	908 AW MAXWELL	J		54K011C003	4240015124434	092340706R010
<input type="checkbox"/>	908 AW MAXWELL	J		54K011C002	4240015124434	092340704R010
<input type="checkbox"/>	908 AW MAXWELL	J		54K011C004	4240015124434	092320243R010
<input type="checkbox"/>	908 AW MAXWELL	J		54K011C009	4240015124434	092320206R010
<input type="checkbox"/>	908 AW MAXWELL	J		54K011C003	4240015124434	07237032R010
<input type="checkbox"/>	908 AW MAXWELL	J		54K011C010	4240015124434	062340793R010
<input type="checkbox"/>	908 AW MAXWELL	A		54K011C010	4240015124434	084330102R010
Number of rows per page: 999 <input type="button" value="Update"/>						
15 records found, displaying all records						
Export options: <a href="#">CSV</a>   <a href="#">Excel</a>   <a href="#">PDF</a>						
<input type="button" value="Process Selected Records"/>						

Figure 2-20. Inspect gas mask.

**NOTE:** This action will change the selected items to an inspection state and move the items to the Mobility Asset Put-Away Dashboard.

- **Step 4:** From the Mobility Menu Functions select the Mobility Asset Put Away Dashboard and select the Site from the drop down menu, Gas Mask from the Stock Type menu, Inspection from the State menu, and click Search to view masks schedule for inspection as shown in Figure 2-21

Mobility Asset Put-Away Dashboard	
Search Criteria	
Site:	<input type="text" value="908 AW MAXWELL"/>
NSN:	<input type="text" value=""/>
Stock Type:	<input type="text" value="GAS MASK, CHEMICAL"/>
Sub-Stock Type:	<input type="text" value="Select a Stock Type first"/>
State:	<input type="text" value="Inspection"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

Figure 2-21. Inspect gas mask.

**NOTE:** To view all mobility items scheduled for Inspection only enter the Site, select Inspection State and click enter.

- **Step 5:** Figure 2–22 shows the Mobility Asset Put Away search results. Now you need to move the selected gas masks by checking the Put Away boxes for the assets you wish to move to gas mask inspection locations and click Put away Selected Items button.

**Mobility Asset Put-Away Dashboard**

Search Criteria

Results

Put Away	NSN	Stock Type	Sub Stock Type	JACKS SL	State	CC	Contract #	Lot #	DOM	DOE	QTY	LR	Serial #	Current Warehouse Location	Dashboard Entry Date	Transaction	Originated From
<input checked="" type="checkbox"/>	4240015124434	GAS MASK, CHEMICAL	GAS MASK, CHEMICAL XM50, MD	Y	INSPECTION	A			04/2017		1	EA	063740370RD10	54KD11C001	13 Jul 2016		
<input checked="" type="checkbox"/>	4240015124434	GAS MASK, CHEMICAL	GAS MASK, CHEMICAL XM50, MD	Y	INSPECTION	A			04/2017		1	EA	084430569RD10	54KD11C002	13 Jul 2016		
<input checked="" type="checkbox"/>	4240015124434	GAS MASK, CHEMICAL	GAS MASK, CHEMICAL XM50, MD	Y	INSPECTION	J	DAAD1300C0021	AV00623M06	06/2009	06/2014	1	EA	082340709RD10	54KD11C007	13 Jul 2016		
<input checked="" type="checkbox"/>	4240015124434	GAS MASK, CHEMICAL	GAS MASK, CHEMICAL XM50, MD	Y	INSPECTION	J	DAAD1300C0021	AV00623M06	06/2009	06/2014	1	EA	082340712RD10	54KD11C008	13 Jul 2016		
<input checked="" type="checkbox"/>	4240015124434	GAS MASK, CHEMICAL	GAS MASK, CHEMICAL XM50, MD	Y	INSPECTION	J	DAAD1300C0021	AV00623M06	06/2009	06/2014	1	EA	082340713RD10	54KD11C010	13 Jul 2016		

Number of rows per page: 999   
 5 records found, displaying all records  
 Export options: CSV | Excel | PDF

Figure 2–22. Inspect gas mask.

- **Step 6:** Once the Put Away process is completed, go back to the “Inspect Gas Mask” screen. Select your Site and select Conduct Inspection from the Select Records For dropdown menu shown in Figure 2–23.

**Inspect Gas Mask**

Search Criteria

\* Site:

Serial #:

Select Records For: Conduct Inspection

Requires Inspection Before:

Figure 2–23. Inspect gas mask.

- **Step 7:** Figure 2–24 shows the requirements for documenting the Inspection Result. Check the Select box for the gas mask you wish to inspect, click the dropdown button, and select the test machine name and Inspection Result (Pass or Failed). If the gas mask failed the inspection, you must select the Failed Condition Code F (Reparable) or H (Condemned) and write a comment. Click the Process Selected Records button when all inputs have been entered to process the inspection.

Figure 2-24. Inspect gas mask.

**NOTE:** The comment boxes are “optional” for gas masks that passed inspection.

The inspection is complete in the Put Away Dashboard and you will need to move the inspected gas masks from the inspection locations back to the bulk warehouse locations.

### Create and document inventories

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 will perform the warehouse validation prior to the inventory. Use reports from the mobility IT system as source documents to conduct annual inventories. Automatic adjustments shall be made IAW AFI 23-101, Sec 5G. Adjustments will be reflected in the mobility IT system. 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 upon completion of inventories. Inventory will brief the LRS CC/AO during the monthly M10 review. File all inventory source documents in Document Control IAW Air Force Records Information Management System (AFRIMS).

## Self-Test Questions

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

### 213. Enterprise Solution-Supply Mobility Asset Program

1. Who is responsible for the storage, inventory, inspection, and issue of mobility bags (MOBAG)?
2. What internet-based program is designed to account for mobility and CBRNE?
3. How do you navigate to the mobility function in ES-S?
4. Which module provides users with robust capabilities for issuing IPE to customers in support of mission requirements?



5. For what reasons would a customer return mobility items?
6. What are the ten specific capabilities for user maintenance of mobility data?
7. How are expired gas mask service dates detected?
8. Who will coordinate with inventory personnel to ensure all mobility assets are inventoried annually?

## 2-4. Force Readiness

When Saddam Hussein's army invaded Kuwait in 1990, the US military was able to respond and deploy forces within days because there was a plan that could be altered to fit the crisis. When the USAF deployed, they took airplanes, people, and all the associated equipment needed to begin and sustain combat operations. You may ask, how did they know what to take? This and many other questions are constantly addressed to ensure the supply chain continually provides adequate support to mission accomplishment. An event of this magnitude takes on unimaginable planning efforts, as we will see throughout this lesson.

The President and Secretary of Defense (SecDef) ensure the US military is prepared for any contingency that may arise by assigning planning responsibilities. These planning responsibilities are divided out based on an area of responsibility (AOR). Through the Planning, Programming, and Budgeting System (PPBS), the DOD establishes priorities and allocates resources to meet the needs of the war-fighting commanders.

In this lesson, we will outline some of the capability documents and systems used by planners to manage force readiness and ensure the right assets are in the right place at the right time.

### 214. Wartime capability documents

The success of any contingency or wartime operation begins with a plan. Capability documents reflect those plans and tell you what your unit's expected wartime capability is. Functional area manager (FAM) tasking documents provide units with their wartime taskings. There are two documents that are used in assessing supply readiness capabilities. They include the OPLAN and the designed operational capability (DOC) statement.

DOC statements and OPLANs are *capability* documents. As such, they reflect the capabilities units are expected to have at execution, barring any unforeseen program changes. Let us look a little more in depth at each capability document.

#### Operation plan

Ultimate responsibility for national defense, detailed development of resource levels, and overall strategic direction of the US armed forces is given to the president and SecDef, referred to as the National Command Authorities (NCA). The chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff publish the task-assigning documents and approve the OPLAN.

An OPLAN is any plan for the conduct of military operations. The supported command (unified or specified combatant command [CCMD]) and subordinates are principally responsible for developing the OPLAN and its execution. The flow continues with the MAJCOMs assisting subordinate units and providing guidance to the base-level planners. For example, Ninth AF, also known as USAFCENT, is the supporting component for United States Central Command (USCENTCOM) and is responsible for devising the air war portion of any USCENTCOM-OPLAN. This planning process helps reduce the confusion when a plan must be executed.

The planning cycle starts when a task is assigned and continues until the requirement for the plan is canceled or implemented. There are five major phases in the deliberate planning process:

1. Phase I—Initiation. The Defense Planning Guidance (DPG) outlines national security objectives. The Joint Strategic Capabilities Plan (JSCP) identifies the threat and planning tasks.
2. Phase II—Concept Development. The supported MAJCOM theater commander in the area of operation determines the best approach to satisfy the JSCP tasking. The commander's assessment becomes the concept of operations (CONOPS). If the JCS approves, Phase III begins.
3. Phase III—Plan Development. Once the JCS approves the CONOPS, the supported commander prepares an OPLAN. At this point, MAJCOM planners review the CONOPS and forces list. This review and knowledge of resources and capabilities of affected LRS units are used to determine any other resources required to augment forces to satisfy mission needs. These augmentation force requirements are tasked to supporting commands through the TPFDD. Planners should consult the WMP-3, which lists available forces including the LRS, for augmentation by UTC. They determine the best mix of UTCs, based on availability, timing criteria, and required Air Force specialty codes (AFSC).
4. Phase IV—Plan Review. Concerned agencies review the plan's feasibility, adequacy, and suitability. The objective is an "approved plan."
5. Phase V—Supporting Plans. Supporting commands finalize their supporting plans to the supported command's OPLAN. Plans are reviewed for service doctrine compatibility. Support agreements are drawn and finalized during this phase.

#### *Time-phased force and deployment data*

The TPFDD is the database used to coordinate the movement of forces into their operational locations. Planners use a schedule to determine who or what should arrive in what order on the battlefield. This schedule is known as the time-phased force and deployment list (TPFDL) when it is part of the actual plan. It tells you who, what, where, when, and how things need to deploy if the OPLAN were implemented. TPFDDs let supported commanders and the various components know how quickly they are expected to deploy and arrive at their combat location. The TPFDD provides data such as the:

- Unit.
- Number and type of aircraft.
- Number of troops deploying.
- Point of origin.
- Points of debarkation.
- Mode of transport.
- Time-phasing criteria.
- Final destination of each tasked unit.



TPFDDs are broken out by C-day. C-day is the unnamed day on which a deployment operation commences or is to commence. The deployment may be the movement of troops, cargo, weapon systems, or a combination of these elements utilizing any or all types of transport. The day actual hostilities or when a particular operation begins is known as D-day.

Because this type of information is subject to change, it's kept in a computer database for easy updating.

The TPFDD development tasks done during Phase III of plan development are the most involved and demanding for the supported command supply planner. Seven specific tasks the planner should consider when developing the TPFDD are:

1. Study the plan's concepts: deployment, reception, employment, and logistics support. (**NOTE:** Aircraft support is only part of LRS's workload.) In austere locations, support to civil engineering, communication, transportation, and services may be extensive.
2. Gather specific data for each location requiring support: aircraft beddown, WAA, population supported, vehicle numbers, host nation support, and so forth.
3. Use personnel expertise and knowledge of the plan to develop the best estimate of total unconstrained supply functionality support for each location.
4. Determine what supply functionality support is available (in-place forces, host nation support, and contractors) and force shortfalls for each location.
5. Identify TPFDD augmentation requirements and timing using standard UTCs.
6. Constrain total TPFDD numbers and timing for each location (as opposed to the paragraph above) using WMP-3 support force availability data. Supported MAJCOM supply functional planners *must not* task the supporting command beyond available UTCs in the WMP-3.
7. Use the constrained force list just developed to create supply functional TPFDD requirements by identifying forces required/available, supplying MAJCOM, and timing. Supply functional planners should rarely task a nonstandard UTC as they cause problems throughout the planning process. MAJCOM planners take these inputs from the supply functional planner to build the TPFDDs. Planners work with many documents and data sheets. The problem often is one of too much data. While the planning process has improved, significant changes still occur during various phases of the planning cycle. Changes in guidance, force availability, concepts, and priority can result in major changes with each new interaction. The planner must not hesitate to make needed changes but should remember each change ripples throughout the planning community—from the augmented unit in-theater, to CONUS MAJCOMs, to tasked units (active duty, Air National Guard [ANG], and Air Force Reserve [AFR]).

Because each location has unique circumstances and missions, decisions are required at every step in the TPFDD development process. Supply functional planners should use directorate personnel and expertise to assist in determining force requirements. MAJCOM planners should emphasize coordination to ensure the factors and assumptions used to construct the TPFDD and subsequent supply annexes are correct. Each supporting/subordinate command is required to prepare its own "supporting plan" to meet the supported command's OPLAN requirements. Be sure to check the basic assumptions of the plan or annex you're writing to support.

The supporting command supply FM has two OPLAN development tasks:

- Write the supply functional appendix for the Logistics Annex and petroleum, oils, and lubricants (POL) appendix (if applicable).
- Source the plan's TPFDD taskings.

At base level, the logistics plan's function will be the OPR for the development of any supporting plans produced by the base. Close coordination is necessary with the systems, procedures, MRSPs,

aircraft support, equipment managers, and key support functions such as communications, contracting, civil engineering, accounting and finance (A&F), and so forth.

The Logistics Annex (annex D) details OPLAN responsibilities and procedures. Use this portion to spell out unique supply functional requirements and command relationships related to the OPLAN. Be sure all supply functional forces needed to support the plan are clearly identified. Address competing demands for resources and solutions to shortfalls. All assumptions listed should be realistic. Do not ignore potential requirements or problem areas, no matter how insignificant they appear. Above all, the planner should assume responsibility for making support work in a fast-paced execution environment.

The major task of the supporting command's supply FM is to source taskings identified in the plan's TPFDD. This is the essence of the OPLAN; it details what units deploy, point of embarkation (POE), destinations, UTC information, timing, and any unique supply functional requirements. The supply functional planner actually sources select units to fill each UTC tasking in an OPLAN.

### *Unit type codes*

Each unit tasked in the OPLAN or TPFDD is identified by a UTC. A UTC is a five-character alphanumeric code that uniquely identifies an armed forces unit. UTCs are your primary means for identifying forces and associated equipment described in the JOPES. The UTC defines the number of passengers and/or the amount of cargo that must be moved to meet the force requirement. Each UTC has 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. A particular aircraft squadron could be tasked to provide a 6-ship, 12-ship, or even 18-ship combat capability depending on the scenario. You may ask, why not have just the 18-ship and be done with it? The big thing here is airlift availability and utilization. There is only so much airlift to go around; therefore, you want to make sure you use it wisely and IAW economy of force, one of the 10 AF principles of war.

**NOTE:** Materiel management UTCs are mentioned in volume 1 of this career development course (CDC).

### **Operation plan implementation and execution**

The implementation phase is part of joint planning in which military actions are initiated, operations monitored, and plans adjusted to fit the evolving situation. Implementation begins once the NCA decides to employ US military forces and ends when the assigned mission has been completed and US military forces withdraw from the operating areas. After a decision is made to employ US military forces, the NCA passes the requirement to the JCS. The JCS issues an implementing directive to the supported/supporting commanders and the transportation operation agencies (TOA). The services will also support these requirements; however, their authority is through departmental channels. Subordinate commanders receive their implementing directive through the operational chain of command and support instructions through service channels. Plans are then executed. Once executed, the plan is implemented through active directives such as operation orders (OPORD) and fragmentation orders (FRAGORD), and the operation becomes a continuing cycle of taking action, monitoring results, and adjusting subsequent actions according to the changing situation.

### **Designed operational capability statement**

The purpose and function of the DOC statement and the way it was developed have changed significantly with the introduction of two pieces of software embedded within Defense Readiness Reporting System (DRRS): Air Force Input Tool (AF-IT) and DOC tool. The DOC statement is now a convenient single document that compiles core mission essential task list (METL), WMP, unit type code availability (UTA), and specific resources units are required to report. The DOC statement, itself, is not a source or authoritative document. The DOC statement does not establish, organize,

design, equip, or task a unit. The DOC statement is simply a MAJCOM-generated document that consolidates reporting criteria and information based on authoritative data source (ADS) requirements and FAM inputs. It defines the total capability of the unit and documents the resources required to provide that capability. The purpose of the DOC statement is to ensure standards of reporting and to assist the units and commanders with gathering and reporting readiness data. Measured units will have only one DOC statement that will be located in DRRS with an effective date no more than two years old. Much of the information on the DOC statement is received directly from ADSs. Although automatically populated data on the DOC statement comes from ADSs, additional staffing might be required for the MAJCOM readiness point of contact (POC) prior to publishing. In cases where the ADS supplies inaccurate data, action must be taken to resolve the issue with the ADS. Once the issue is resolved, the MAJCOM readiness office will publish the DOC. Units will continue resource assessments during ADS resolution efforts, and the issue will be corrected in the next scheduled DOC statement review. AF/A3OR will mediate disagreements during the resolution efforts.

**NOTE:** The DOC is different from the OPLAN in that it prescribes measurement standards your unit must meet in these four resource areas:

- Personnel.
- On-hand supplies and equipment.
- Equipment condition.
- Training resource areas.

## 215. Wartime capability systems

Now that you know the big picture and how we get tasked to go to war, you need to understand day-to-day management of readiness resources. There are two reporting processes you need to be aware of—DRRS and the Air and Space Expeditionary Force UTC Reporting Tool (ART). The basis for both systems is the UTC availability (formerly known as the Air Force Wide UTC Summary [AFWUS]), which we will briefly highlight before introducing you to DRRS and ART.

### War and mobilization plan unit type code availability

The WMP-3 Part 2, *UTC Availability*, is part of the WMP system, and this is how the corresponding owning force provider maintains all UTC availability records. The multiple unit training code grouping (MUG) are maintained by AF/A5XW; however, the owning force provider may have access to update. The goal is to maintain a current listing of all AF UTCs available to rapidly support combatant commander requirements and other contingencies. The single-source official maintains a master database that lists AF capability, in terms of UTCs, for use in contingency and crisis action planning. UTC availability provides the users with the following capabilities and functions:

- Capability to view any/all database records regardless of MAJCOM or component (Active/ANG/AFR).
- Capability to add single or multiple records with the same UTC/UIC.
- Capability to delete individual or multiple records with the same UTC/UIC.
- Capability to modify individual data element cells or a single-data element for multiple records.
- Capability to add new "FRAGGED" records using the fragmentation code (FRAG) function.

