

CDC 2S051

Materiel Management Journeyman

Volume 3. Customer Support



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Air University
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IN THIS THIRD VOLUME of career development course (CDC) 2S051, *Materiel Management Journeyman*, you will learn about the duties and responsibilities associated with customer support. Volume 3 covers the following information:

- Unit 1 covers responsibilities and management of equipment assets.
- Unit 2 describes stockage policy, requirements, and requisitions.
- Unit 3 discusses research and records maintenance.

A glossary is included for your use.

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This volume is valued at 9 hours and 3 points.

NOTE:

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

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

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

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Unit 1. Equipment Management

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EQUIPMENT IS A MAJOR functional area, and management of equipment is an important task for materiel management journeymen. Whether you are at your home station maintaining equipment accounts or at the tip of the spear providing oversight for deployed equipment, management of Air Force equipment is paramount. Equipment items are nonexpendable—items *not* consumed in normal use—meaning they are of a durable nature and capable of continued or repetitive use by an individual or organization. You can identify equipment items by their expendability, recoverability, reparability, and cost designators (ERRCD)—NDx or NFx. A few examples of equipment items are vehicles, refrigerators, and small arms.

1–1. Managing Equipment Assets

The equipment management system is designed to provide control over the use and spending of equipment assets. In this section, you will learn how these items are managed at different levels and how they are authorized and tracked through the equipment management process. We will begin by looking at the responsibilities exercised at various levels throughout the Air Force.

401. Responsibilities

Because of their nature and expense, control and accountability for equipment items is different than the process used for supply-type items. One of these differences is that activities at various Air Force levels have specific responsibilities for controlling equipment items. These range from Headquarters United States Air Force (HQ USAF) down to the individual equipment users, known as property custodians. Each level has a tasking for the proper accounting and safeguarding of equipment assets.

Equipment accountability element

Whether the equipment process is conducted at the Air Force Materiel Command Supply Chain Management Retail (AFMC SCM-R) equipment activity or within the base-level equipment accountability element (EAE), the base-level EAE oversees all equipment items and serves as the base equipment review and authorization activity (ERAA). EAE is responsible for helping equipment custodians on matters related to their account. They review and validate all equipment requests submitted by the property custodian. Once the review and validation are complete, they forward the requests to AFMC SCM-R equipment activity for processing. For assets that are not listed in the organization's allowance standard (AS) or that require higher than base-level approval, equipment management forwards the request to the command equipment management office (CEMO) for approval. They also monitor all war reserve materiel (WRM) and mobility equipment requirements and provide assistance in determining joint-use assets. The EAE ensures Air Force Equipment Management System (AFEMS) (C001) processes the online transactions and corrects any rejects or variances. They maintain custody receipt account files and the Equipment Out-of-Balance Listing (Q10). EAE is also responsible for managing the special-purpose recoverables authorized maintenance (SPRAM) program.

Air Force Equipment Management System

The AFEMS (C001) is an online, integrated database management system. Located at Wright-Patterson AFB, it processes 24 hours a day. The C001 database is a compilation of equipment data from multiple data systems.

AFEMS is used by Air Force equipment managers at all levels in determining, authorizing, providing visibility to, and reporting the types and quantities of equipment required in carrying out the Air Force mission. It drives equipment logistical decisions across all commands. It is the only source for total visibility of all Air Force equipment, and it serves as the primary basis for organizational equipment budget-and-buy programs.

Property liability and accountability

Property responsibility does not stop with the property custodian. Air Force policy states that both military and civilian personnel are responsible for property (as defined in Air Force Instruction [AFI] 23-111, *Management of Government Property in Possession of the Air Force*). Each individual is financially liable and must compensate the Air Force for property lost, destroyed, or damaged due to his or her mismanagement or negligence in its use, care, custody, or safeguarding. The Air Force's mission makes it imperative that everyone operate and maintain government systems, equipment, supplies, and real property in the best possible condition, in constant readiness, and in the absolute minimum quantity necessary to carry out assigned tasks.

Property custodians

Each organization that uses equipment has individuals assigned as property custodians. A property custodian is designated by the organization commander or chief of staff agency. This individual has custodial responsibility for government property in his or her possession.

Property custodians place specific emphasis on:

- Planning and forecasting requirements to meet mission goals.
- Preparing and forwarding materiel requests to the proper agency or individuals.
- Signing custody receipts or listings for property charged to their organization.
- Reporting losses or irregularities relating to property to immediate commanders, accountable officers, and/or responsible officers.
- Taking action to reconcile and correct property records.
- Reporting unusual purchase patterns to commanders.

Appointment

Almost anyone can be a property custodian—commissioned officers, noncommissioned officers (NCO), warrant officers, contractors (as specified in contract), or civilians (minimum civilian grade is GS-5 or other equivalent civilian pay grade series). The only stipulation is that the organization commander and EAE must mutually agree on the person selected. Airmen can be appointed as either primary or alternate custodians by the organization commander if the commander feels the Airman is mature enough to handle the responsibility of property custodian. Requests for appointment and change of property custodians and alternates are submitted by formal correspondence from the organizational commander to the EAE. Before assuming custodial responsibilities, new custodians must report to EAE for a thorough briefing and attend Block III, the Equipment Training Course, as well as the AFEMS computer-based training (CBT) program.

Responsibilities

Following training, property custodians assume custodial responsibility for all equipment on their account. As part of their responsibilities, they will submit recommended changes to ASs and authorizations as necessary for their organization. They must review the custodian authorization/custody receipt listing (CA/CRL) to ensure that the information is complete and accurate and conduct

periodic inventories to ensure that property charged to their account is accounted for. Any property discovered that is not listed on the CA/CRL, or is missing or destroyed, must be reported to the EAE. The property custodian retains custodial responsibility for the account until it has been properly transferred to his or her successor and is officially cleared by EAE.

402. Allowance standards and order requests

It is important that only authorized individuals, units, and organizations obtain equipment items for Air Force use. Allowance standards and configuration data are used to determine which organizations are authorized to purchase and maintain certain equipment items.

Allowance standards

Allowance standards are documents that describe the items and quantities of equipment normally required by Air Force activities and individuals to carry out their mission. These documents help ensure that similar types of equipment are identified for use by organizations throughout the Air Force. They provide guidance and controls for the selection and approval of items and quantities of equipment. They are the basis from which authorizations are derived.

Within an AS, the basis of issue (BOI) establishes the number of items to be issued to an individual, activity, or military organization. The BOI represents the *maximum quantity* of an equipment item that may be authorized if properly substantiated by workload utilization data or other adequate justification. When possible, BOIs are stated in flexible terms so they can be easily applied to situations of varying numbers of equipment, personnel, workloads, and so forth (i.e., “1 per 5 F-15 aircraft”).

Allowance standards are available through online query screens in AFEMS (C001)—the equipment management database system. They are also produced quarterly on CD-ROM for non-C001 users. Using the data transaction sessions AS inquiry (TINQ) screen, you can compute the maximum allowance quantities for items for a given organization. The AFEMS system validates all base authorizations to ensure they do not exceed maximum allowances and provide allowance changes to all affected users through e-mail notices as updates occur.

Order requests

There are two separate categories of equipment items—equipment authorized inventory data (EAID) and non-EAID. In this discussion, you will learn how to identify EAID versus non-EAID and the documentation used to process equipment requests.

Equipment items are either EAID or non-EAID, depending on their equipment management code (EMC). The EMC is reflected in the third position of the expendability, recoverability, reparability, cost designator (ERRCD). The EMC also determines whether items require reporting through the USAF equipment data bank or not. EMCs and their descriptions are listed in the following table:

EMC	Description
1	No in-use details required; no reporting.
2	In-use details required; overlay reporting, asset reporting, and/or serial number reporting may apply.
3	In-use details required; overlay reporting.
4	In-use details required; asset reporting.
5	In-use details required; serial number reporting.

To assist you in categorizing equipment as EAID or non-EAID, the following table provides more information on each of these categories.

Equipment Categories	
Category	Description
Non-EAID	<p>If the EMC is 1, the item is considered a non-EAID item.</p> <p>Non-EAID items are identified as ERRCD NF1. These items are requested through the equipment accountability office (EAO), but do not require formal supply property accountability. In-use details are not created to track or account for the item. Normally, these assets do not appear on the CA/CRL.</p> <p>Examples of non-EAID items are: refrigerators, projectors, and microwaves.</p>
EAID	<p>Any EMC code other than 1 is considered EAID, meaning that it requires special accounting on computer authorized or in-use details and must be reflected on the organization's CA/CRL.</p> <p>These assets are monitored and controlled until the item is turned in to the logistics readiness squadron (LRS).</p>

Use codes

According to Air Force Handbook (AFH) 23–123, Volume 1, *Materiel Management Reference Information*, use codes are a one-position alpha character that indicates the intended use of vehicles and equipment. The following table shows what each code is and provides a brief description.