### Defense Readiness Reporting System

IAW Title 10 USC §117 requirements, the SecDef established DRRS as the sole readiness reporting system for the DOD. As such, DRRS is used by the Office of the Secretary of Defense (OSD), CJCS, 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, the contingency and peacetime planning processes, while also establishing 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), 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.

### **Air and Space Expeditionary Force UTC Reporting Tool**

The ART is a tool used to assess the readiness of our forces and complements readiness data reported in DRRS. ART focuses reporting on the modular scalable capability-based UTCs designed to meet the needs of the twenty-first century force.

The goals ART is designed to support are:

- Provide HQ USAF, AF component commanders, AF components to Joint Force Providers, MAJCOMs, and the Directorate of AEF Operations readiness information to employ, manage, and sustain AEF operations.
- Provide units a mechanism to report a UTC's ability or inability and to fulfil its mission statement capability (MISCAP) across the full range of military operations and highlight associated deficiencies.
- Provide information to aid resource allocation and tasking decisions during steady state and crisis actions.

ART allows AEF-allocated units the ability to report UTC-level readiness data. It provides one central location to archive reported data that allows immediate updates and ready access to an aggregate UTC status for all levels of command with sufficient depth of information to make informed decisions on the employment of forces for AEF operations. It further provides a means for identifying and analyzing actionable indicators of change.

ART is a web-based, non-intrusive, Hypertext Markup Language (HTML) environment tool with associated databases to support collection, collation, and report generation of unit and aggregate UTC-readiness data. It resides on the secret protocol router network (SIPRNET) for secure access. Units, allocated UTC taskings under AEF, view and report their status against these taskings directly on the ART website. ART's report-generating capability allows all levels of command to arrange data to produce tailored written reports and graphics. The reports section is *read only* and can be accessed by anyone with SIPRNET access and an AEF online account.

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## **Self-Test Questions**

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

### **214. Wartime capability documents**

1. Define an OPLAN.

2. List the five major phases in the deliberate planning process.
3. In what phase do planners determine the best mix of UTCs, based on availability, timing, criteria, and required AFSCs?
4. How are tasked units identified in an OPLAN or TPFDD?
5. What document defines the total capability of the unit and documents the resources required to provide that capability?
6. What four resource areas are measured in the DOC statement?

### **215. Wartime capability systems**

1. What is a WMP-3 Part 2 UTC Availability and what information does it provide?
2. Which capability system measures the readiness of military units to meet missions and goals assigned by the SECDEF?
3. What does the AF use DRRS information for?
4. What capability system allows AEF-allocated units the ability to report UTC-level readiness?

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

### **208**

1. Munitions and non-munitions portions.
2. Based on the classification for each line of activity in the WMP-4.
3. CWRMO/NCO.

### **209**

1. Joint-use (JU) and mobility equipment.

2. Joint-use.
3. It is defined as items and quantities that need to be moved with a unit or are needed for deployment in an emergency or during wartime.

**210**

1. HQ ACC/A4.
2. To provide expeditionary basing assets for use at austere airfields, thereby providing the AEF with global basing capability.
3. BEAR 150-personnel housekeeping (B-150) set; BEAR 550 initial housekeeping (B-550i) set; BEAR 550 follow-on housekeeping (B-550f) set; BEAR industrial operations (B-IO) set; BEAR initial flight-line (B-IF) set; BEAR follow-on flight-line (B-FF) set.
4. BEAR 150-personnel housekeeping (B-150) set.
5. It is a stand-alone set that provides a robust camp consisting of billeting, feeding, and hygiene to support 550 personnel.
6. BEAR initial flight-line (B-IF) set.

**211**

1. MRSP; IRSP; CRSP; FCRSP.
2. It is an air transportable package of readiness spares, repair parts, and related maintenance supplies required to support planned wartime or contingency operations of a weapon or support system for a specified period of time pending resupply.
3. HQ USAF/LGX.
4. 30 days.
5. It is an in-place package of readiness spares and repair parts required as base support for units that plan to operate in place during wartime depending upon the available maintenance capability.
6. Serial number/control record – TRIC 1EB.
7. S05.
8. Host and gaining MAJCOM.
9. 60 days; when it is a short notice transfer.
10. To ensure materiel in storage is maintained in ready-for-issue condition or to prevent uneconomic deterioration of serviceable materiel.
11. Personal computer-aircraft sustainability module (PC-ASM).

**212**

1. Materiel management activity.
2. TRIC 1ED is used to record and document the deployment and return from deployment of SA/LWs and TRIC FET is used to transfer SA/LWs between custodians and accounts within the same base.
3. Semiannual.

**213**

1. IPE Element.
2. ES-S.
3. Select mobility from the ES-S home page menu.
4. The ES-S mobility asset management module.
5. Permanent change of station (PCS) moves, separation from the Air Force (AF), replacement of unserviceable items, and exchange of items for different sizes.
6.
  - (1) View mobility asset.
  - (2) View mobility audit trail.
  - (3) Maintain mobility customer.
  - (4) View dashboard of pending actions.

- (5) Maintain Joint Service Mask Leakage Tester (JSMLT) Machines.
- (6) Maintain Mobility Organization Codes.
- (7) Maintain RAR/LCL Activities.
- (8) Maintain Mobility Shelf Life Data.
- (9) Maintain Mobility Shopping Lists.
- (10) Maintain Mobility Sites/Authorized Quantities.
- 7. The ES-S mobility asset management capability programmatically searches all stocked gas masks each day.
- 8. IPE personnel.

## **214**

- 1. Any plan for the conduct of military operations.
- 2. (I) Initiation, (II) Concept Development, (III) Plan Development, (IV) Plan Review, and (V) Supporting Plans.
- 3. Phase III, Plan Development.
- 4. UTC.
- 5. DOC statement.
- 6. (1) Personnel.
  - (2) On-hand supplies and equipment.
  - (3) Equipment condition.
  - (4) Training.

## **215**

- 1. Part of the WMP system; the corresponding owning force provider maintains all UTC availability records.
- 2. DRRS.
- 3. Assesses readiness, determining budgetary allocation and management actions impacts on unit level readiness, answering congressional inquiries, analyzing readiness trends, and supporting readiness decisions.
- 4. ART.

**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).**

31. (208) What is the *minimum* classification for a war consumables distribution objective (WCDO) extract?
  - a. Secret.
  - b. Classified.
  - c. Confidential.
  - d. Based on the classification of the line item.
32. (208) Who conducts staff assistance visits to subordinate units to assess the health of the war reserve materiel (WRM) program?
  - a. Major command (MAJCOM).
  - b. Headquarters, United States Air Force (HQ USAF).
  - c. Command WRM officer/noncommissioned officer (CWRMO/NCO).
  - d. Air Force Materiel Command, Directorate of Logistics, Civil Engineering and Force Protection (AFMC/A4).
33. (209) What type of war reserve materiel (WRM) equipment is needed to be moved with a unit or is needed for deployment in an emergency or during wartime?
  - a. Major command (MAJCOM) use.
  - b. Mobility.
  - c. Joint-use.
  - d. Flex stocks.
34. (210) How many sets comprise the Basic Expeditionary Airfield Resources (BEAR) component subsystems?
  - a. 9.
  - b. 8.
  - c. 7.
  - d. 6.
35. (210) What Basic Expeditionary Airfield Resources (BEAR) component subsystem set supports 150 personnel in the open-the-base force module?
  - a. B-150.
  - b. B-550i.
  - c. B-550f.
  - d. B-IO.
36. (210) What Basic Expeditionary Airfield Resources (BEAR) component subsystem is a stand-alone set that provides a robust camp consisting of billeting, feeding, and hygiene to support 550 personnel?
  - a. B-150.
  - b. B-550i.
  - c. B-550f.
  - d. B-IO.



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37. (210) How many personnel and fighter squadrons will a Basic Expeditionary Airfield Resources Industrial Operations (BEAR IO) set support?
- a. 3,300 personnel/3 fighter squadrons.
  - b. 3,300 personnel/5 fighter squadrons.
  - c. 550 personnel/3 fighter squadrons.
  - d. 550 personnel/5 fighter squadrons.
38. (210) In joint doctrinal terms, a force module is capable of sustaining forces for at least
- a. 20 days.
  - b. 30 days.
  - c. 60 days.
  - d. 90 days.
39. (211) There are how many types of readiness spares packages (RSP)?
- a. 2.
  - b. 3.
  - c. 4.
  - d. 5.
40. (211) What readiness spares package (RSP) is an air transportable package of readiness spares, repair parts, and related maintenance supplies required to support planned wartime or contingency operations of a weapon system or support system for a specified period of time pending resupply.
- a. In-place readiness spares package (IRSP).
  - b. Mobility readiness spares package (MRSP).
  - c. Consumable readiness spares package (CRSP).
  - d. Flexible consumable readiness spares package (FCRSP).
41. (211) How often are mobility readiness spares package (MRSP) authorizations published?
- a. Semiannually.
  - b. Quarterly.
  - c. Monthly.
  - d. Annually.
42. (211) Which office publishes mobility readiness spares package (MRSP) authorizations?
- a. Headquarters Air Combat Command (HQ ACC)/A4.
  - b. Headquarters Air Mobility Command (HQ AMC)/LGX.
  - c. Headquarters United States Air Force (HQ USAF)/LGX.
  - d. Headquarters Air Force Materiel Command (HQ AFMC)/A4.
43. (211) What document shows authorization for war reserve materiel (WRM) items based entirely on formal wartime taskings?
- a. The Defense Planning Guidance (DPG).
  - b. Mission Capability (MICAP) report.
  - c. Air Force Manual (AFMAN) 23-122.
  - d. War and Mobilization plan.
44. (211) Which program is an automated way of processing readiness spares package (RSP) authorizations?
- a. S05.
  - b. S07.
  - c. SIFS.
  - d. DIREP.

45. (211) How are readiness spares package (RSP) data input authorization records received from major commands (MAJCOM)?
- FKD.
  - XSF.
  - XVF.
  - 1EB.
46. (211) When the accountability remains at the home station, what asset status flag is used to reflect that mobility readiness spares package (MRSP) assets are deployed?
- D.
  - F.
  - M.
  - T.
47. (211) What transaction identification code (TRIC) do you use to transfer mobility readiness spares package (MRSP) accountability to the gaining computer support base?
- FKD.
  - FME.
  - 1EB.
  - 1WD.
48. (211) 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.
49. (211) When processing transaction identification code (TRIC) 1KT, what occurs if the gaining detail record asset and the action quantity exceed the authorized quantity?
- Reject.
  - Back order.
  - Management notice.
  - Record reversal and correction actions.
50. (211) What program involves shelf life controls and other inspection functions for readiness spares package (RSP) assets?
- TAV.
  - SIFS.
  - COSIS.
  - DIREPS.
51. (211) What system do inventory managers use to formulate readiness spares package (RSP) levels in support weapons systems' readiness?
- Personal computer-aircraft sustainability module (PC-ASM).
  - Consumable readiness spares packages (CRSP).
  - Mobility readiness spares packages (MRSP).
  - In-place readiness spares packages (IRSP).

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52. (212) Who has the responsibility for operation of a weapons storage facility when mobilization is authorized?
- Deployment and distribution activity.
  - Materiel management activity.
  - Squadron readiness.
  - War readiness.
53. (212) What product is used to manage and account for small arms and light weapons (SA/LW)?
- Weapons Registry.
  - Organizational Visibility List.
  - Organizational Equipment Listing.
  - Custodian Authorization/Custody Receipt Listing (CA/CRL).
54. (213) Who is responsible for the storage, inventory, inspection and issue of mobility bags (MOBAG), chemical, biological, radiological, nuclear and high-yield explosive (CBRNE) equipment and individual body armor (IBA)?
- Security forces.
  - Central storage element.
  - Individual equipment element.
  - Individual protective equipment (IPE) element.
55. (213) Within the Enterprise Solution-Supply (ES-S) System, how many maintain mobility data capabilities allow the user to view mobility asset data and audit trail information?
- 9.
  - 10.
  - 11.
  - 12.
56. (213) How often does the Enterprise Solution-Supply (ES-S) Mobility Asset Management program search for gas masks with expired service life dates?
- Daily.
  - Monthly.
  - Quarterly.
  - Semiannually.
57. (213) Who prepares the annual mobility asset inventory schedule?
- Individual protective equipment (IPE) element.
  - Receiving.
  - Inventory.
  - Storage.
58. (214) What documents provide units with their expected readiness capabilities in support of a contingency or wartime operation?
- Operation plan (OPLAN) and designed operational capability (DOC) statement.
  - Operation plan (OPLAN) and operation order (OPORD).
  - OPORD and fragment order (FRAGORD).
  - FRAGORD and DOC statement.
59. (214) Which capability document plans for the conduct of military operations?
- Operation order (OPORD).
  - Operation plan (OPLAN).
  - Fragment order (FRAGORD).
  - Designed operational capability (DOC) statement.

60. (214) During the deliberate planning process, what happens in the next phase after the supported major command (MAJCOM) theater commander determines the best approach to satisfy the Joint Strategic Capabilities Plan (JSCP)?
- a. Supporting plans are developed.
  - b. Concerned agencies review the plan.
  - c. MAJCOM planners develop fragment orders (FRAGORD).
  - d. The supported commander prepares an operation plan (OPLAN).
61. (214) What five-character alphanumeric code uniquely identifies an armed forces unit?
- a. DOC statement.
  - b. OPLAN.
  - c. TPFDD.
  - d. UTC.
62. (215) What wartime capability system provides Headquarters United States Air Force (HQ USAF), Air Force (AF) component commanders, major commands (MAJCOM), and the Directorate of AEF Operations readiness information to employ, manage, and sustain Expeditionary Air Force operations?
- a. ART.
  - b. DRRS.
  - c. PC-ASM.
  - d. WMP-3 Part 2.
63. (215) What allows Air and Space Expeditionary Force (AEF) allocated units the ability to report unit type code (UTC) level readiness data?
- a. ART.
  - b. DRRS.
  - c. PC-ASM.
  - d. WMP-3 Part 2.

**Please read the unit menu for unit 3 and continue ➔**

## Unit 3. Stock Control Processes

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**S**TOCK CONTROL IS ONE OF THE most significant functions in support of an LRS, if not the most important. In this unit, you will learn about stockage levels and then, gain knowledge of how to manage requisitions. Keep in mind; the programs we discuss here are only a small portion of the responsibilities and duties of the personnel performing stock control functions.

### 3-1. Stock Control

DOD policy requires the services to balance support goals and total materiel management costs in determining the best support alternatives for meeting customer needs. It is important to use sound inventory practices to maximize customer support while minimizing inventory costs. By implementing AF stockage level procedures outlined in AFMAN 23-122, stock control plays a vital role in support of DOD goals.

#### 216. Process adjusted levels

This lesson covers stockage levels as it pertains to nondemand-based stock levels and the aspects of mission change data (MCD) as it comes into play when calculating demand levels for changing mission requirements.

#### Adjusted stock levels

Demand-based stock levels are designed to provide sufficient stocks to meet expected demands during the replenishment pipelines. However, no matter how well operations are planned or predicted, there will inevitably be occurrences when demand-based stock levels are not sufficient to support unanticipated base requirements. Therefore, a non-demand-based or *adjusting* type of stock leveling capability is required to support unpredictable, sporadic, and/or high priority requirements. The primary method used by the retail supply system to implement non-demand-based stock levels is through adjusted stock levels (ASL).

AF implementation of stockage policy does not provide for the stocking of all assets (range) at each base in sufficient quantities (depth) to meet all contingencies. Since customer demands and mission changes are not always predictable, historical demand patterns cannot always be used as an accurate predictor of future requirements, nor can they always be used to provide support for all requirements. The AF materiel management system provides support for unforeseen and/or high priority requirements through the establishment of ASLs, which either override existing demand-based stock levels or establish new non-demand-based stock levels in the retail supply system. Examples of base situations where the adjustment of demand-based stock levels may be warranted include increases or decreases in flying programs, special projects, support of emergency stand-by equipment; support of communications-electronics (C-E), space and missile (low-density) systems with low demand rates and erratic failure patterns.

When used wisely, on-demand based or ASLs provide support to operational requirements; however, it is important to note that ASL requirements compete for a fixed number of dollars allotted to buy new items and repair existing spares. The total AF requirement is usually not 100 percent funded, so establishment of non-demand based or ASLs may ultimately take funding away from demand-driven requirements. It is important to note that the computed demand-based stock levels are what you use to

support base day-to-day operations. Use ASLs to provide support for new requirements (not reflected in historical consumption data) or emergency high priority situations.

There are three different types of ASLs available in the retail supply system: minimum, maximum, and fixed. The table provides an explanation for each:

Type ASL	Explanation
Minimum	A minimum level represents the minimum quantity needed to be available to support operations. The type level flag assigned determines when to reorder stock, and determines whether or not to automatically delete the minimum level when the computed demand level equals or exceeds the minimum level quantity. There are three minimum type level flags: "A," "B," and "C."
Maximum	The purpose of a maximum ASL is to restrict stockage. Assign a maximum level only when you know stocks should be limited because of projected phase downs, seasonal requirements, or limited storage facilities. If the demand level is greater than the maximum level, the maximum level becomes the controlling level. Type level flag "D" identifies an adjusted maximum level.
Fixed	The purpose of a fixed ASL is to maintain a constant quantity in stock. Assign a fixed adjusted level to an item when you want the requisitioning objective to remain constant, regardless of demand. Fixed levels are identified by type level flag "E."

### *Processing adjusted stock levels*

All organizations, units, and detachments logistically supported by the LRS may request, or in some cases direct, establishment of ASLs to support operational requirements. The retail supply system receives two general groupings of ASL requests—Base-initiated and Pre-determined. In most situations, activities submit requests for ASLs on an AF Form 1996, Adjusted Stock Level; however, AF Form 1996 is not required in all circumstances when requesting ASLs. Examples of when AF Forms 1996 are not required to request or direct ASLs are wholesale-contractor managed assets; recoverable items identified by the ERRCD "XD\*," used on nonairborne C-E, Space, and Missile systems; and support to a special project where a large number of individual items (ten or more) require ASLs.