Use Codes	
Code	Description
A	Mobility equipment
B	Support equipment
C	Joint-use equipment
D	WRM equipment and supplies
J	Vehicle asset (mobility)
K	Vehicle asset (support)
L	Vehicle asset (joint-use)
M	Vehicle asset (WRM)

AF Form 2005

An AF Form 2005, Issue/Turn-in Request, is used to request equipment items where the approval authority is at base level or below. If special base-level coordination is required on the request—such as civil engineer, item manager (IM), and so forth—the coordination can be documented on the 2005 or on a separate attachment. Use the AS cited in block E of the AF Form 2005 to validate the request (fig. 1–1). Issue requests for non-EAID items are processed on AF Form 2005 using activity code of “P.” Processing the request creates either a form or memo due-out as applicable. If the request is for an EAID item, you need to load the authorization detail record first and then process the issue request using activity code E.

TRIC 1 2 3 ISU		DEL DIST 4 5 6 TOTE BOX		EX 7 Dac		A. INCHECKER, NAME, DATE (TIN) MSgt Eduardo Aguilera 671-7916										B. INSPECTOR, NAME-STAMP, DATE (TIN)													
REQUEST, TIME & DATE (ISU)																													
STOCK NUMBER										UNIT OF ISSUE		QUANTITY		C.										DOCUMENT NUMBER				DMU	
NSN		NIN										ADDN		23 24		25 26 27 28 29		ACT		ORG		SHOP		DATE		SER. NO.		Cond	
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	
7430		006639668										EA		00001		P		123		AB		7129		0025		N			
Part Number										E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY ASC 007A000 USE B																			
D. PART NUMBER/MGFR CODE OR NAME/REMARKS																													
WORK ORDER		TEX		CON		FAD		SD		PROJECT		PRI		REQ DEL DT		UJC		MARK FOR											
SHIP TO		51		S1		54		55 56		57 58 59		60 61		AT		CC DC		DOCUMENT NUMBER POST/POST											
45 46 47 48 49 50		52 53				01						05		62 63 64		65 66		67 68 69 70 71 72 73 74 75 76 77 78 79 80											
G. TIME & DATE OF DELIVERY		H. DELIVERY TIME										J. NOMENCLATURE TYPEWRITER																	

AF 2005, 20080826, V4

PREVIOUS EDITION WILL BE USED.

Figure 1-1. Sample AF Form 2005.

AF Form 601

When the request is for an item that requires higher than base-level approval, the property custodian must prepare an AF Form 601, Equipment Action Request (fig. 1-2). This form is also used to request a change to an AS or to request an item that requires approval under miscellaneous allowance source code (ASC). Multiple items may be requested on a single AF Form 601 when the requirements are 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 must be submitted on individual AF Forms 601. When you receive an AF Form 601 from a custodian, you will need to input the information into AFEMS (C001).

Automated allowance change request screen

You use the automated allowance change request (TACR) on the AFEMS (C001) online computer screen to input the AF Form 601 request. The TACR screens provide an automated method for submitting and evaluating allowance change requests. When possible, use the TACR screen instead of the AF Form 601 for all items that are accounted for in AFEMS (C001). Custodians with direct access to the AFEMS system may input their own requests.

When the custodian submits the allowance change request into AFEMS (C001), you receive an e-mail notice providing you with an AFEMS (C001) request number. Use this number to retrieve the custodian's request and record your evaluation comments. After your comments are entered, AFEMS (C001) notifies the next evaluator through e-mail. The AFEMS system also notifies the initiator and all evaluators by e-mail of the final approval or disapproval of the equipment request.

NOTE: Certain allowance change requests are not input into AFEMS (C001): (1) requests for allowance changes or authorization approval for explosive ordinance disposal (EOD) equipment; (2) special weapons; (3) multiple items; or (4) requests containing classified information. These four situations must be submitted via a hard copy of AF Form 601.

[illegible]

Figure 1–2. Sample AF Form 601 (front).