### *Base-initiated adjusted stock levels requests*

Base-initiated ASL requests are prepared by supported organizations in consideration of base-particular requirements. Normally, you will receive base-initiated ASL requests for emergency standby items, limited storage space, low-density items, or to maintain support for seasonal requirements. Base-initiated ASL requests are established as unconfirmed or memo in the retail supply system until approval is obtained.

Air Force Materiel Command Supply Chain Management Retail (AFMC SCM-R) Stock Control Activity is responsible for promptly processing base-initiated ASL requests to ensure base stocks are tailored to support base requirements as rapidly as possible; however, there are common factors to consider when you review ASL requests. Examples of common factors include date material is required, demand (usage) history, future stock requirements (if known), seasonal conditions, storage limitations, and how long the ASL will be required to support operations.

Establishing ASLs in the retail supply system should be the exception, not the rule. The review responsibility includes analysis of each ASL request to identify plausible alternatives to the establishment of ASLs. For example, you should recommend disapproval of a base-initiated ASL request if the item can be obtained from a depot, purchased, or manufactured locally in time to satisfy operational requirements. For base-initiated ASL requests, the approval authority is determined by factors such as the type of ASL required, commodity, and/or source of supply. Let's look at what is required to process an ASL request.

The initiating organization forwards requests for ASLs to AFMC SCM-R Stock Control for preparation of a TRIC 1F3L (load). This input establishes the ASL detail record as memo (unconfirmed). The 1F3L transaction will result in an ASL load output notice that contains enough

data for you to complete the required entries on the AF Form 1996. After completing all entries, forward the AF Form 1996 to the stock control officer for approval. Then forward the AF Form 1996 to the next level of approval authority for action. For wholesale contractor managed items, take no action to establish the level in the retail supply system until the ASL is approved.

If the ASL request requires only base-level approval, forward “copy 1” of the AF Form 1996 to the approving authority and retain “copy 2” in suspense pending approval. At this time, a 1F3L input is prepared and the ASL is established in the retail supply system as memo. Once approved, a 1F3A (approval) input is prepared and processed to change the ASL to firm. If the approval authority is above base level, reproduce “copy 1” of AF Form 1996 and forward “copies 1” and “2” to the MAJCOM and to the materiel manager (the ASL approval authority), in turn, for approval/disapproval. AFMC SCM-R Stock Control retains the reproduced copy in suspense pending approval. If the approval/validation date is known at the time the ASL load (1F3L) transaction is prepared, enter the date in positions 73–77 of the 1F3L transaction. This action loads the approval date, establishes the ASL detail record as firm (confirmed), and eliminates the need to process a 1F3A transaction to load the approval date to the ASL detail record. It also eliminates the need to maintain a suspense file pending approval.

When the request and the AF Form 1996 are approved, for base-initiated ASLs requiring materiel manager (inventory control point or [ICP]) approval, the materiel manager will input the data into the D035E readiness based leveling (RBL) database and return the AF Form 1996. When the approved AF Form 1996 is received, you must process a 1F3A input to establish the adjusted level detail as firm. Do not process a 1F3A until an approved AF Form 1996 is received. If this input is processed before materiel manager approval, the materiel manager will return an ASL reject transaction (XE5) with a reject code “R.” If this occurs, you must process a TRIC 1F3V (validation) input with an asterisk in position 73 that blanks the approval date and changes the ASL detail from firm to memo. However, if an XE5 reject transaction is received from the materiel manager and there is an approved AF Form 1996 on file, contact the appropriate materiel manager. Successful processing of the 1F3A transaction outputs a management notice indicating an ASL detail record has changed from memo to firm. The notice and the approved ASL request are processed as stated in the following:

- MAJCOM or ICP approved levels—normally the approval authority returns only one copy of the original request to stock control. Pull the copy in suspense and annotate it with the approval date. Attach the output notice to the reproduced copy of the request and forward them to the requester for use during the next review or validation. File “copy 1” of the original request (the signed copy) to provide the basis for audits or inspections of these ASLs.
- Base approved levels—Remove the copy from the suspense file and destroy it. Then attach the output notice to the signed ASL request, and forward them to the requester for use during the next review or validation.

If the AF Form 1996 is returned disapproved, AFMC SCM-R Stock Control personnel prepare a TRIC 1F3D (delete) input to delete the memo ASL detail record. Then, attach the output notice generated by this input to the ASL request, and forward all copies to the requester. You should make sure the reason for disapproval is clearly indicated. When stock control personnel receive AF Forms 1996 that give no reason for the disapproval, they should return the forms to the proper approval agency for annotation. Once the approval agency has clearly identified the reason for the disapproval, forward the AF Forms 1996 to the requester.

Follow-up for ASL approval must be initiated when approval is not received within 10 calendar days for base-approved ASLs, or 45 calendar days for MAJCOM, HQ AFMC ALC, and HQ USAF approved ASLs.

#### *Pre-determined adjusted stock levels request*

Unlike base-initiated requests, pre-determined ASL requests are directive in nature. ASL requests directed from higher than base level are termed pre-determined because the quantity, application,

justification, and approval have already been determined. You may receive pre-determined ASL requests from HQ AFMC ALC, MAJCOM, field operating agency (FOA), or HQ USAF. For example, nonairborne C-E space and missile system ASL requests are considered pre-determined, and ASLs to support these systems are known as “low density levels.” Base requests for low-density levels are submitted electronically (e-mail) to the MAJCOM FM. All pre-determined ASLs are normally developed independently of computed base requirements and are established in the retail supply system as firm ASLs upon receipt. An example of a pre-determined ASL are RBLs.

ASLs directed by an AFMC, FOA, or HQ USAF activity are directive in nature and should be loaded as firm (with a valid approval date) in the retail supply system. Because they are directives rather than true requests, you should load them with the document number of the LCL LRS activity.

Additionally, you may receive these directive-type requests on an AF Form 1996 except for nonairborne C-E low-density and wholesale contractor-managed assets. File the original copy of the AF Form 1996 or other supporting documentation in document number sequence for support of the detail record in the retail supply system and for use later during review and validation processing. You may deviate from this filing sequence at the option of the MAJCOM. If this option is exercised, they must make sure the file is fully cross-referenced to ensure ease in locating the supporting materiel for the directed ASLs.

This table reflects processing actions for each of the action codes assigned to the 1F3 input:

Action Code	Purpose	Remarks
L	To load ASLs with type level flags “A” through “E.”	Normally, each ASL record contained in the retail supply system must be supported by either correspondence or an approved ASL request when the ASL is directed by, or requires approval of, the MAJCOM or ALC.
C	To change data established on retail supply system ASL records with type level flags “A” through “E.”	Stock control may process 1F3C inputs to update the quantity, application, standard reporting designator (SRD), project code, level directed by, MAJCOM, level justification code (LJC), approval flag, shop repair capability, type level flag, or fixed level variable factor on ASL detail records.
D	To delete retail supply system adjusted level records with type level flags “A” through “E.”	The 1F3D input deletes the ASL detail record for the specified document number and flags the item for file status and update if required.

### *Adjusted stock levels review and validation*

Review and validation of ASLs is necessary because of the costs involved in maintaining ASL detail records. You must validate ASLs with the requesting activity at least every two years (730 days), using program R35, Special Level Review List.

### *Adjusted stock levels review*

ASL reviews encompass contacting the supported activity to determine whether the system or end items are still supported and the ASLs are valid. Normally, firm (approved) ASLs will be reviewed with the requesting activity at least annually, or when otherwise directed by the owning MAJCOM. AFMC SCM-R Stock Control managers use retail supply program R35, Option 1, to conduct reviews for firm ASLs. On the other hand, memo ASLs are reviewed every 45 calendar days. Stock control managers use program R35, Option 5, to conduct reviews for memo ASLs. The review process generally consists of coordinating with the requestor to ensure the ASL is still required.

### *Adjusted stock levels validation*

ASL validation is required every two years. When validations are accomplished, reviews are not necessary because the validation process consists of a complete line item review. During validation, each individual ASL must be certified in writing by the requesting activity as still valid and required.



In the retail supply system, this certification translates to an updated approval date on the ASL record. The R35 program must be processed sufficiently in advance of the expiration date of the ASL(s) to ensure the levels remain effective while the validation is taking place. Current ASL approval dates identify approved and legitimate ASL requirements in the retail supply system.

### **Mission change data**

From time to time, there is a need to adjust requirements due to mission changes, such as unit activations/deactivations and associated weapons systems transfers/relocations, instead of using other normal support packages. The mission change process is designed to alter base demand levels for items applicable to a weapon system already assigned at the base that will be affected by a known “mission change.”

A mission change is the addition or loss of a number of weapon system end items at a base. For instance, a base with 30 F-15 aircraft could receive an additional 10 airframes. Alternatively, a mission change could be driven by increased or decreased weapon system activity. For example, an F-117 base that currently flies 200 sorties per month could be tasked to increase their monthly sortie rate to 250; or, the base may be tasked to fly the same number of sorties, but increase or decrease the average sortie duration.

In any of these cases, the retail supply system can use the base historical SRD based consumption data for the applicable weapon system and information about the mission change to adjust base demand, thereby adjusting the demand levels for the weapon system-applicable items. Where does this base historical SRD-based consumption data come from? The retail supply system accumulates data reflecting customer demand against specified SRDs. Unique SRD codes are assigned to types of end items (e.g. aircraft, engines, communications/electronics, vehicles, etc.). When customer demands are placed that indicate a consumable or recoverable spare part is required in support of an SRD-coded end item, the retail supply system accumulates that consumption in an SRD-based consumption record. This data can now be used by the system to create stock levels in support of mission changes and new weapon system activations.

Consider an example in which the mission change process: Suppose a base has 24 F-117 aircraft assigned and is receiving an additional 12 aircraft in 6 months. Using the mission change process, the following actions would be taken by the base to establish sufficient materiel management support for the increased number of aircraft. The base would download their SRD-based demand data to determine the complete range of items they have consumed in support of the F-117 aircraft over the previous 12 months. The system applies a calculated factor to the historical SRD-based item daily demand rate (DDR) and daily demand frequency rate (DDFR) associated with each F-117 item and records those factored mission change daily demand rates (MCDDR) and mission change daily demand frequency rates (MCDDFR). The system would use the factored MCDDRs and MCDDFRs to calculate base demand levels to support these mission changes properly.

### **Customer-oriented leveling technique**

The customer-oriented leveling technique (COLT) is designed to set base stock levels on DLA-managed items in a way that minimizes base-wide unit customer wait time per dollar spent. Customer wait time considers both the number of items issued immediately and backordered (as does issue effectiveness) as well as the duration of the backorders to provide a complete measure of the efficiency and effectiveness of the levels. COLT is generally designed to produce base stock levels that are cost-neutral with respect to the retail supply system demand leveling process.

Most of the COLT processes are managed centrally by the AF COLT Team. This team is managed at AFMC with team members at several locations. The computation of COLT levels considers both base-level usage data and resupply pipeline times, including depot delay. There are two primary sources of data for COLT, AF centralized database and the DLA database. The input data from the AF centralized database provides most of the COLT input data. Data from the retail supply systems

are provided to the AF centralized database on a daily basis. The AF COLT team obtains base level data from the AF centralized database for input to the COLT model. So, by obtaining data from this source, the AF COLT team is getting actual base data for each base without having to go through the MAJCOMs or bases. A review of the output is performed by the AF COLT team. Time is provided in the process for the AFMC SCM-R Weapon System Support Activity, MAJCOMs, or bases to optionally review the output to ensure level accuracy. The AFMC SCM-R Weapon System Support Activity, MAJCOM or base may decide to exclude some items from receiving levels based on LCL conditions (e.g., improper coding of hazardous material [HAZMAT] items). The final COLT levels are then sent to the retail supply system using computer level transactions XCA. COLT levels are computed once a quarter for each base. To spread the workload, COLT computes levels for one-third of the bases each month of the quarter.

Centrally computed COLT levels override base computed stock levels and any existing ASLs and become the basis for base peace-time consumable item stock requisitioning; however, COLT will honor existing ASLs when computing its levels. For items without centrally computed COLT levels that meet the range of criteria for a base computed level, the retail supply system will continue to calculate and use base computed stock levels. Sometimes the retail supply system computes the initial level until the quarterly COLT level is computed and overrides it.

### **Proactive demand leveling**

Proactive demand leveling (PDL) is used to compute levels for items that have no demand history or extremely low historical demands. PDL uses global demand data to centrally compute and maintain levels for DLA-managed items that have no demand level and little or no established demand pattern. The goal of PDL is to reduce the number of MICAPs for materiel management system non-stocked items. PDL is a tool available to the lead commands that makes use of global demand data to proactively lay-in ASL (or bench stock levels) at one base using demand data from other bases that operate the same weapon system. The lead commands will decide which weapon systems will use PDL and set the criteria for determining which items to proactively stock. Proactively setting levels based on global demands prevents MICAPs at a cost that is less than the sum of weapon system downtime and MICAP backorder costs. The use of the PDL process is limited to DLA-managed consumable items.

## **217. Principles of readiness based leveling**

RBLs are based on readiness criteria and the worldwide requirement. This section will cover how the retail supply system receives, verifies, and implements these centrally computed RBLs.

### **Overview of the readiness based leveling system – D035E**

The RBL system (D035E) at AFMC computes base and depot levels for selected reparable “XD\*” items. The system is designed to allocate the AFMC-computed worldwide peacetime requirements among AF bases and depots in a way that minimizes worldwide time-weighted expected backorders (EBO). While the overall objective is to minimize base time-weighted EBOs, RBL also aligns the base and depot levels with the actual D200A requirement. The D200A is the AFMC Secondary Item Requirements System (SIRS) used to compute the worldwide spares requirements for all AF-managed recoverable items. The RBL process considers all parts, wholesale and retail, of the inventory pipeline. Figure 3-1 provides an illustration depicting how the wholesale portion, including the depot repair cycle quantity (DRCQ), is accounted for in computing RBLs.

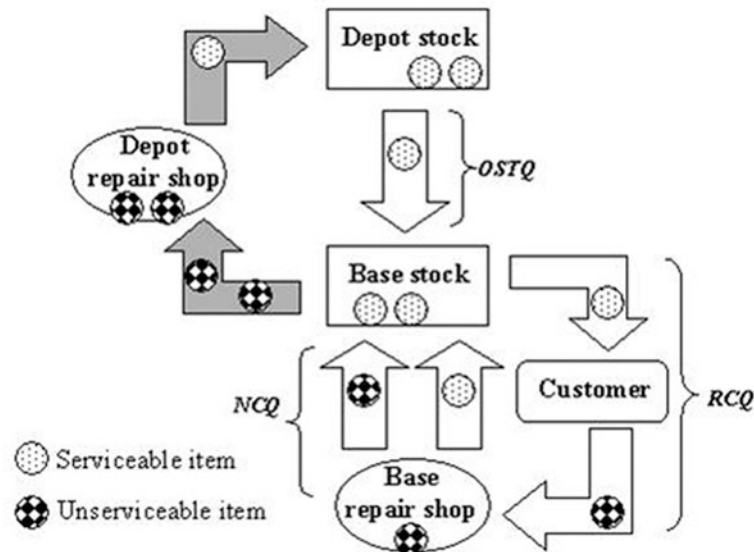


Figure 3-1. Inventory pipeline model.

RBLs override the retail supply system and any ASLs, and become the basis for base peacetime stock requisitioning. Some recoverable items used by AF customers are managed by contractor ICPs. In those cases, the contractor ICPs are responsible for total item management, including the requirements computation and the setting and updating of base stock levels. Wholesale contractor ICPs may use RBL, their own unique leveling system, or a combination of both in managing item stock levels. Computing and allocating RBLs involves both item usages during pipeline times and worldwide requirements data.

#### Allocations based on readiness based leveling

The RBL system is run quarterly at AFMC, and RBLs for both the base and depot are pushed during the third week of the first month of each quarter. Generally, the system allocates a stock level to all users; however, there is no guarantee each user will receive a positive level. When this happens, even though a base may have sufficient demands to establish a retail supply system demand level, the AFMC-computed worldwide peacetime requirement may not be sufficient to allocate a positive level to every base; therefore, the system could allocate a level of zero.

An RBL will honor properly approved ASLs as long as there is sufficient worldwide requirement to do so. An RBL will allocate at least the approved minimum level, no more than the approved maximum level, or equal to the approved fixed level loaded at the base; however, there are two instances when the RBL can be less than an approved minimum or fixed level:

- There is insufficient worldwide requirement to allocate to the minimum/fixed level.
- The base's minimum/fixed level is not registered in AFMC's D035 system (and therefore not included in the worldwide AFMC requirement).

The RBL system also contains special rules for honoring contingency high-priority mission support kit (CHPMSK) and temporary high-priority mission support kit (THPMSK) requirements. RBL does not take any special action for high-priority mission support kits (HPMSK) other than the CHPMSK and THPMSK.

RBLs are forwarded to the base for retail supply system implementation via an electronic HQ AFMC Computed Level Transaction (XCA). The retail supply system responds electronically to the RBL system via a level receipt acknowledgement transaction (XCC). The XCC transaction acknowledges the receipt of levels. After the RBL transaction passes internal edits, the retail supply system loads the

RBL on an adjusted level detail. The RBL will always be sent to bases on the AFMC master NSN for items in an ISG or on a bachelor NSN for items not in an ISG.

When the date of approval on an RBL is greater than 210 days old, the retail supply system programmatically initiates follow-up action through a readiness based leveling inquiry transaction (XCE) to validate the level. The retail supply system also initiates programmatic inquiries (TRIC XCE) to the RBL system when there has been at least one base demand for a recoverable item that does not have an RBL.

## **218. Processing shipments**

Disposing of or redistributing assets (excess, unsuitable, or otherwise) is accomplished by processing a shipment. Shipments are categorized in these three ways:

- Directed.
- Non-directed.
- Transfers.

In addition to discussing the shipment categories, this lesson will cover the effects of shipment and transfer processing.

### **Directed shipment**

Directed shipments result from the following:

- RDO (A2x).
- Referral orders (A4x).
- Replies to reports of customer excess (FTR).
- Shipping orders.
- Other directives from AF IMs or excess redistribution centers.