Processing EAID detail records (load, change, or delete)

Once an EAID equipment item has been approved, authorized/in-use details are used to control and account for the item from the time of issue to turn-in. All prime authorization details should reflect the stock number prescribed in the AS. Normally, the item to be requisitioned is the authorized item. Authorized and in-use detail records are the authority for the acquisition and retention of items managed under AFEMS. You can load, change, or delete authorized and in-use details with an FCI input. There are four input formats applicable to the FCI program:

Input Formats	
FCI Format	Description
1	Loads, changes, or deletes authorized and in-use details.
2	Changes specific data on registered equipment management (REM) vehicle only detail records.
3	Changes the detail document number.
4	Establishes a new authorized prime authorized/in-use detail record and changes the existing prime to a substitute.

403. Repair and return procedures

Once an item is no longer needed or authorized for an organization, it must be turned in to LRS. There are two methods for processing equipment turn-ins—degraded operations and pre-degraded operations. Under degraded operations, the equipment is physically turned into the LRS and the documentation is processed after receipt of the property. With pre-degraded operations, the documentation is processed *before* the physical turn-in of the property. If a due-out exists, EAE contacts the customer to verify the item returned will be acceptable to their requirements. If so, ensure the correct document number is annotated on AF Form 2005 used for return with transaction exception (TEX) code 2. If no due-out exists, EAE transfers the serviceable item to the existing base authorization. If there are no unfilled base requirements, EAE obtain disposition instructions from the IM. When disposition instructions are provided, EAE ensures the correct Department of Defense activity address code (DODAAC) and directory system are annotated on the AF Form 2005.

Non-EAID returns

Non-EAID items (ERRCD NF1) *must* be processed through the supply computer even though they do not affect in-use detail records. Nonaccountable equipment items must be processed through the materiel management system to ensure the assets are not on any accountable records. Process returns for non-EAID equipment items that do not affect in-use detail records. The requester provides the org/shop code. Prepare non-EAID turn-ins on AF Form 2005 using transaction identification code (TRIC) turn-in (TIN) to supply and activity code P. Assign the next available serial number for use in the document number field.

EAID turn-ins

EAID turn-ins are processed on AF Form 2005 using TRIC TIN with activity code E. The custodian provides the authorized in-use detail document number for use on the turn-in. The number of AF Form 2005 copies to be filled out depends on whether the item is to be processed via degraded operation or pre-degraded operation methods.

EAID Turn-Ins	
Type	Description
Degraded operations	Degraded operation turn-ins are processed <i>after</i> the property is picked up from the custodian.

EAID Turn-Ins	
Type	Description
	<p>For EAID items, you must process an FCI to reduce or delete the authorization.</p> <ul style="list-style-type: none"> • Prepare an AF Form 2005, TRIC TIN, in at least five copies if the property is to be returned to base stocks. • Annotate or stamp copy 2 of the AF Form 2005 as SUSPENSE COPY and forward it to Document Control for preparation of a delinquent source document (DSD). • Forward the remaining copies of the TIN request to the delivery function. <p>Transportation will personally pick up the property from the custodian, acknowledging receipt by signing copy 3 of the AF Form 2005. This is the custodian's receipt for the property and shows that the authorized/in-use detail has been reduced or deleted as requested.</p>
Pre-degraded operations	<p>This type of turn-in is processed in much the same way as the degraded operation. However, the turn-in (TRIC TIN) is processed <i>before</i> the pickup of the property.</p> <p>The custodian prepares an AF Form 2005 (this time in three copies) requesting reduction or deletion of the authorization and turn-in action.</p> <p>Like the degraded operation, you need to input an FCI to reduce or delete the authorization.</p>

For both of these methods, the FCI is processed before picking up the property. With the degraded operation method, the TIN is processed after the property is picked up. With the pre-degraded operation method, you process the TIN before picking up the property.

Processing transfer between custodians (FET)/bases (1ET)

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. EAE 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. 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.

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). The AFMC SCM-R equipment activity will process EAID accountability transfers. The CEMO will provide the following information to the losing/gaining LRS commander/chief of supply (COS) and gaining CEMO: the gaining base routing identifier (RID), stock record account number (SRAN), gaining organization and shop code, gaining system designator, shipping document number, project code, effective date of the transfer, and special instructions regarding the redistribution or transfer.