**NOTE:** Directives from an IM may be received by telephone, letter, or message communications, or in the normal RDO, document identification code (DIC) A2x or A4x, formats.

RDOs and referral orders consist of demands placed on bases by any of the following:

- AFMC IMs to satisfy other AF base requirements.
- Replies to reports of excess submitted by bases to AFMC for property disposition.
- Demands placed on bases by DLA- total asset visibility (TAV), identified by distribution code “2,” IMs.
- Demands placed by AFMC IMs for redistribution of reparables (identified by distribution code “3”) to satisfy other AF base requirements.

Replies to FTR are provided for reports of customer excess submitted to the IM, DLA, General Services Administration (GSA), and other service ICPs.

### **Redistribution orders**

RDOs (DIC A2x) are demands placed on the LRS by AFMC IMs to satisfy other AF base requirements or to direct property disposition in reply to reports of excess. They are entered into the computer without manual review. A2x transactions are received in military standard requisitioning and issue procedures (MILSTRIP) format and accepted or denied based on AF asset availability policy. This policy is based on the priority of the requirement as compared to base requirements.

Two redistribution actions are possible with RDOs (A2x):

- Redistribution of centrally procured serviceable assets.
- Redistribution of centrally procured unserviceable assets.

### *Redistribution of centrally procured serviceable assets*

When an A2x/A4x is processed, the computer releases centrally procured serviceable assets (supply condition code “A” or “B”) according to the input priority. Release of these assets will be as follows:

- MICAPs with priority 01–03, required delivery date (RDD) equals 999 or Nxx.
- All available asset balances will be automatically released down to zero balance.

The release sequence will follow these five steps:

1. Item record balance on input NSN.
2. Item record balance on other NSNs within the same ISG. One-way interchangeability rules are enforced.
3. Any supply points residing on the input NSN.
4. Any mission support kit (MSK) assets residing on the input NSN.
5. Any RSP assets residing on the input NSN.

If the total RDO quantity has not been satisfied at this point, then assets will be released for other eligible NSNs within the ISG, as indicated in steps 3–5 above. If assets are located in off-base supply points, or are in deployed or DIFM status, an I136 management notice will be produced and an RDO suspense detail (220) record will be created.

1. Non-MICAP (priority 01–15): Item record balance will be automatically released down to the requisition objective (RO).
2. When the item record balance is equal to or less than the RO, the RDO will be denied.

The release sequence will follow these four steps:

1. Item record balance on input NSN.
2. Item record balance on other NSNs within the same ISG. One-way interchangeability rules are enforced.
3. Any supply points residing on the input NSN.
4. Any MSK assets residing on the input NSN.

If the total RDO quantity has not been satisfied at this point, assets will then be released for other NSNs within the ISG as indicated in steps 3 and 4 above. When non-MICAP RDOs are processed, item records will be released beginning with input stock number and continuing through the ISG chain until either the RDO quantity is filled or the ISG quantity equals or falls below the RO. If assets are located in off-base supply points, or are in deployed or DIFM status, then an I136 management notice will be produced and an RDO suspense detail (220) record will be created.

Acceptance of an RDO is sent in DIC BL0 format. A BL0 is a notification to the originator of the RDO that the RDO has been accepted, and the requested property is being processed for shipment. However, there are times when a quantity of an item is reported as excess, but before the A2X/A4x is received. In this case, a portion of the quantity is issued. When you receive the A2x/A4x and input these images into the standard base-level computer (SBLC), an RDO denial (DIC B7x) is produced for the quantity not shipped (the variable “x” indicates the reason why the RDO will not be honored). If RDOs are not accepted or denied within a specified time, the directing authority may follow up with DIC BF7. Denials are discussed in detail later in this lesson.

### *Redistribution of centrally procured unserviceable assets*

An A2x/A4x directing shipment of unserviceable assets causes the program to search for the oldest unserviceable detail record and for an unserviceable reported excess detail record.

**NOTE:** The oldest unserviceable detail will be determined by the detail document number date. These records are then decreased or deleted based on the input quantity and the detail quantity.

### *Referral orders (A4x)*

Referral orders (DIC A4x) are very similar to RDOs, except they may come from outside the AF, so it has to be accepted or denied using DOD standard transactions.

Acceptance or denial of a referral order is sent in AE(x) status format, with the status code identifying what action was taken. The status code for acceptance is “BA” and the status code for denial is “CB.”

Visibility over A4x actions must be maintained (e.g., the number of referral orders received, processed, and denied should be recorded for management review). Just as with RDOs, input referral orders to the computer without manual review.

### *Directed disposition of excess*

The directed dispositions of excess, or FTRs, are received from IMs in response to excess assets reported for disposition and/or automatic return. Processing the FTR reduces the item record serviceable balance and reduces or deletes the unserviceable and/or excess detail record. Input FTRs to the computer without manual review.

### **Non-directed shipment**

Non-directed shipments result from LCL management decisions (base level or MAJCOM) that force the shipment and/or redistribution of base operating stocks. Unlike directed shipments, non-directed shipments occur without RDOs or referral orders. There are two types of non-directed shipments:

- Automatic.
- Special.

### *Automatic shipments*

Automatic shipments result from the turn-in of unserviceable (reparable) materiel authorized for automatic return to a storage site, specialized repair activity, or contract facility for depot-level repair.

### *Special shipments*

Special shipments may result from LCL management decisions to move stock from base-to-base for lateral support, to return items to LCL vendors for exchange, or to return latent defect or damaged property. When processing non-directed shipments, use TRIC SHP to force the shipment of an item from stock. There are three specific types of special shipments:

- Lateral shipments.
- Return shipments.
- Return of misidentified materiel (materiel received with transaction exception code (TEX code) “Q”).

### *Lateral shipments*

When a base-to-base lateral support shipment is authorized, prepare the SHP giving special attention to the routing identifier code (RIC) (positions 4–6) and the document number. The RIC must be JLS or Dxx to ensure assignment of the correct financial inventory accounting (FIA) code to the transaction history.

The consignee normally provides a document number. If no document number is provided, the computer will assign one. However, for equipment shipments, the consignee (the one receiving the shipment) must provide a document number to ensure proper reporting is submitted to the command system (C008).

### *Return shipments*

Returns are processed on a pre-post basis using TEX code “P,” “R,” or “Z” for erroneous assets or assets involving MDRs. Each return processed with these codes creates a shipped not credited (SNC)



detail containing fund flag “3.” This SNC detail provides A&F personnel with a suspense to identify and follow-up transactions for credit purposes. TEX codes “P,” “R,” or “Z” will be used as follows:

TEX Code	Use
P	Item damaged in shipment. Receipt of an unacceptable substitute. Return of local purchase (LP) item in error. Other discrepant shipment (item received and related documentation are incompatible).
R	For MDR/quality deficiency report (QDR) (used only for credit returns).
Z	Latent defects.

Base contracting personnel must authorize return of LP items before the items are processed with TEX code “P.” If authorization is obtained, process as follows:

1. Notify A&F regarding the return. Also, provide the A&F with a copy of the shipping document. Stock control personnel and A&F will coordinate the return.
2. A&F personnel make certain credit was received correctly from the vendor.

The shipping document and the SNC detail will be used for this purpose. If the vendor issues credit for the return with the charge for the receipt, A&F personnel input 1DC and 1DR to delete off-setting SNC and received-not-billed (RNB) details.

#### *Return of misidentified materiel (materiel received with TEX code “Q”)*

If the item was misidentified, input the SHP with advice code “2E” when the reply to SF 364, Report of Discrepancy (ROD), directs return of misidentified items. Make certain the funds manager approves the shipment before processing the input with advice code “2E.”

### **Transfer**

A transfer is the movement of materiel to the Defense Logistics Agency Disposition Services (DLADS). A transfer of materiel to DLADS may occur because of any of the following reasons:

- Turn-in of unserviceable items meeting the disposal criteria.
- Replies to reports of customer excess.
- Directed condemnations.
- Condition condemnations.
- Special instructions received from AFMC inventory managers or the MAJCOM.

Transfers, regardless of mode of delivery, must be tracked from the time of release from the LRS to the time of receipt by DLADS. The transfer is processed using the TRIC TRM and may be either the directed or non-directed type.

#### *Directed*

Directed transfers are replies to reports of customer excess that direct transfer to DLADS. They are inputted into the computer without manual review.

#### *Non-directed*

When the transfer of materiel is a result of an organization turn-in, the program automatically prepares the A5J document. When materiel is authorized to be automatically transferred to DLADS (directed condemned, condition condemned, etc.), personnel in the responsible section/element manually prepare and process TRIC TRM with the applicable disposal authority code. The TRM may be output during file status or forced excess (FEX) processing for review purposes prior to disposal action. If it is determined the item should be disposed of, reinput the TRM for DD Form 1348-1A (A5J) preparation.

### ***Processing the DD Form 1348-1A, A5J document***

After the storage function receives the A5J document, its personnel perform a warehouse validation if line 21 of the DD Form 1348-1A indicates the transfer to DLADS reduced the item record serviceable balance to zero. They will select the materiel, sign and date line 26 of DD Form 1348-1A, and forward the materiel and document to inspection.

Afterwards, an inspector will verify the identity, quantity, and condition of the materiel, and sign or stamp and date copies one through three of the DD Form 1348-1A (line 30). The property and the related documentation are sent to the transportation activity (cargo movement function) for processing to DLADS.

The property must be *demilitarized* (made unfit for *military* use) according to the demilitarization (DEMIL) code loaded on the item record. This code is provided to bases by the Stock Number User Directory (SNUD) System.

If a code is loaded on the item record, the computer prints the code in clear text on the transfer to disposal (for example, DEMIL "A"). This code is used to decide whether or not DEMIL is required and what method of DEMIL to use. If no DEMIL code is assigned to the item record, the computer prints DEMIL "X."

### **Effects of shipment and transfer processing**

Input of shipments and transfers update the serviceable balance field on the item record or decreases/deletes the unserviceable detail record. For inputs resulting from a reply to customer excess, the applicable excess detail record is deleted and an SNC detail record is added when credit is given for the shipment. Transaction histories are built for the item record decreases, for the unserviceable detail record decreases/deletes, and for SNC detail record additions.

### **Total asset visibility**

When reparable items are used by more than one service, the processes for directing and arranging reimbursement for inter-service redistributions have historically proven difficult. In the past, when a reparable item's primary inventory control activity (PICA) was a service other than AFMC, the other service PICA coordinated with the AFMC secondary item control activity (SICA) to request redistribution action from AF holders of the required inventory. Once agreed between the PICA and SICA IM, the AFMC IM communicates the redistribution action to the AF base via an A2\* (RDO) transaction. Similarly, in cases where the AF performed as the PICA, AF bases were notified by the AFMC IM to redistribute assets to other service bases via A2\* (RDO) transactions. However, regardless of what service the PICA or the SICA belongs to, the financial reimbursement actions related to inter-service redistributions of reparable assets were difficult due to differences in service financial processes.

To resolve those difficulties, the services agreed (in 1998) to implement uniform procedures for the inter-service redistribution of reparable assets. This agreed upon process is called TAV for Reparables. Under TAV for Reparables, all inter-service redistributions of reparable assets are initiated via A4\* (referral order) transactions. The A4\* transactions contain distribution code 3 in position 54. Unlike referral orders for consumable items (that have distribution code 2), inter-service financial reimbursement for reparable item referrals under the TAV process is accomplished at the wholesale activity; therefore, the retail supply system creates shipment suspense (versus SNC) details.

**NOTE:** The AF has not yet implemented TAV for Reparables in wholesale (AFMC) data systems; however, the retail supply system has already been modified to accept and properly process reparable item referral orders. That is, the retail supply system will accept A4\* transactions to redistribute recoverable items, ship the items, and create shipment suspense details.



### **Billed not received, received not billed, and shipped not credited transactions**

The materiel management system is a concurrent processing system in which LRS/materiel management activity and finance records are interfaced. This means that when a retail supply system transaction is processed, finance records are immediately updated inline. For this reason, LRS and Defense Finance and Accounting Service (DFAS) field site personnel must coordinate their efforts closely. The LRS commander and the DFAS field site personnel share the responsibility for maintaining the records.

#### ***Billed not received***

The Integrated Accounts Payable System (IAPS) Billed Not Received (BNR) Follow-up to Supply for Receiving Report is a report that identifies items that have a vendor bill presented for payment, but the receipt has not been processed by the retail materiel management activity. A separate letter is procured for each invoice entered into IAPS where no receiving report exists. LRS/materiel management activity personnel will use this listing and letters to reconcile vendor bills with LRS/materiel management activity receiving records. LP items will appear on the listing 7 days after the vendor bill is received and processed in the BCO.

#### ***Received not billed***

The IAPS RNB Follow-up to Supply for Receiving Report is a report that identifies items that have been received by the retail supply activity, but the vendor bill has not been received. Customer support will process document number inquiries for all items on the report. If a RNB detail is on file indicating LRS/materiel management activity receipt processing, annotate the listing with RNB and the date of last transaction from the RNB detail.

#### ***Shipped not credited***

The retail supply system creates SNC details whenever a referral order (A4\*) is honored, and financial credit will be given to the shipping base. Referral orders that will result in financial credit to the shipping base can be identified by a distribution code equal to "2" in the input A4\* transaction. Bases honoring referral orders containing distribution code "2" will receive financial reimbursement for the referral shipment. The retail supply system creation of SNC details for referrals with distribution code 2 is the first step in documenting the shipping base's entitlement to reimbursement for referral order shipments.

### **219. Due-out validation**

The review and validation of customer requirements (due-outs) is extremely important and should be done in an accurate and timely manner to prevent fraud, waste, and abuse. Funds are wasted when they are expended to purchase equipment and supplies that are no longer required by depleting funds that are necessary to purchase mission essential equipment and supplies. This would negatively impact unit readiness.

Each day LRS/materiel management activity will coordinate with requesting organizations for review of customer due-outs with urgency of need designator (UND) A and B. A due-out review is performed daily for UND A due-outs. Management may determine daily processing of UND A due-outs are not warranted. In that case, UND A and B due-outs will be reviewed on a weekly basis. The review can be performed using the Priority Monitor Report (D18) or Priority Requirements Action List (R01).

Organizations are not required to return listings received for review unless they no longer require items on those listings; however, bases may establish a system to cancel any UND A and B due-outs by telephone or military correspondence.

All priority due-outs are validated once a month. UND C due-outs are validated at least quarterly, utilizing the Due-Out Validation Listing (M30). To validate due-outs, the requesting organization contacts the individual user requiring the backordered item to make sure that the item is still required

(for example, to make sure that an aircraft delayed discrepancy still exists). It is essential that the supported organization validate each individual entry on the listing and cancel those items that are no longer required. If there are any changes or cancellations to the listing, the requesting organization must contact the LRS/materiel management activity in writing or by sending an annotated listing.

### Priority requirements action list (R01)

The R01 provides an alternative to the D18 because it provides a listing to selectively monitor priority requirements. When you review the R01, you need not review the D18. The following table shows how the R01 is broken down for review:

R01 Element Descriptions	
Column	Description
1	Lists all UND A and B due-outs, which are not linked to a valid due-in for the same NSN. The ISG data are also provided.
2	Lists all UND A and B due-outs (except equipment TEX 8 and H) that have any of the following conditions: <ul style="list-style-type: none"> <li>• The due-in is over 4 days old and has no supply/ship status.</li> <li>• The follow-up date is past due.</li> <li>• The follow-up status is 99 or less.</li> <li>• The status is BA, BH, or BV, and the estimated delivery date (EDD) has passed.</li> </ul>
3	Lists all UND A and B due-outs (except equipment TEX 8) and requisition dates exceed the parameter age and have an unsatisfactory status of BB, BC, BD, or BP.
4	Lists due-outs that meet one or more of the following conditions: <ul style="list-style-type: none"> <li>• All UND C due-outs (except equipment TEX 8 and H) when no due-ins exist for the due-out stock numbers.</li> <li>• UND B due-outs with a routing identifier of S9T or G (xx) when no due-ins exist for the due-out stock numbers.</li> <li>• No due-ins exist for any stock numbers in the ISG (M and I relationships only), and the item record (single item or group item) is not flagged for releveling.</li> <li>• Due-outs that have been unlinked.</li> <li>• Due-outs that have had the due-in canceled.</li> </ul>

## Self-Test Questions

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

### 216. Process adjusted levels

1. What type of adjusted stock level is used to restrict stockage?
2. What input establishes an ASL detail record as a memo (unconfirmed)?
3. What does processing of a TRIC 1F3A input do to an ASL detail record?
4. Explain why pre-determined ASLs are different than base-initiated requests, and where they are received from.

5. What is the mission change process designed to achieve?
6. What produces base levels that are cost neutral with respect to the retail supply system demand leveling process??
7. What is the goal of proactive demand leveling (PDL)?

#### **217. Principles of readiness based leveling**

1. What type of levels does an RBL override become the basis for a base's peacetime stock requisitioning?
2. In what two instances can an RBL be less than an approved minimum or fixed level?
3. How are RBLs forwarded to a base for retail supply system implementation?

#### **218. Processing shipments**

1. When an A2x/A4x is processed, what input priority causes the computer to release centrally procured serviceable assets down to zero balance automatically?
2. How are item records released for non-MICAP RDOs?
3. How is the acceptance of an RDO identified?
4. What type of shipment results from a LCL management decision?
5. What type of shipment is a lateral support shipment?
6. What RIC is used on lateral support shipments?

7. What is a transfer and what are the two types of transfers?
8. What TRIC is used to transfer an item to DLADS?
9. What process was agreed upon to implement uniform procedures for the inter-service redistribution of reparable assets?
10. What does a BNR transaction identify?

**219. Due-out validation**

1. Why is it important to review and validate due-outs?
2. At a minimum, how often are UND A and B due-outs reviewed?
3. What listing provides a user to selectively monitor priority requirements?