Process FED

When the 1ET transaction is processed, it creates a 99S shipment-suspense detail on the gaining base SRAN showing movement of an equipment asset. The 99S suspense file requires the gaining base to process an FED to receive the shipment and establish an on-hand quantity and detail to obtain accountability. TRIC FED is used only to establish an authorized-in-use detail for equipment received as the gaining 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 information technology (IT) system.

NOTE: Transfer of accountability is the primary method to move equipment. Movement of all equipment in support of contingency, humanitarian, and/or natural disaster relief operations is accomplished using TRIC: 1ET/FED transfer procedures in the materiel management IT system.

404. Management products

Management listings are used to maintain surveillance and control of in-use equipment. The cost of equipment is increasing daily. Congress is demanding that all services reduce their spending. These listings play a very important part in determining the minimum Air Force budget. They assist in identifying dollar requirements for specific Air Force organizations. When funds are limited, the listings help identify mission essential equipment for procurement purposes.

Allowance source code listing

The ASC listing (Q09) helps you ensure the following:

- Equipment authorizations are maintained within prescribed allowances.
- Units are requesting the minimum authorization quantities of equipment required.
- The ASC indicated is applicable to the using activity.

The ASC listing is printed in stock number sequence, within ASC, and is further sequenced by an in-use document number within a stock number. The ASC listing provides control data, such as the quantity authorized by ASC, quantity on hand (in-use), and the item and use code. Figure 1-3 shows an example of the Q09.

08 JUN 17 LACKLAND TX /S 3047 01		ALLOWANCE SOURCE CODE LISTING (Q09)										NGV901/060608 17159 17159 PAGE 516			
STOCK NUMBER	NOMENCLATURE	DOLT	E WRM C CD	UNIT COST	ASC	B QTY C AUTH	QTY I/U	SAI IND	REM EMI	I C	U C	EMC	MEC	DOCUMENT NUMBER	
5280 00 172 0774RN	GAGE SET,INSPECTION	14278		\$16,814.75	9220000 Y	1	1		P	B	4			E 407 BM 0050	
EAID LOCATION -	UNSER CALIB -	0	UNSER MAINT -	0	DPLOY QTY -	0	UTC -		D/O	MEMO -	0	D/O	FIRM -	0	
5280 01 022 4619RN	GAGE SET,INSPECTION	14278		\$1,922.39	9220000 Y	1	1		P	B	4			E 407 BM 0641	
EAID LOCATION -	UNSER CALIB -	0	UNSER MAINT -	0	DPLOY QTY -	0	UTC -		D/O	MEMO -	0	D/O	FIRM -	0	
5821 00 505 0773	BENCH SET AN/ARC-3	14278	C	\$2,300.00	9220000 Y	4	4		P	B	4			E 410 EW 0029	
EAID LOCATION -	UNSER CALIB -	0	UNSER MAINT -	0	DPLOY QTY -	0	UTC -		D/O	MEMO -	0	D/O	FIRM -	0	
6635 00 530 1129RN	TENSIOMETER DIAL	14278		\$827.00	9220000 Y	1	1		P	B	4			E 743 AT 0023	
EAID LOCATION -	UNSER CALIB -	0	UNSER MAINT -	0	DPLOY QTY -	0	UTC -		D/O	MEMO -	0	D/O	FIRM -	0	

Figure 1-3. Allowance source code listing Q09.

Equipment-out-of-balance listing

The equipment-out-of-balance listing (Q10) identifies out-of-balance conditions as a result of comparing the authorized quantity against the in-use and due-out quantity. Replacement due-outs are not counted as due-outs, because there is no method of determining if the in-use quantity includes the old item or if the old item has been turned in. The Q10 also identifies funded shortages for budget estimates. With the Q10 you can correct and maintain records in a balanced condition and identify excesses. Process the Q10 quarterly and annotate the corrective action taken or justification for the out-of-balance conditions (fig. 1-4).