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**Answers to Self-Test Questions****216**

1. Maximum adjusted stock level.
2. 1F3L.
3. Change the ASL detail record from memo to firm.
4. Because the quantity, application, justification, and approval have already been determined with a pre-determined ASL. You may receive predetermined ASL requests from HQ AFMC (ALC), MAJCOM, FOA, or HQ USAF.
5. Alter base demand levels for items applicable to a weapon system that is already assigned at the base that will be affected by a known “mission change”, such as the addition or loss of a number of weapon system end items at a base.
6. Customer-oriented leveling technique (COLT).
7. To reduce the number of MICAPS for materiel management system non-stocked items.

**217**

1. Retail supply systems and any ASLs.
2. When there's insufficient worldwide requirement to allocate to the minimum/fixed level and when the base's minimum/fixed level isn't registered in AFMC's D035 system (and therefore not included in the worldwide D200A requirement).
3. Via an electronic HQ AFMC Computed Level Transaction (XCA).

**218**

1. MICAPs with priority 01–03.
2. They're released beginning with input stock number and continuing through the ISG chain until either the RDO quantity is filled or the ISG quantity equals or falls below the RO.
3. They're sent in DIC BL0 format. A BL0 is a notification to the originator of the RDO that the RDO has been accepted and the requested property is being processed for shipment.
4. Non-directed.
5. Non-directed, special.
6. JLS or Dxx.
7. Movement of materiel to DLADS. Directed and nondirected.
8. TRM.
9. Total asset visibility (TAV).
10. Items that have a vendor bill presented for payment, but the receipt has not been processed by the retail supply activity.

**219**

1. To prevent fraud, waste, and abuse.
2. Weekly.
3. R01.

**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).**

64. (216) What is an Air Force (AF) Form 1996 used for?
  - a. Establish a bench stock.
  - b. Report excess bench stock.
  - c. Request Adjusted Stock Level (ASL).
  - d. Terminate invalid adjusted stock levels (ASL).
65. (216) Who is responsible for processing base-initiated adjusted stock level (ASL) requests?
  - a. Air Force Materiel Command Supply Chain Management Retail (AFMC SCM-R) Weapon System Support Activity.
  - b. Logistics readiness squadron (LRS)/Asset Management Section.
  - c. AFMC SCM-R Stock Control Activity.
  - d. LRS/Customer Support Section.
66. (216) What input changes an Adjusted Stock Level (ASL) detail record from memo (unconfirmed) to firm (confirmed)?
  - a. 1F3A.
  - b. 1F3C.
  - c. 1F3D.
  - d. 1F3L.
67. (216) What process is designed to alter base demand levels for additions or losses of a number of weapon system end items at a base?
  - a. Mission change data (MCD).
  - b. Readiness based leveling (RBL).
  - c. Proactive demand leveling (PDL).
  - d. Customer-oriented leveling technique (COLT).
68. (217) What system is designed to allocate Air Force Materiel Command (AFMC)-computed worldwide peacetime requirements among Air Force bases (AFB) and depots to minimize worldwide time-weighted expected backorders (EBO)?
  - a. ES-S.
  - b. ILS-S.
  - c. IMDS.
  - d. D035E.
69. (217) How often does the readiness base level (RBL) system run at Air Force Materiel Command (AFMC) to push RBLs to both base and depot?
  - a. Daily.
  - b. Monthly.
  - c. Quarterly.
  - d. Semiannually.

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70. (217) Readiness base levels (RBL) are forwarded to the base for retail supply system implementation via
- a. an electronic Headquarters Air Force Materiel Command (HQ AFMC) Computed Level Transaction (XCC).
  - b. an electronic Headquarters AFMC Computed Level Transaction (XCA).
  - c. Stock Number User Directory (SNUD).
  - d. the Proactive Demand Leveling (PDL) system.
71. (218) What shipment results from redistribution orders (RDO) and referral orders?
- a. Special.
  - b. Directed.
  - c. Automatic.
  - d. Non-directed.
72. (218) What shipment results from local (LCL) management's decision to force the shipment or transfer without prior receipt of disposition instructions?
- a. Return.
  - b. Directed.
  - c. Incomplete.
  - d. Non-directed.
73. (218) What transaction identification code (TRIC) is used to transfer assets to the Defense Logistics Agency Disposition Services (DLADS)?
- a. A2x.
  - b. A5J.
  - c. TRM.
  - d. FTR.
74. (219) Who is responsible for validating customer due-outs?
- a. Air Force Materiel Command Supply Chain Management Retail (AFMC SCM-R) Stock Control Activity/Requesting Organization.
  - b. Logistics readiness squadron (LRS)/materiel management activity.
  - c. LRS/materiel management activity/AFMC SCM-R Stock Control Activity.
  - d. AFMC SCM-R Weapon Support Activity/Requesting Organization.
75. (219) Which listing may be used to review priority requirements instead of the D18?
- a. M30.
  - b. M37.
  - c. Q12.
  - d. R01.
76. (219) What listing allows a user to selectively monitor priority requirements?
- a. D18.
  - b. M30.
  - c. Q12.
  - d. R01.

**Please read the unit menu for unit 4 and continue ➔**

## **Student Notes**



## Unit 4. Equipment Management Processes

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<b>4-2. Weapons and Communications Security Reports.....</b>	<b>4-14</b>
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**E**QUIPMENT ITEMS ARE NONEXPENDABLE ASSETS. They are assets of a durable nature, capable of continuing use by an individual or organization. Equipment assets are identified by ERRCD “ND” and “NF.” The “N” in the first position of the ERRCD indicates the item retains its own identity in use. By “retains its own,” we mean the item is not incorporated into, installed on, or attached to another assembly, and the item is not consumed in use. Due to cost, accountability, and monitoring requirements established by HQ USAF, these assets are controlled differently than expendable assets. The AFEMS provides a standard method of managing equipment items worldwide.

In this unit, we will discuss the principles involved with processing equipment requests. We will also outline the general characteristics of the Air Force Equipment Management System (AFEMS) and how it sustains the management of all AF equipment resources. Finally, we will introduce you to the weapons and communications security (COMSEC) reports.

### 4-1. Equipment Requests

AF policy establishes equipment AS. This means each AF organization is authorized only the equipment needed to accomplish its mission. The accountable officer is responsible for ensuring the effective use of equipment for maximum readiness and capability at minimum cost and that authorizations are valid to meet the minimum needs of each organization.

#### 220. Equipment requirements

Six major factors come into play when we talk about equipment requirements:

- Equipment management codes (EMC).
- AS.
- Authorizations.
- Determining authorizations.
- Configuration data.
- Equipment review authorization activity (ERAA) actions.

#### Equipment management codes

EMCs identify equipment items accounted for on an equipment authorization inventory data (EAID) and indicate whether items are reported through the USAF equipment data bank. The EMC is the third position of the ERRCD and can be found by researching AFEMS under a particular stock number; that is, you research AFEMS to find the EMC for a particular stock number.

The EMC replaces the cost designator in the ERRCD. For example, let’s say Federal Logistics Information System Web Search (WebFLIS) reflects an ERRCD of NF2 for NSN 7110001280065. The AFEMS reflects an EMC of “1” for this item; therefore, the ERRCD becomes NF1.

EMC codes and their descriptions are listed below:

EMC	Description
1	No in-use details required; no reporting.
2	Item coded EMC 1 in the cataloging systems for which the MAJCOM has directed/approved the maintenance of EMC 2; is assigned at base level and constitutes an override of EMC 1; in-use details required; no reporting.
3	In-use details required; overlay reporting.
4	In-use details required; asset reporting.
5	In-use details required; serial number reporting.

### **Allowance standards**

An allowance standard (AS) is an authorization that identifies items and maximum quantities required to perform assigned peacetime and wartime missions, functions, and duties of AF organizations and individual specialists. AS are designed and structured to support a particular end item or mission. Insofar as practicable, allowances are stated in flexible terms to permit adaptability to varying numbers of equipment, personnel, workloads, and so forth. ASs provide using AF organizations with a ready reference to equipment selected for AF use, and encourage uniformity of equipment for similar functions by providing guidance and controls for the selection and approval of items and quantities of equipment.

Generally, only nonexpendable items are listed in AS. When expendable items are listed, it is for information purposes only. Each AS consists of four main parts:

- Allowance standard text.
- Allowance index.
- Basis of issue (BOI).
- Support equipment recommendation data (SERD) information.

#### ***Allowance standard text***

The allowance standard text describes the overall purpose and structure of the AS and how to interpret the BOI. It also identifies the target users and provides a cross-reference list of end items to AS.

#### ***Allowance index***

The allowance index provides descriptive information for each allowance identification (ID). The information provided is the allowance ID, mission description, end item, and restrictive data for each allowance ID (MAJCOM, unit kind code, UTC, etc.).

#### ***Basis of Issue***

BOI represents the maximum allowable quantity of a non-expendable item. It provides BOI information for stock numbers within an allowance ID. The total authorized quantity is determined based upon the organization configuration information and the BOI.

#### ***SERD information***

SERD information provides source equipment requirements data for weapon systems and links the information to specific allowance IDs. SERD information is provided to allowance managers to create allowances for new/modified weapon systems.

### **Authorizations**

It is AF policy that the equipment needs of each AF organization are known and that each organization is authorized only the equipment required to accomplish its mission. It is the responsibility of the accountable officer to ensure authorizations are valid and tailored to the minimum needs of each organization. Authorizations are held to the minimum essential to support wartime and peacetime mission requirements, and cannot exceed allowances.

Equipment authorizations are allowances that have been converted to specific quantities of specific items for specific units. As such, authorized in-use detail records are the authority for the acquisition and retention of items managed under AFEMS. Normally, the item to be requisitioned is the authorized item. When an authorized or preferred item is excessive to the needs or capability of a unit, a standard AF item of lesser capacity, size, and cost may be obtained in its place. The asset obtained is reported as a substitute for the preferred authorized item. The accountable officer exercises continuous surveillance over the equipment program to ensure effective use of equipment and to ensure the maximum state of readiness and operational capability is kept at minimum cost.

The AFMC Allowance Standard Activity provides the final review and approval or disapproval of organizational and individual equipment items, quantities and BOI, and non-routine requests (except medical and nonmedical items required in medical facilities) to be included in ASs. They also provide approval or disapproval of requests for other than normal allowance; however, any activity may approve, modify, or disapprove a proposed new AS prior to forwarding it to the AFMC Allowance Standard Activity for final action. HQ USAF is the *only* approval authority for USAF-controlled items.

### Determining authorizations

AFMC SCM-R Equipment Activity or LRS/EAE personnel must use ASs to determine whether custodian requests should be approved or disapproved. The AS used to validate a particular request is cited in block E of the AF Form 2005, shown in figure 4-1, or block 18 of the AF Form 601, Equipment Action Request. Figure 4-2 shows the front of the AF Form 601. Figure 4-3 illustrates the back which has information on how to fill out the AF Form 601. If the equipment custodian fails to enter the allowance source code (ASC), use AFEMS to determine the applicable AS.

TRIC		DEL DIST		EX		A. INCHECKER, NAME, DATE (TIN)		B. INSPECTOR, NAME-STAMP, DATE (TIN)	
1 2 3		4 5 6		7		MSgt Garza 473-5608			
ISU						REQUEST, TIME & DATE (ISU)			
NSN		STOCK NUMBER		ADDN		UNIT OF ISSUE		QUANTITY	
8 9 10 11		12 13 14 15 16 17 18 19 20		21 22		23 24		25 26 27 28 29	
7430		006639668		EA		00001			
Part Number									
D. PART NUMBER/MGFR CODE OR NAME/REMARKS						E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY			
						ASC 007A000			
						USE B			
WORK ORDER		TEX		CON		FAD		SD	
SHIP TO		S1		S1		S4		S5 S6	
45 46 47 48 49 50		52 53		01		05		CZ	
G. TIME & DATE OF DELIVERY		H. DELIVERY TIME				J. NOMENCLATURE		TYPEWRITER	

AF 2005, 20080826, V4

PREVIOUS EDITION WILL BE USED.

Figure 4-1. Sample, AF Form 2005.

TO		FROM		SIGNATURE	DATE	ACTION TAKEN	
HQ AETC/LGSOE Randolph AFB, TX		37 TRW/LGS Lackland AFB, TX			07 FEB 2014	APPROVED <input checked="" type="checkbox"/>	DISAPPROVED <input type="checkbox"/>
WR-ALC/MMME Robins AFB, GA		HQ AETC/LGSOE Randolph AFB, TX			12 FEB 2014	APPROVED <input checked="" type="checkbox"/>	DISAPPROVED <input type="checkbox"/>
HQ AETC/LGSOE Randolph AFB, TX		WR-ALC/MMVEC Robins AFB, GA			02 MAR 2014	APPROVED <input checked="" type="checkbox"/>	DISAPPROVED <input type="checkbox"/>
37 TRW/LGS Lackland AFB, TX		HQ AETC/LGSOE Randolph AFB, TX			15 MAR 2014	APPROVED <input checked="" type="checkbox"/>	DISAPPROVED <input type="checkbox"/>
						APPROVED <input type="checkbox"/>	DISAPPROVED <input type="checkbox"/>
						APPROVED <input type="checkbox"/>	DISAPPROVED <input type="checkbox"/>
1. CUSTODIAN REQUEST NO. 765PL70240008		10. IN-USE DOC. NO. 0039		11. NATIONAL STOCK NO. OR PART NUMBER P 6625003238784XX		20. ACTION REQUESTED A. AUTHORIZATION INCREASE <input type="checkbox"/> ADD NEW <input checked="" type="checkbox"/> REDUCE <input type="checkbox"/> DELETE <input type="checkbox"/>	
2. CUSTODIAN NAME/DUTY PHONE Janet Segovia / 3-4373		12. USE CODE B		13. PRICE \$2,567.79		14. U/I EA	
3. ORGN/CUSTODIAN CODE 765PL70240008		16. EQUIP CODE		17. NOMENCLATURE Monitor, Oscilloscope		15. EERCD ND4	
4. CMD AETC		5. FAD III		6. UND C		7. BUD L	
8. CUSTODIAN SIGNATURE 		18. ALLOWANCE IDENTIFICATION ASC		19. QUANTITY		B. ISSUE/DUE OUT INITIAL ISSUE <input checked="" type="checkbox"/> REPLACEMENT <input type="checkbox"/> CANCEL DUE OUT <input type="checkbox"/>	
9. SIG OF ORGN COMDR (I certify that I have evaluated this request and the action herein is required.) 		COMPOSITION CODE		IN USE		C. TURN IN (Complete all applicable blocks)	
		PART		CURR AUTH		CONDITION	
		SECT		NEW AUTH		STATUS	
		SUB- SECT		NO. REQ'D		YES	
		COL				NO	
		734		B C 0 0 0 0 1 1		DATE AVAILABLE FOR PICKUP	
21. JUSTIFICATION AND ITEM DESCRIPTION 1. Request that this monitor be authorized at this PMEL because it is required to calibrate the 520 test signal generator. 2. This item was formerly in AS 734, it was deleted in the new AS. 3. Request this item be reinstated in AS 734 for Lackland AFB. 4. The item is not on-hand and needs to be requisitioned. 5. PMEL presently supports five 520 test signal generators.							
22. REVIEWING AUTHORITY COMMENTS CEMO NOTE: RECOMMEND APPROVAL: HQ AETC LGM ADVISES THIS ITEM NEEDS TO BE REINSTATED IN AS 734. MMVEC NOTE: 27 Mar 14 - APPROVED ON ASC 048.							
23. ORGN 345		24. UKC CMN		25. LEVEL 7		26. DET 0000	
27. WRM		28. EMOLC NTWU		29. SUPPLY CONTROL NO. B70430087		30. CEMO CONTROL NO. C70430087	
31. AFLC CONTROL NO. D7070-1030							
1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56
57	58	59	60	61	62	63	64
65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88
89	90	91	92	93	94	95	96
97	98	99	100	101	102	103	104
105	106	107	108	109	110	111	112
113	114	115	116	117	118	119	120

AF Form 601, JUN 91 (EF) PREVIOUS EDITION WILL BE USED.

EQUIPMENT ACTION REQUEST  
(See Instructions on Reverse)  
97L29B09

Figure 4-2. Sample, AF Form 601 (Front).

## HOW TO FILL OUT AF FORM 601, EQUIPMENT ACTION REQUEST

BLOCKS WITH ASTERISK (\*) TO BE COMPLETED BY BASE SUPPLY OR REVIEWING OFFICE

BLOCKENTER

ROUTING BLOCKS AT TOP

\* TO Next office to review form. CUSTOMER LEAVE BLANK.

\* FROM Office taking current action.

\* SIGNATURE Signature of reviewing authority at office taking the current action.

\* DATE Date of signature by reviewing authority.

\* ACTION TAKEN A check in appropriate block. Check "Approved" when forwarding.

1. A number made up of the 3-digit numbered organization code, 2 digit alpha shop code, and 4-digit numeric Julian date, and next unused serial number from the custodian's control register (AF Form 126).
- 2, 3 Self-explanatory.
- 4 Organization's Major Command or Separate Operating Agency, e.g., "TAC".
- 5 Force Activity Designator (FAD) applicable to this specific equipment support requirement, if different from organization's normal FAD. Computer will assign FAD if left blank.
- 6 Urgency of Need Designator (UND) Code (supply will assist). Codes most often applicable to equipment are:
  - A Combat Mission Essential, highest priority, justification required.
  - B. Combat Mission Essential, next highest priority, justification required.
  - C. Other - items not qualifying as A or B (routine).
- 7 Appropriate budget code (supply can assist).
- 8, 9 Self-explanatory.
- 10 Last 4 digits of in-use detail number (use custodian receipt listing, R-14, CA/CRL).
- 11 National Stock Number, or Part Number.
- 12 Use code "A" for mobility, "B" for support, "C" for joint use, "D" for WRM (supply can assist).
- 13 Unit price of item. Supply can assist if price is not known.
- 14 Unit of issue, for example "EA" for each.
- 15 Correct Expendability, Recoverability, Repairability, Cost Designator (ERRCD). Base Supply can assist
- \*16 Correct Code for exception-type equipment items (supply complete).
- 17 Nomenclature or brief item name.
- 18 Allowance Source Code (ASC), which is the table of Allowance (T/A) number or special ASC, if applicable; T/A part, section, subsection and column designations if given. Special rules apply to some items- check with base supply if in doubt.
- 19 Quantity in use today, current authorization today (both from custodian's receipt listing), new authorization requested (show the change being requested), and the quantity requested for issue/turn-in. Enter 0 if only an allowance change and no issue, due-out release or turn-in is requested.
- 20 Checkmarks in blocks indicating action to be taken to (a) change an authorization, (b) issue an item, or (c) turn in an item. Base Supply will enter the advise code for issue/due-out release action. Indicate date item will be ready for pick-up by supply.
- 21 Complete justification (and item description, if block 17 does not contain full description) for action requested. Use additional sheets of paper if necessary. If items are to be used for education, teaching or training only, clearly state this use and be prepared to defend it. Always enter workload indicators, such as frequency of use. When applicable, give end-item supported (i.e., specific aircraft or other system). Cite maintenance level. Specifically justify UND codes a or b, if used in block 6. Indicate PCSP-CEM programmer coordination for PCSP-CEM items.

REST OF FORM TO BE COMPLETED BY SUPPL/REVIEWING ORGANIZATIONS

- \*22 Self-explanatory. CUSTOMER LEAVE BLANK. Use additional paper of necessary. Be specific!
- \*23 Unit/Organization Number, such as "001" for 1TFW. Do not enter the supply organization code in this block. Must agree with Reporting Organization File (ROF).
- \*24 Unit/Kind Code (UKC) for type of unit. Must agree with ROF.
- \*25 Numeric organization level indicator. Must agree with ROF.
- \*26 Detachment number, when applicable. Must agree with ROF.
- \*27 WRM using command code (must agree with ROF for WRM items).
- \*28 Base locator code of equipment account.
- \*29 Base supply control number (base supply entry), first position will be "B".
- \*30 CEMO control number (CEMO entry), first position will be "C".
- \*31 AFLC control number (AFLC entry), first position will be "D".

REVIEWING LEVELS RETAIN LAST COPY AFTER ACTION IS TAKEN. MAKE SURE BASE SUPPLY RECEIVES ORIGINAL AND AT LEAST ONE CARBON COPY ON RETURN DISTRIBUTION.

Figure 4-3. Sample, AF Form 601 (Back).

To use an AS, simply find your stock number and read the BOI. The BOI is the authority that establishes the number of items to be issued to an individual, activity, or military organization. The BOI represents the maximum allowable quantity for a nonexpendable item that may be authorized by

the applicable level of approval authority if properly substantiated by workload utilization data or other adequate justification to support the function designated.

When validating a request, ensure the quantity requested does not exceed the BOI in the AS. Then, compare the justification on the AF Form 601 to the BOI. They must be compatible. For example, if the BOI states “1 per 5 F-15 aircraft,” the justification must indicate the item is to be used in support of F-15 aircraft. For requests submitted by AF Form 2005, you can compare the BOI to the organization’s configuration data files. This file reflects type, size, number or capacity of personnel, system, aircraft, and so forth.

### **Equipment review authorization activity actions**

It is the responsibility of the ERAA to ensure the authorizations are validated and tailored to the needs of each organization. ERAAs must authorize and adjust authorizations to the extent needed for organizations to successfully complete their missions with a minimum of resources and equipment. To accomplish this, ERAAs continuously monitor the equipping program to ensure the maximum state of readiness and operational capability is maintained at minimum cost.

### **Special purpose recoverables authorized maintenance**

Special purpose recoverables authorized maintenance (SPRAM) assets are ERRCD XD/XF items that are managed on detail records, accounted for by LRS/EAE. Recoverable assets accounted for by a different method, such as supply points, do not require transfer to SPRAM details. Maintenance personnel use these assets to perform special functions such as detecting or isolating faults, calibrating or aligning equipment, and duplicating an active system installed in an aircraft or online equipment.

### **Types of SPRAM assets**

There are seven types of SPRAM assets:

- Fault isolation spares.
- Shop standard spares.
- Training spares.
- Stand-alone spares.
- Test station spares.
- -21 TO assets.
- Other assets.

### ***Fault isolation spares***

Fault isolation spares detect or isolate a fault or a problem in online equipment such as aircraft, missiles, communications systems, or test sets. As stated in the applicable maintenance TO or service and repair publications, maintenance uses these spares to determine why a system is not working. For example, maintenance would use a printed circuit board to determine if a similar circuit board is broken.

### ***Shop standard spares***

Shop standards are authorized or recognized measures that determine the accuracy of various measurements in other assets. Typically, maintenance uses shop standards in avionics maintenance shops to verify the accuracy of similar spares or systems. Sealed components, such as a gyro, an aircraft instrument, or an indicator, are examples of shop standards. Shop standards are not installed in an asset; on the other hand, fault isolation spares are installed.

### ***Training spares***

Training spare assets are only authorized in support of training courses to be used to conduct formal instruction on the repair and maintenance of the item. Training spares are restricted for Air Education and

Training Command (AETC) use only. These assets cannot be installed on on-line operations systems (i.e., aircraft, missile, communications, etc.) without prior maintenance repair action.

### *Stand-alone spares*

Maintenance can use stand-alone spares to calibrate, align, or repair an item when test measurement and diagnostic equipment (TMDE) is too expensive or nonexistent. Maintenance may also use a stand-alone spare as an active spare to support a particular end item system. For example, a digital controller that calibrates an aircraft altitude heading reference system (AHRS) transmitter and is an active spare to support an aircraft compass system, is an example of a standalone spare. In this case, the digital controller is a substitute for a synchro readout device (TMDE).

### *Test station spares*

Test station spares are located with the basic set listed in the applicable illustrated parts breakdown (IPB) of the TO. They are not a component part of the basic set and they do not include bench mock-up assets maintained on accountable materiel management records.

### *-21 TO assets*

The -21 TO assets are identified in the applicable -21 TO for a specific aircraft or mission design series (MDS). There are three categories of assets in the -21 TO. These categories are defined below:

Category	Definition
Maintenance and safety protection equipment (MSPE)	Either protect the aircraft or missile from damage or make it safe for maintenance.
Alternate mission equipment (AME)	Adapt an aircraft or missile for one of its operational missions. AME assets can be installed or removed.
Crew and passenger support equipment (CPSE)	Provide life support and comfort for the crew and passengers.

### *Other assets*

Other assets include any expendable recoverable spares not identified above that are used by maintenance to test, repair, or evaluate an operational system.

### **SPRAM authorizations**

Unlike most reparable items, these assets are managed by LRS/EAE on in-use type-K detail records (rather than the normal DIFM or supply point details). They are initially paid for by the system program director. In-use detail records provide the item manager with AF visibility of XD/XF assets for requirements and buy computations. This guarantees SPRAM assets are procured if requirements exceed asset availability.

### **Issue and return of SPRAM assets**

Only designated SPRAM custodians or their alternates are authorized to request issue or return of SPRAM assets. Replacement issue or return requests are submitted to LRS/EAE on AF Form 2005, Issue/Turn-in Document, or by telephone, unless determined otherwise by the MAJCOM.

All initial requirements for SPRAM assets are forwarded to MAJCOM for submission to the systems program director. These assets are not to be requisitioned until approval is obtained from the system program director. The program director will work with the wholesale IM to acquire the necessary SPRAM assets and have them directly delivered to the using base. Initial issue of SPRAM will be provided free of charge by the program director. Once the assets are received at the using base, the base receiving function does not process a receipt for the asset, it is placed directly on the customer's SPRAM detail.

Before processing an issue or return request, you must first load a SPRAM detail record using TRIC 1XA input. This input is used to load, change, inquire, or delete SPRAM detail records. Issues to



SPRAM details are processed with activity code D, demand code I, and project code 428. To return a SPRAM asset, use the appropriate maintenance action taken code and supply condition codes. If SPRAM authorizations are reduced or deleted, the custodian has 15 workdays to turn in the assets to the LRS.

### **SPRAM report list (R25)**

The SPRAM report listing (R25) provides a list of all items authorized, on hand, and due-out for those organizations authorized SPRAM assets. It also provides summary data, relative to shortages and excesses. It serves as a custody receipt and authorization certification document when signed by the equipment custodian. The R25 also provides an option to produce equipment inventory count (EIC) inputs for the inventory of SPRAM assets. When this option is used, the inventory accuracy record is updated with the line items counted, record balance, and dollar value record balance for each EIC image produced. The SPRAM custodian or alternate utilizes the R25 to conduct annual inventories and certify that all SPRAM authorizations are still valid. The custodian turns in the original or digitally signed R25 after each annual inventory and validation to LRS/EAE. LRS/EAE maintains the master SPRAM jacket file for each organization.

### **Chief Financial Officer Act compliance**

The EAE loads chief financial officer (CFO) data in an approved Accountable Property System of Record (APSR): Statements of Federal Financial Accounting Standards (SFFAS) No. 6 and Accountability of Equipment IAW the CFO Act of 1990. Any equipment assets exceeding \$100,000 are reported in the APSR. All CA/CRL assets that meet this criterion are capitalized, depreciated, and reported on the annual financial statements. SFFAS No. 6 outlines capitalization and depreciation of general property, plant, and equipment (PP&E). Ensuring these equipment assets are being reported will assist in carrying out the government's financial management responsibilities.

**NOTE:** EAE must query the APSR weekly to identify CFO details with missing data elements, contact custodian to acquire information and ensure APSR is updated accordingly.

## **221. Equipment requests and allowance change requirements**

Equipment custodians are the initiators of equipment requests and are responsible for all accounting and controlling of equipment assets for their organization. The AFMC SCM-R Equipment Activity and LRS/EAE representatives establish accountable records in the materiel management system on all approved equipment requests. The AF Forms 601 and 2005 are used to request equipment assets of ERRCD "ND" and "NF." To request changes to ASs, equipment custodians may submit an AF Form 601 to AFMC SCM-R Equipment Activity or LRS/EAE, or they may input their allowance change request online into the AFEMS (C001) if access is available.

### **Air Force Form 2005**

This method of submission is used when the requested equipment item is in an AS where the approval is at wing/base level or below, and when the AS preface or other directive requires special base-level coordination. If the item requires higher than wing or base-level approval, an AF Form 601 must be used to request the item.

Regardless of whether the custodian or LRS/EAE personnel prepare the AF Form 2005, you process it in the same manner. You begin by assigning an EAE control number (in block C) and recording the request on the AF Form 600, Equipment Control Register.

**NOTE:** You do not have to keep a suspense copy of the AF Form 2005. It is a MAJCOM/accountable officer's option whether or not to use AF Form 600 as a document control register.

You must confirm special coordination or approval has been obtained. If it has not, disapprove the request and return it to the custodian. Be sure to indicate what action is required.

**NOTE:** You do not need to return the request if telephone contact with the custodian resolves the problem.



Process the necessary file maintenance inputs TRIC “FCI” to load, change, or delete the authorization and process inputs to complete the transaction—that is, issue, due-out/due-in, turn-in, and so forth.

Requests for non-EAID items are submitted to the AFMC SCM-R Equipment Activity or LRS/EAE on an AF Form 2005. Non-EAID items are identified by ERRCD “NF1” and do not create in-use details. These requests are identified by an activity code of “P.” The AF Form 2005 is prepared using the same procedures as an EAID item. These requests are processed without having an in-use detail established and create either a firm or memo due-out as applicable.

### **Air Force Form 601**

The AF Form 601 is used to request/recommend changes to equipment ASs. These procedures are also used to request items that require approval above wing or base level, and for items that require approval under miscellaneous ASCs. Three major areas involved in processing the AF Form 601 are:

- Review and approval.
- Forward to command equipment management office (CEMO).
- AFMC SCM-R Equipment Activity or LRS/EAE final processing.

#### ***Review and approval***

After logging in the AF Form 601, screen the request for essential data. If required data is missing, obtain it from the custodian by telephone. If the required data cannot be obtained, disapprove the request. Enter the reason for disapproval, and return the AF Form 601 to the custodian.

AFMC SCM-R Equipment Activity or LRS/EAE personnel have the authority to approve only those requests that fall within the BOI of an AS. When a requirement exists for an item not listed in an AS or for a quantity that exceeds the applicable BOI, the equipment custodian prepares an AF Form 601 (blocks 1–20) to request action. In this instance, blocks 22–31 of the AF Form 601 are completed by AFMC SCM-R Equipment Activity or LRS/EAE personnel, requesting either an item be added to an AS or an existing allowance be changed to satisfy local requirements. Requirements for items that have a BOI requiring higher than base-level approval also require this action. After evaluation and approval of an AF Form 601 requesting allowance authorization changes, the AFMC SCM-R Equipment Activity or LRS/EAE complete blocks 22–27 and submit the form to the applicable MAJCOM.

#### ***Forward to command equipment management office***

After the AF Form 601 has been signed by the accountable officer, send it to CEMO for approval or disapproval. Enter the date the request is forwarded to CEMO on the AF Form 600 (if used). Upon receipt of AF Form 601, personnel at MAJCOM or other higher level approving activities, provide the AFMC SCM-R Equipment Activity or LRS/EAE and CEMO personnel with an interim reply of action taken via an e-mail notification. Approved or disapproved authorization and/or allowance changes are returned to AFMC SCM-R Equipment Activity or LRS/EAE and the requester (if accessible) for further action. All approved changes, both base level and those from higher level—are prepared in materiel management system for processing.

The AF Form 601 can be forwarded to addresses shown in the “TO” or “FROM” blocks without a letter of transmittal. The AF Form 601 is used as a cover sheet for listings or other source documents when the same type authorization change action is required for multiple items. This eliminates transcribing data from another source to the AF Form 601. When listings or source documents are attached to the AF Form 601, ensure the attachments contain the data elements necessary for complete processing. Multiple items with different federal supply classes (FSC) are included on a single AF Form 601 requiring higher than base-level approval when the request is against the same ASC and the background and justification for all the items are the same. Requirements for items that have individual justification, which are not project related, or that require stock listing action are submitted on individual AF Forms 601. For CEMO-directed actions, multiple ASC and FSC items are included on a single AF Form 601, provided all items have the same level of approval.

***Equipment accountability office/global logistics support center equipment management final processing***

If the request is disapproved by CEMO, you, as an AFMC SCM-R Equipment Activity or LRS/EAE representative, will complete the control register and return the request to the custodian. If the request is approved by CEMO, complete the control register; process the necessary file maintenance inputs TRIC “FCI” to load, change, or delete the authorization; and, process the required inputs to complete the transaction; that is, issue, due-out/due-in, turn-in, and so forth. Return a copy of the request to the custodian and file a copy in AFMC SCM-R Equipment Activity or LRS/EAE.

**Automated allowance change request**

Upon submission of an AF Form 601, AFMC SCM-R Equipment Activity or LRS/EAE personnel review the request and input evaluation comments into AFEMS (C001). The Data Transaction Sessions table of allowance change request (TACR) screen (in the allowances menu) is used to enter an allowance change request electronically. If accessible, property custodians may also input their allowance change request online into AFEMS (C001). When the custodian submits the allowance change request into AFEMS (C001), AFMC SCM-R Equipment Activity or LRS/EAE will receive and evaluate the allowance change request through conference e-mail notices. These notices inform the AFMC SCM-R Equipment Activity or LRS/EAE to evaluate an allowance change request initiated by an equipment custodian. The conference e-mail notice will provide an AFEMS (C001) request number so the AFMC SCM-R Equipment Activity or LRS/EAE can retrieve the online allowance change request and record their evaluation comments. AFEMS (C001) will also notify, through e-mail, the next evaluator after the AFMC SCM-R Equipment Activity or LRS/EAE have recorded their comments. In certain instances AFEMS (C001) will send allowance change requests directly to the allowance manager.

AFEMS (C001) online help feature provides detailed instructions for preparing a TACR. Requests for changes should be accompanied when the following apply:

- The appropriate allowance ID or end item, mission application, and mission exception.
- Nomenclature, stock number, and cost of item(s) involved. Stock number only required for automated allowance change request.
- Recommended BOI of items.
- Title and numerical unit designation of the requesting activity. Not required for automated allowance change requests.
- Base location, requestor (POC).
- Functional and organizational charts of the requester. Automated allowance change requests will include in the justification a reference to each mail-in attachment.
- Directives about equipment requirements including page, paragraph, figure, or index number, as appropriate. Include TO, command directives, OPORD, and plans.
- Detailed, complete justification for the increased allowance, including information about the suitability of similar items in current allowances.
- Complete description of what the item will be used for, how often it will be used, and why it is required (or no longer required, if recommending deletion).
- Effect of the change request on personnel who will use and maintain the equipment. When an equipment change is based on a personnel change, give the correct reference number of the personnel change request and indicate its status.
- Applicability to other similar units.
- Other pertinent information, such as level of maintenance to be performed, turnaround requirements, volume of work, and so forth.

When requesting a nonlisted commercial item, include the part number (if available) in the allowance change request, which will be forwarded to the MAJCOM via the electronic AF Form 601 in AFEMS (C001). If it is appropriate, requestors must also furnish any available military, federal, or adopted industrial specification standard so it can be listed in an AS. When specification standards are not applicable, a composite description must be given, including:

- New item description with all available information so it can be correctly identified.
- Essential characteristics of the item. For example, materiel; electrical data, if any; dimensions; principles of operation; essential operating conditions; special features; restrictive or significant environmental conditions; manufacturer's name, address, part number, and brochure, if available. The brochure will be a mail-in attachment.
- Application and use. For example, intended use, operation to be performed, equipment with which the item is to be used.

### **Equipment transfers**

Equipment transfers allow for continued use of equipment and a reduction of paperwork that would otherwise be required if the item were turned in and reissued to another account. Also, gaining organization funds are not spent for equipment received as the result of equipment transfers.

AFMC SCM-R Equipment Activity decides whether to return the property to stock or transfer it to another custodian. Usually property is not transferred to stock if another custodian needs it. If a serviceable turn-in is processed and due-outs exist within the same installation and support (I&S) group, a 383 reject will be produced, followed by an inquiry reflecting all due-outs for this stock number. AFMC SCM-R Equipment Activity then determines which custodian should receive the property and takes transfer action.

The gaining custodian may request an equipment transfer from another custodian's account by an AF Form 2005, letter, or call-in. The gaining custodian is required to show proof of concurrence by the losing custodian. The gaining custodian provides the same data for the transfer that was provided for the issue (ISU) plus the losing custodian's authorized/in-use detail document number. This number is entered in block E of the AF Form 2005, included on the letter, or provided at the time of call-in. To transfer property from one custodian to another, prepare and process an EAID/in-use custody receipt account transfer using TRIC FET. The FET input causes the transfer of an equipment item from one authorized/in-use detail record to another with a single input. A single FET input also provides a capability of decreasing the authorized quantity on the losing account and increasing the authorized quantity on the gaining account. This ability to adjust authorized quantities is optional with each input.

The materiel management system performs a check against the gaining document number to ensure that the quantity on hand (prime and substitute items), quantity due-out, and input FET quantity do not exceed the authorized quantity on the authorized/in-use detail. A management notice is printed when the total in-use quantities, on the prime and substitute details, plus the applicable due-out quantities, are greater than the authorized quantity.

The FET routinely produces DD Forms 1348-1A (turn-in and issue documents) when there is a difference between the losing and gaining organization and/or custody receipt account codes. The gaining custodian signs the issue document. The turn-in document is either signed by LRS/EAE or transportation, depending on the method of transfer.

For redistribution or transfer of equipment from one base account to another using a single detail transfer in the materiel management system, use the TRIC: 1ET (base-to-base transfer). CEMOs will provide the following information to the losing/gaining LRS Commander/COS and gaining CEMO:

- Gaining base RID.
- SRAN.
- Gaining organization and shop code.

- Gaining system designator.
- Shipping document number.
- Project code.
- Effective date of the transfer.
- Special instructions regarding the redistribution or transfer.

The 1ET transaction will create a 99S shipment suspense detail on the gaining base SRAN showing movement of an equipment asset. The 99S suspense file will require the gaining base to process an FED to receive the shipment and establishing an on-hand quantity and detail to obtain accountability. TRIC FED is to be used only to establish an authorized-in-use detail for equipment received, and the base did not establish the original requisition. An FED can also be used to create details for the R15 Organizational Visibility Listing for non-EAID assets that have no requirement for tracking in the Materiel Management IT System.

**NOTE:** Transfer of accountability will be the primary method to move equipment. Movement of all equipment in support of contingency, humanitarian, and/or natural disaster relief operations will be accomplished using TRIC: 1ET/FED transfer procedures in the Standard Base Supply System (SBSS)

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### Self-Test Questions

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

#### 220. Equipment requirements

1. What code will tell you if a piece of equipment is an EAID item and where do you find this code?
2. What is an AS and what is it designed to do?
3. Name the four main parts that make up an AS.
4. What does a BOI represent in the AS?
5. Match each SPRAM asset in column B with its purpose in column A. Each item is used only once.

#### *Column A*

- \_\_\_\_ (1) Used to conduct formal instruction on the repair and maintenance of an item.
- \_\_\_\_ (2) Used to detect or isolate a problem in on-line equipment.
- \_\_\_\_ (3) Located with, but are not component parts of the basic set, as listed in the IPB.
- \_\_\_\_ (4) Used in place of TMDE to perform calibration of an item.
- \_\_\_\_ (5) Used to determine the accuracy of various measurements in other assets.

#### *Column B*

- a. Fault isolation spare.
- b. Shop standard spare.
- c. Training spare.
- d. Stand-alone spare.
- e. Test station spare.

6. What are the three categories of the -21 TO SPRAM assets?
7. What report provides a list of all items authorized, on-hand, and due-out, for organizations authorized SPRAM assets?

**221. Equipment requests and allowance change requirements**

1. What two methods are used to request changes to an AS?
2. When should an AF Form 2005 be used to request an equipment item?
3. What action do you take if required data for an AF Form 601 cannot be obtained from the custodian?
4. What is submitted to MAJCOM when a requirement exists for an item not listed in an AS or the quantity required exceeds the BOI?
5. When are multiple items with different federal supply classes (FSC) included on a single AF Form 601 requiring higher than base level approval?
6. What action does AFMC SCM-R Equipment Activity take after receiving a 383 reject for processing a serviceable equipment turn-in and due-outs exist within the same I&S group?
7. What is the difference between TRIC FET and TRIC 1ET?

## 4-2. Weapons and Communications Security Reports

Though these items are different, they are accounted for in a similar manner. Both are tracked by serial number and require transaction serialized reporting. A separate serialized control detail record or in-use serialized control record is established for each of these controlled items. AFEMS (C001) provides online worldwide visibility for each weapon and COMSEC asset.

### 222. Weapons and communications security reports

As our lesson title implies, we will cover two major topic areas in this lesson:

- Weapons control and reporting.
- COMSEC control and reporting.

#### Weapons control and reporting

Weapons are defined as carbines, grenade launchers, machine guns, pistols, recoilless weapons, revolvers, rifles, shotguns, and so forth. Some of these weapons require serialized control and reporting. Serialized control and reporting applies only to complete weapons or the part of the weapon where the serial number is stamped or etched, such as the receiver or frame. With this in mind, we will now turn our attention to the five subject areas of this lesson component:

- Item record ID.
- Reporting.
- Serialized control detail records.
- Source documents.
- Weapons reconciliation.

#### *Item record identification*

Weapon items are identified on the item record with an SRC of “A.” The SRC is assigned by AFMC SA/LW Serialized Control Activity and is pushed to bases by the SNUD using TRIC “BME.” CIC “N,” “2,” “3,” “4,” “5,” “6” or “8” are also assigned to these items.

**NOTE:** Serialized reporting does not apply to barrels, firing mechanisms, and so forth; however, these items are assigned a CIC “N” to indicate they require special control/warehousing to prevent pilferage.

#### *Reporting*

Only items with an SRC “A” are reported to the Serialized Control of Small Arms System (D184). The AFMC SA/LW Serialized Control Activity maintains a central file of all weapon items with SRC “A” by serial number within the AF. If a transaction at base level increases or decreases the base asset position, a daily change report (DIC DSM) is generated under program control. If the ERRCD is “NF2”/“ND2,” the daily change report is forwarded to AFEMS (C001). These DSM images are placed in the same file as the images that go to AFEMS (C001) via the Daily Equipment Transaction Report (D24) files. AFEMS (C001) updates the AFEMS database and forwards the images to the D184 system to update the central file. Daily change reports for ERRCD “XB”/“XF”/“XD” type account “B” items are sent directly to the D184 system.

The accountable officer assigns a single POC for referral of inquiries regarding small arms serial number reports and data. Responsibilities of the POC include:

- Researching the consolidated transaction history.
- Confirming or correcting records (errors/notices back from interfacing systems).
- Scheduling the annual reconciliation (R46).
- Scheduling any monthly reconciliation (R46) when a monthly is deemed necessary by the POC or accountable officer.



The POC's name, phone number, organizational address, and e-mail address (if available) is sent to AFMC SA/LW Serialized Control Activity annually, but no earlier than 1 April and no later than 15 April.

### *Serialized control detail records*

The actual serial number for each item coded with SRC "A" is maintained on either a 249 serialized control detail or a 250 in-use serialized control detail. A Weapons Serialized Control Input-Format Two (DSR) is used to load, change or delete these details. This format is used by LRS/EAE to modify records of serialized weapons at or received by his/her base. A DSR input identifies to the materiel management system a specific serialized control detail document number and serial number for processing.

Serial numbers for items on hand in LRS, regardless of ERRCD or serviceability, are maintained on 249 serialized control details. When these serial numbers are issued to a customer, they convert to a 250 in-use detail. For example, there are 100 weapons in stock, with 100 serialized control (249) details loaded. SrA Smith has a requirement for 50 of these weapons, and her equipment account is authorized 50 of these weapons. When the issue request is processed, those 50 serialized control (249) details selected will be deleted, and program control will create 50 in-use serialized control (250) details with an authorized in-use detail document number. The remaining 249 serialized control details stay on the item record, and the serviceable balance will reflect 50 each.

Serial numbers for items maintained on a detail, such as for MRSP, MSK, SPRAM, WRM, and supply point are also accounted for on 250 serialized control records.

**NOTE:** The accountable officer does not track type account "B," SRC "A" assets (e.g., aircraft weapons coded as "XD, XF, XB") once they are issued to the using organization.

### *Source documents*

All source documents for weapons will be processed and sent to document control within three workdays from the materiel management system processed date. To avoid delays in processing off-base shipments through transportation function channels, coordinate and make prior shipping arrangements with transportation before you process the materiel management system in-line transaction. The serial numbers for each transaction are listed on an F117 management notice printed in conjunction with the output (source) document. Document control will file a copy of the F117 management notice along with the source document.

### *Weapons reconciliation*

All weapons are reconciled annually with the AFMC SA/LW Serialized Control Activity. Type account code "B" assets are reconciled with D184. Type account code "E" assets are reconciled with AFEMS (C001), which forwards the reconciliation images to D184 after updating the AFEMS database. Weapons are reconciled no later than 30 April and transmitted to the appropriate system to arrive no later than 10 May of each year. Two further actions are required during weapons reconciliation:

- Processing.
- Output.

### *Processing*

Prior to 30 April, process the edit option of the Weapon/COMSEC Reconciliation Program (R46) with a dash (-) in position 65. This option compares the on-hand balance and detail balance to the 249/250 serialized control details. An error listing is produced for records that do not pass edits.

When all reporting errors are corrected and any out-of-balance conditions have been resolved, process the R46 with a "W" in position 66 of the program select card to create the outbound Supply Interface System (SIFS) file. Do not process the SIFS option earlier than 30 April unless directed by AFMC SA/LW Serialized Control Activity or the applicable MAJCOM.

Overages and shortages identified during reconciliation with AFMC SA/LW Serialized Control Activity must be thoroughly researched, inventoried, and/or have appropriate investigative actions initiated.

### *Output*

Two SIFS files are created upon the successful processing of the annual reconciliation option. One file consists of type account code “B” assets, and one consists of type account code “E” assets. These files are unique for each system designator.

**NOTE:** The files are automatically transmitted to the appropriate receiving system. External review is not necessary.

### **Communications security control and reporting**

COMSEC items are defined as equipment and components used to secure official communications. These items are managed similarly to weapons so they require:

- Item record ID.
- Reporting.
- Serial control detail records.
- Source documents.
- COMSEC reconciliation.

### *Item record identification*

COMSEC items are identified with SRC “C,” and are coded with Materiel Management Aggregation Code (MMAC) “CA,” “CK,” “CL,” “CO,” “CR,” or “CY” on the item record.

### *Reporting*

AFMC Air Force Life Cycle Management Center, Cryptologic Systems Division (AFLCMC/HNC) in San Antonio, Texas, tracks these items while AFEMS (C001) provides online worldwide visibility for each asset to using equipment and warehouse custodian accounts.

AFLCMC/HNC maintains the Serial Number Control System (SNCS), which is a central file of all COMSEC assets by serial number within the AF. If a transaction at base level increases or decreases the base asset position, a daily change report (DIC XHA) is generated under program control. If the ERRCD is “NF2”/“ND2,” type account “E,” the daily change report is forwarded to AFEMS (C001).

**NOTE:** These XHA images are placed in the same file as the images that go to AFEMS (C001) for D24 reporting.

AFEMS (C001) updates the AFEMS (ACOM screen) and forwards the images to SNCS to update the central file. Daily change reports for ERRCD “XB”/“XF”/“XD” items are sent directly to the SNCS.

Just as with weapons reporting, the accountable officer assigns a single POC for referral of inquiries regarding COMSEC serial number reports and data. Responsibilities of the POC include:

- Researching the consolidated transaction history confirmation or correction of records (errors/notices back from interfacing systems).
- Scheduling the semiannual reconciliation (R46).
- Scheduling monthly reconciliation (R46) when deemed necessary by the appointed COMSEC POC or accountable officer.

**NOTE:** Do not get the options of the R46 confused. There is a monthly option and an annual option. The annual option is used for the semiannual requirements to reconcile with AFEMS and the SNCS.

### *Serial control detail records*

The actual serial number for each item coded with SRC “C” is maintained on either a 249 serialized control detail or a 250 in-use serialized control detail. Serial numbers for items on hand in LRS,



regardless of ERRCD or serviceability, are maintained on 249 serialized control details. Serial numbers for items coded as “equipment” will transfer to 250 in-use serialized control details when issued to the customer. This is the exact same concept on how weapons are maintained on the item record.

A COMSEC Serialized Control Input-Format Two (XHB) is used to load, change, or delete 249/250 serialized control details. This format is used by LRS/EAE to modify records of serialized COMSEC assets at or received by his/her base. A XHB input identifies to the materiel management system a specific serialized control detail document number and serial number for processing.

COMSEC serial numbers for items maintained on a detail (e.g., MRSP, MSK, SPRAM, WRM, unserviceable and supply point) are also accounted for on 250 control records.

The accountable officer does not track type account “B” COMSEC assets (ERRCD “XB”/“XF”/“XD”) once they are issued to the using organization.

### *Source documents*

All source documents for COMSEC items are processed and sent to the personnel in Document Control within three workdays from either the materiel management system processed date or the degraded operations date. The serial numbers for each transaction are listed on an F117 management notice printed in conjunction with the output (source) document. Document Control personnel will file a copy of the F117 management notice along with the source document.

### *Communications security reconciliation*

The National Security Agency directs the AF to account for all COMSEC assets requiring serial number control. All COMSEC assets on detail records or on hand in LRS are reconciled semiannually with AFEMS (C001) for both type account codes “B” and “E”. AFEMS (C001) processes the type “E” COMSEC assets reconciliation data received into the AFEMS database and then forwards these images to AFEMS (ACOM screen) for the reconciliation processing. AFEMS (ACOM screen) processes the data received from AFEMS (C001) and the type account code “B” COMSEC assets data received straight from the bases.

**NOTE:** Out of cycle reconciliation may be directed with MAJCOM approval. When this happens transmission of data will be by the same method and to the same places as the scheduled semiannual reconciliations.

Prior to 15 March and 15 September, process the edit option of the R46 with a dash (-) in position 64. This option will perform the same function for the COMSEC assets as it does for weapons. It compares the on-hand balance and detail balance to the 249/250 serialized control details. An error listing is produced for records that did not pass edits. When all reporting errors are corrected and any out-of-balance conditions have been resolved, process the R46 with a “C” in position 66 of the program select card. This will create the outbound SIFS file.

AFEMS (ACOM screen) sends COMSEC Control Reject Report (XHB) with COMSEC error notification code “7B” stating “The required semiannual reconciliation report was not received” to any base that fails to process the reconciliation as required. When an XHB with COMSEC error notification code “7B” is received, action must be taken to process the R46.

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## **Self-Test Questions**

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

### **222. Weapons and communications security reports**

1. What CIC are assigned to control weapons?

2. Who maintains a central file of all weapon items with SRC "A" by serial number within the AF?
3. What input identifies a specific weapon serialized control detail document number and serial number for processing in the materiel management system?
4. Within what time period are weapon and COMSEC source documents processed and sent to Document Control?
5. How often are weapons reconciled?
6. What program is used to reconcile weapon and COMSEC serialized control details?
7. What is the SNCS?
8. How often are COMSEC assets reconciled?
9. How are bases notified when they fail to process the COMSEC reconciliation as required?

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### Answers to Self-Test Questions

**220**

1. EMC. Third position of the ERRCD and can be found by researching AFEMS.
2. An authorization that identifies items and maximum quantities required to perform assigned peacetime and wartime missions, functions, and duties of Air Force (AF) organizations and individual specialists. AS are designed and structured to support a particular end item or mission.
3. Allowance Standard Text, Allowance Index, BOI, and SERD information.
4. The maximum allowable quantity of a non-expendable item.
5. (1) c.  
(2) a.  
(3) e.  
(4) d.  
(5) b.
6. Maintenance and safety protection equipment (MSPE), alternate mission equipment (AME), and crew and passenger support equipment (CPSE).
7. SPRAM Report Listing (R25).

**221**

1. Submit an AF Form 601 to AFMC SCM-R Equipment Activity or LRS/EAE, or input the request online into AFEMS (C001).
2. When the requested item is in an AS where the approval is at wing/base level or below, and when the AS preface or other directive requires special base-level coordination.
3. Disapprove the request.
4. AF Form 601.
5. When the request is against the same ASC and the background and justification for all the items are the same.
6. Determine which custodian should receive the property, and take transfer action.
7. TRIC FET transfers equipment from one custodian to another and TRIC 1ET transfers equipment from one base to another.

**222**

1. "N," "2," "3," "4," "5," "6," or "8."
2. The AFMC SA/LW Serialized Control Activity.
3. DSR.
4. Within three workdays.
5. Annually.
6. Weapon/COMSEC Reconciliation Program (R46).
7. SNCS is the central file of all COMSEC assets by serial number within the Air Force (AF).
8. Semiannually.
9. AFEMS (ACOM screen) sends COMSEC Control Reject Report (XHB) with COMSEC error notification code "7B" stating "The required semiannual reconciliation report was not received".

**Complete the unit review exercises.**

## Unit Review Exercises

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

**Do not return your answer sheet to the Air Force Career Development Academy (AFCDA).**

77. (220) What authorization identifies items and maximum quantities required to perform assigned peacetime and wartime missions, functions and duties of Air Force (AF) organizations and individual specialists?
- A. Equipment management code (EMC).
  - b. Allowance Standard (AS).
  - c. Allowance Index.
  - d. Basis of Issue.
78. (220) Who is responsible for the final review and approval or disapproval of organizational and individual equipment items, quantities and basis of issue (BOI), and non-routine requests to be included in equipment allowance standards (AS)?
- a. Air Force Materiel Command Supply Chain Management Retail (AFMC SCM-R) Equipment Activity.
  - b. Logistics readiness squadron (LRS)/Equipment Accountability.
  - c. Command equipment management office.
  - d. AFMC Allowance Standard Activity.
79. (220) What is transaction identification code (TRIC) 1XA used for?
- a. Load, change, inquire or delete special purpose recoverables authorized maintenance (SPRAM) detail records.
  - b. Load, change, or delete SPRAM detail records.
  - c. Load or change SPRAM detail records.
  - d. Inquire SPRAM details only.
80. (220) What activity and demand code is used to issue assets to a special purpose recoverables authorized maintenance (SPRAM) detail record?
- a. Activity Code I/Demand Code D.
  - b. Activity Code D/Demand Code I.
  - c. Activity Code P/Demand Code N.
  - d. Activity Code N/Demand Code P.
81. (220) At a minimum, how often is a special purpose recoverables authorized maintenance (SPRAM) account inventoried and authorizations validated?
- a. Monthly.
  - b. Quarterly.
  - c. Semiannually.
  - d. Annually.
82. (221) Who establishes accountable records in the materiel management system on all approved equipment requests?
- a. Air Force Materiel Command Supply Chain Management Retail (AFMC SCM-R) Equipment Activity and logistics readiness squadron (LRS)/equipment accountability element (EAE).
  - b. Command equipment management office and AFMC SCM-R Equipment Activity.
  - c. AFMC Allowance Standard Activity and command equipment management office.
  - d. AFMC SCM-R Records Maintenance Activity and AFMC SCM-R Stock Control Activity.

83. (221) What type of equipment requests are processed without having an in-use detail established?
- a. XD2.
  - b. XB3.
  - c. NF1.
  - d. ND1.
84. (221) What Air Force (AF) form is used to request a change to an allowance standards (AS) or an equipment item whose basis of issue (BOI) requires approval *above* wing or base level?
- a. 2005.
  - b. 2009.
  - c. 600.
  - d. 601.
85. (221) What menu option in the Air Force Equipment Management System (AFEMS) (C001) is used to enter equipment allowance change requests electronically?
- a. TORC.
  - b. TRAC.
  - c. TACR.
  - d. OLVIMS.
86. (221) Which transaction identification code (TRIC) is used to transfer equipment from one custodian account to another?
- a. FIC.
  - b. FET.
  - c. FEX.
  - d. FIS.
87. (221) Which transaction identification code (TRIC) is used to transfer equipment from one base account to another?
- a. SHP.
  - b. 1ET.
  - c. FET.
  - d. TRM.
88. (222) Which serialized report code (SRC) identifies a weapon on the item record?
- a. A.
  - b. C.
  - c. N.
  - d. W.
89. (222) Which serialized report code (SRC) identifies a communications security (COMSEC) asset on the item record?
- a. A.
  - b. C.
  - c. N.
  - d. W.
90. (222) In the logistics readiness squadron (LRS), what type detail are serial numbers for weapon items maintained on when the serial number is issued to a customer?
- a. 249.
  - b. 250.
  - c. Due-in from maintenance (DIFM).
  - d. Non-equipment authorization inventory data (EAID).

91. (222) By what date must the weapons reconciliation be performed?
- a. 30 March.
  - b. 1 April.
  - c. 30 April.
  - d. 15 September.
92. (222) What input identifies a specific communication security (COMSEC) serialized control detail document number and serial number for processing in the materiel management system?
- a. XHB.
  - b. XHA.
  - c. SRC.
  - d. DSR.
93. (222) What does Air Force Equipment Management System (AFEMS) (ACOM screen) send to a base that fails to process the communication security (COMSEC) reconciliation as required?
- a. XHA COMSEC variance record.
  - b. COMSEC error assessment notification.
  - c. XHA, COMSEC variance record with COMSEC error assessment code "2B."
  - d. XHB, COMSEC control reject report with COMSEC error notification code "7B."

# 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 handtools, individual issue equipment, and war reserve materiel. AFEMS includes the areas of allowances, authorizations, accounting, physical inventories, reporting, and requirements computation.

**AFEMS (ACOM screen)** — Displays a list of COMSEC serial numbers with an associated stock number and SRAN as reported by the materiel management system.

**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.

**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.

**back order**—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.

**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 spares related thereto.

**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.

**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.

**daily demand rate (DDR)**—The average quantity used daily and computed internally.

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

**date of first demand (DOFD)**—Indicates the Julian date of the first request for issue, regardless of demand code or TEX code. It is included on the item record and the master bench stock record.

**date of last adjustment (DOLA)**—Indicates the Julian date of the most recent increase in an item record balance. This date is stored on the item record and the master bench stock record.

**date of last demand (DOLD)**—Indicates the Julian date of the most recent transaction in which a recurring demand was processed. This date is stored on the item record and the master bench stock record.

**date of last follow-up (DOLF)**—Indicates the Julian date of the last follow-up. This date is stored in the DOLT field of the follow-up or status detail record.

**date of last inventory (DOLI)**—Indicates the Julian date of the conclusion of the most recent inventory.

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

**delivery destination**—A code that designates where property is to be delivered or picked up from.

**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, follow-up, cancellation, etc.) to the system to which it pertains, and further identifies such data as to its intended purpose and usage.

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

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

**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 authorization 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 an exception is noted by the computer.

**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.

**Federal Logistics Information System web search (WebFLIS)** - Provides essential information about supply items including the National Stock Number (NSN), the item name, manufacturers and suppliers (including part numbers), through a web interface connected to FLIS data.

**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.

**force activity designator (FAD)**—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**—Code loaded on an item record to stop SBSS processing of certain transactions against that item record and associate detail records.

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

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

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

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

**inactive item of supply**—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)**—List of spare parts, supplies, and components required for organizational and field maintenance specific quantity of end articles.

**interchangeability code**—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 (ISG)**—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**—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**—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**—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 materiel**—Materiel is improperly addressed and/or shipped to the wrong destination.

**mission, design, series (MDS)**—Standard nomenclature designations for aircraft and missiles to indicate the prime intended function, the sequence of each design, and the series letter indicating significant changes to the logistics support.

**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.

**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.

**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 and shipping time (O&ST)**—The average elapsed time, in days, between initiation and receipt of stock replenishment requisitions.

**order and shipping time quantity (O&STQ)**—The quantity required to be on hand to meet demands during the period represented by the O&ST.

**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.

**overage**—Item overage is when the quantity received is greater than shown on shipping document.

**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

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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.

**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.

**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.

**releveling flag**—Used to indicate to the requirements scan program that the asset position should be examined to determine if a requisition or an excess report should be submitted or if a demand level should be established.

**reorder level/point**—The stock position of an item when a replenishment order should be placed or some other type of supply action taken.

**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.

**report of survey**—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.

**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.

**requisition exception (REX)**—Used to suppress automatic requisitioning action and to identify requisitions that require external review before submission to a source of supply.

**requisitioning objective (RO)**—The authorized on-hand and on-order quantity.

- 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.
- safety level quantity (SLQ)**—A quantity that consists of those assets required to be on-hand to permit continuous operation in the event of a minor interruption of normal replenishment or unpredictable increases in demands.
- 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.
- shortage**—Item shortage is when the quantity received is less than the quantity shown on the shipping document.
- 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 fund**—A revolving fund established to finance inventories of supplies and other stores.
- 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.
- stockage priority code (SPC)**—Used to determine demand levels on the item record for economic order quantity (EOQ) items. The requirements program uses this code as a decision element when determining the number of demands that an EOQ item must experience in a 365-day time period before a demand level can be established.
- 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 material, 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 (e.g., 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 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>A&amp;F</b>	accounting and finance
<b>AC&amp;W</b>	aircraft control & warning
<b>ACC</b>	Air Combat Command
<b>ACH</b>	aircraft hangar/advanced combat helmet
<b>ADS</b>	authoritative data source
<b>AEF</b>	Air and Space Expeditionary Force
<b>AETC</b>	Air Education and Training Command
<b>AF</b>	Air Force
<b>AFB</b>	Air Force base
<b>AFEMS</b>	Air Force Equipment Management System
<b>AFH</b>	Air Force handbook
<b>AFI</b>	Air Force instruction
<b>AF-IT</b>	Air Force Input Tool
<b>AFMAN</b>	Air Force manual
<b>AFMC</b>	Air Force Materiel Command
<b>AFMC SCM-R</b>	Air Force Materiel Command Supply Chain Management Retail
<b>AFR</b>	Air Force Reserve
<b>AFRIMS</b>	Air Force Records Information Management System
<b>AFSC</b>	Air Force specialty code
<b>AFTO</b>	Air Force technical order
<b>AFWUS</b>	Air Force Wide Unit Type Code Summary
<b>AGE</b>	aerospace ground equipment
<b>AHRS</b>	altitude heading reference system
<b>ALC</b>	Air Logistics Complex
<b>AME</b>	alternate mission equipment
<b>ANG</b>	Air National Guard
<b>AOR</b>	area of responsibility
<b>APSR</b>	Accountable Property System of Record
<b>ART</b>	Air and Space Expeditionary Force Unit Type Code Reporting Tool
<b>AS</b>	allowance standard
<b>ASC</b>	allowance source code
<b>ASL</b>	adjusted stock level
<b>AWM</b>	awaiting maintenance
<b>AWP</b>	awaiting parts



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<b>BCO</b>	base contracting office
<b>BEAR</b>	Basic Expeditionary Airfield Resources
<b>BIMT</b>	Basic Expeditionary Airfield Resources Integrated Management Team
<b>BIPT</b>	Basic Expeditionary Airfield Resources Integrated Product Team
<b>BNR</b>	billed not received
<b>BOI</b>	basis of issue
<b>BSRB</b>	Basic Expeditionary Airfield Resources Systems Readiness Board
<b>CA/CRL</b>	custodian authorization/custody receipt listing
<b>CBRNE</b>	chemical, biological, radiological, nuclear and high-yield explosive
<b>CCMD</b>	combatant command
<b>CDC</b>	career development course
<b>C-E</b>	communications-electronics
<b>CEMO</b>	command equipment management office
<b>CFO</b>	chief financial officer
<b>CHPMSK</b>	contingency high-priority mission support kit
<b>CIC</b>	controlled item code
<b>CJCS</b>	Chairman of the Joint Chiefs of Staff
<b>COLT</b>	customer-oriented leveling technique
<b>COMSEC</b>	communications security
<b>CONOPS</b>	concept of operations
<b>CONPLAN</b>	concept plan
<b>COSIS</b>	care of supplies in storage
<b>CPSE</b>	crew and passenger support equipment
<b>CRSP</b>	consumable readiness spares package
<b>CSAF</b>	Chief of Staff, United States Air Force
<b>CWRMO/NCO</b>	command war reserve materiel officer/noncommissioned officer
<b>DARD</b>	Defense Accountability, Reutilization and Disposal
<b>DD</b>	Department of Defense (when used with a form, i.e. “DD Form”)
<b>DDFR</b>	daily demand frequency rate
<b>DDR</b>	daily demand rate
<b>DEMIL</b>	demilitarization
<b>DFAS</b>	Defense Finance and Accounting Service
<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>DOC</b>	designed operational capability
<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>DOR</b>	due-out release
<b>DPG</b>	Defense Planning Guidance
<b>DRCQ</b>	depot repair cycle quantity
<b>DRMO</b>	Defense Reutilization Marketing Office
<b>DRRS</b>	Defense Readiness Reporting System
<b>DSO</b>	direct support objective
<b>EAID</b>	equipment authorization inventory data
<b>EALS</b>	Expeditionary Airfield Lighting System
<b>EAE</b>	equipment accountability element
<b>EBO</b>	expected backorder
<b>EDD</b>	estimated delivery date
<b>EDIPI</b>	electronic data interchange personal identifier
<b>EIC</b>	equipment inventory count
<b>EMC</b>	equipment management code
<b>EOQ</b>	economic order quantity
<b>ERAA</b>	equipment review authorization activity
<b>ERRCD</b>	expendability, recoverability, reparability, cost designator
<b>ES-S</b>	Enterprise Solution-Supply
<b>FAM</b>	functional area manager
<b>FCRSP</b>	flexible consumable readiness spares package
<b>FEX</b>	forced excess
<b>FIA</b>	financial inventory accounting
<b>FOA</b>	field operating agency
<b>FRAG</b>	fragmentation code
<b>FRAGORD</b>	fragmentation order
<b>FSC</b>	federal supply class/flight service center
<b>FY</b>	fiscal year
<b>GOSG</b>	General Officer Steering Group
<b>GSA</b>	General Services Administration
<b>GTN</b>	Global Transportation Network
<b>HAZMAT</b>	hazardous material

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<b>HPMSK</b>	high-priority mission support kit
<b>HQ</b>	headquarters
<b>html</b>	Hypertext Markup Language
<b>I&amp;S</b>	installation and support
<b>IAPS</b>	Integrated Accounts Payable System
<b>IAW</b>	in accordance with
<b>IBA</b>	individual body armor
<b>ICI</b>	interactive communications interface
<b>ICP</b>	inventory control point
<b>ID</b>	identification
<b>IDE</b>	Integrated Development Environment
<b>ILS-S</b>	Integrated Logistics System-Supply
<b>IM</b>	item manager
<b>IMDS</b>	Integrated Maintenance Data System
<b>IMT</b>	information management tool
<b>INW</b>	in work
<b>IPB</b>	illustrated parts breakdown
<b>IPE</b>	individual protective equipment
<b>IRSP</b>	in-place readiness spares package
<b>ISG</b>	interchangeable and substitution group
<b>JCS</b>	Joint Chiefs of Staff
<b>JOPEs</b>	Joint Operations Planning and Execution System
<b>JSCP</b>	Joint Strategic Capabilities Plan
<b>JSLIST</b>	Joint Service Lightweight Integrated Suit
<b>JSMLT</b>	Technology Joint Service Mask Leakage Tester
<b>JU</b>	joint-use
<b>LCL</b>	local
<b>LJC</b>	level justification code
<b>LOC</b>	lines of communication
<b>LP</b>	local purchase
<b>LRS</b>	logistics readiness squadron
<b>MAAS</b>	Mobile Aircraft Arresting System
<b>MAJCOM</b>	major command
<b>MBS</b>	mobility bench stocks
<b>MCD</b>	mission change data
<b>MCDDR</b>	mission change daily demand rate

<b>MCDDFR</b>	mission change daily demand frequency rate
<b>MDR</b>	materiel deficiency report
<b>MDS</b>	mission design series
<b>METL</b>	mission essential task list
<b>MICAP</b>	mission capability
<b>MILSTRIP</b>	military standard requisitioning and issue procedures
<b>MISCAP</b>	mission capability statement
<b>MMAC</b>	materiel management aggregation code
<b>MMC-CM</b>	materiel management code-combat mission
<b>MMG</b>	materiel maintenance group
<b>MOBAG</b>	mobility bag
<b>MPN</b>	mobility position number
<b>MRE</b>	meal ready to eat
<b>MRSP</b>	mobility readiness spares package
<b>MSK</b>	mission support kit
<b>MSPE</b>	maintenance and safety protection equipment
<b>MUG</b>	multiple unit training code grouping
<b>NCA</b>	national command authority
<b>NMCC</b>	National Military Command Center
<b>NPPC</b>	numeric parts preference code
<b>NRTS</b>	not reparable this station
<b>NSN</b>	national stock number
<b>OEF</b>	Operation Enduring Freedom
<b>OI</b>	operating instruction
<b>OIF</b>	Operation Iraqi Freedom
<b>OPLAN</b>	operation plan
<b>OPORD</b>	operation order
<b>OSD</b>	Office of the Secretary of Defense
<b>PC-ASM</b>	personal computer-aircraft sustainability module
<b>PCS</b>	permanent change of station
<b>PDL</b>	proactive demand leveling
<b>PICA</b>	primary inventory control activity
<b>POB</b>	planner operating base
<b>POC</b>	point of contact
<b>POE</b>	point of embarkation
<b>POL</b>	petroleum, oil, and lubricants

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<b>POS</b>	peacetime operating stock
<b>PP&amp;E</b>	property, plant, and equipment
<b>PPBS</b>	Planning, Programming, and Budgeting System
<b>QDR</b>	quality deficiency report
<b>RAR</b>	repair and return
<b>RBL</b>	readiness based leveling
<b>RDD</b>	required delivery date
<b>RDO</b>	redistribution order
<b>RIC</b>	routing identifier code
<b>RNB</b>	received not billed
<b>RO</b>	requisition objective
<b>ROD</b>	report of discrepancy
<b>RPS</b>	remote processing station
<b>RSP</b>	readiness spares package
<b>SA/LW</b>	small arms and light weapons
<b>SBLC</b>	standard base-level computer
<b>SBSS</b>	Standard Base Supply System
<b>SCM-R</b>	Supply Chain Management Retail
<b>SecDef</b>	Secretary of Defense
<b>SERD</b>	support equipment recommendation data
<b>SFFAS</b>	Statements of Federal Financial Accounting Standards
<b>SFMIS</b>	Security Forces Management Information System
<b>SICA</b>	secondary item control activity
<b>SIFS</b>	Supply Interface System
<b>SIPRNET</b>	secret protocol router network
<b>SIRS</b>	Secondary Item Requirements System
<b>SMAG</b>	supply management activity group
<b>SNC</b>	shipped not credited
<b>SNCS</b>	Serial Number Control System
<b>SNUD</b>	stock number user directory
<b>SPEK</b>	single pallet expeditionary kitchen
<b>SPG</b>	strategic planning guidance
<b>SPRAM</b>	special purpose recoverables authorized maintenance
<b>SRAN</b>	stock record account number
<b>SRC</b>	serialized report code
<b>SRD</b>	standard reporting designator

<b>SRU</b>	shop replacement unit
<b>TACR</b>	table of allowance change request
<b>TAV</b>	total asset visibility
<b>TCTO</b>	time compliance technical order
<b>TEX</b>	transaction exception
<b>THPMSK</b>	temporary high-priority mission support kit
<b>TMDE</b>	test measurement and diagnostic equipment
<b>TMO</b>	traffic management office
<b>TO</b>	technical order
<b>TOA</b>	transportation operation agency
<b>TPFDD</b>	time-phased force and deployment data
<b>TPFDL</b>	time-phased force and deployment list
<b>TRIC</b>	transaction identification code
<b>UDM</b>	unit deployment manager
<b>UJC</b>	urgency justification code
<b>UMMIPS</b>	Uniform Materiel Movement and Issue Priority System
<b>UND</b>	urgency of need designator
<b>USAF</b>	United States Air Force
<b>USCENTAF</b>	United States Air Force Central
<b>USCENTCOM</b>	United States Central Command
<b>USPS</b>	United States Postal Service
<b>UTA</b>	unit type code availability
<b>UTC</b>	unit type code
<b>WAA</b>	wartime aircraft activity
<b>WCDO</b>	war consumables distribution objective
<b>WebFLIS</b>	Federal Logistics Information System Web Search war
<b>WMP</b>	and mobilization plan
<b>WRM</b>	war reserve materiel

## **Student Notes**

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