08 JUN 17 LACKLAND TX		/S 3047 01	EQUIPMENT OUT OF BALANCE LISTING (Q10)										NGV906/981120 17159 17159 PAGE 1			
STOCK NUMBER	DOCUMENT NUMBER	FEDERAL STOCK TYPE DETAIL	GROUP C C C	CODE E I U A-S-C	AL A-S-C	QTY AUTH	QTY INUSE	UNSER CALIB	UNSER MAINT	DPLY QTY	MEC	DOLT R	QUANTITY			
													DUE MEMO	OUT FIRM	D C	T X
5855 01 577 7174	105 MB00000013	IN-USE	P	A	538AAQA	787	545	0	0	29		17116				
		EAID LOCATION -				BPU -			ASL -							
5855 01 398 4315	105 MB00000013	IN-USE	S	A	538AAQA		0	0	0	0		17157				
		EAID LOCATION -				BPU -			ASL -							
5855 01 447 8992	105 MB00000013	IN-USE	S	A	538AAQA		60	0	0	0		15341				
		EAID LOCATION -				BPU -			ASL -							
UNITS AUTHORIZED		787	UNITS IN USE		634	UNITS DUE OUT MEMO		0	FIRM		0	UNITS EXCESS		0		
QUANTITY IN-USE LESS THAN AUTHORIZED QUANTITY.												BUDGET CODE Y				

Figure 1-4. Equipment-out-of-balance listing Q10.

Custodian authorization/custody receipt listing

The primary purpose of the CA/CRL (R14) is to serve as a *custody receipt* when signed by the property custodian. The CA/CRL shows all accountable EAID equipment items currently approved for use in an organization. Property custodians use the CA/CRL to monitor their equipment items. This listing is primarily in stock number sequence but may come in other sequences. EAO uses the document register to assign detail document numbers to new authorizations. As document numbers are assigned, the register is manually updated by annotating required information on the register.

A new CA/CRL is produced any time there is a change in custodians. The listing is reviewed to ensure the information on the listing is complete and accurate. Property custodians use the new listing to conduct an inventory of the equipment items to ensure that all assets are accounted for. The custodian must conduct an annual inventory even if a change of custodians has not occurred.

Figure 1-5 shows an example of the R14.

01 MAY 17 LACKLAND TX			/S 3047 01			CUSTODIAN AUTH/RECEIPT PRODUCTS (R14)										NGV902/130809 17121 17121 PAGE 1								
ORG TITLE			03		ORG CODE 611		SHOP CODE WE		TYPE PRODUCT----CA/CRL					USING CMD : 0J										
DOC NBR		STOCK NUMBER		NOMENCLATURE		CE I U IC C C UI		A-S-C		V-REG NBR AUTH INUSE		UNSER CALIB MAINT		DPLY BR QNTY CE		UNIT PRICE		S BASS P CODE		S DUE-OUT WM A		MEMO FIRM ERC MEC		
0061		1005 01 044 6071		DNO=NOT AUTH		PI 4		P B EA		538ACFB		8 8 0 0		0 H		\$25.00				0 0		ND4		
				EAID LOCATION -						ASL -				UTC - ZZZZZZ		INCR - ZZZZZZ				SRD - ZZZ				
		PART NUMBER 7265786-1								ITEM APPL ELAINE, 3-3803						MANUFACTURERS CODE 98752								
		SERIAL NBR DTL: A		E651WE000000061						K329856														
		SERIAL NBR DTL: A		E651WE000000061						K267946														
0062		1005 01 118 2640		PISTOL, SEMI-AUT		4		P B EA		538ACFB		2 2 0 0		0 H		\$636.00				0 0		ND4		
				EAID LOCATION -						ASL -				UTC - ZZZZZZ		INCR - ZZZZZZ				SRD - ZZZ				
		PART NUMBER 9346412								ITEM APPL PISTOL, 9MM AUTOMAT						MANUFACTURERS CODE 19200								
		SERIAL NBR DTL: A		E651WE000000062						1632874														
		SERIAL NBR DTL: A		E651WE000000062						1876942														
0063		1005 00 935 9773		OBS=REVOLVER, CA		4		P B EA		538ACFB		15 15 0 0		0 H		\$195.00				0 0		ND4		
				EAID LOCATION -						ASL -				UTC - ZZZZZZ		INCR - ZZZZZZ				SRD - ZZZ				
		PART NUMBER 7791073								ITEM APPL PISTOL, 38 REVOLVER						MANUFACTURERS CODE 19204								
		SERIAL NBR DTL: A		E651WE000000063						K157269														
		SERIAL NBR DTL: A		E651WE000000063						K152687														
I ACKNOWLEDGE RESPONSIBILITY FOR ALL PROPERTY ON CUSTODY RECEIPT CONSISTING OF PAGE 1 THROUGH 2.																								
CUSTODIAN SIGNATURE..... DATE																								
CUSTODIAN TYPED/PRINTED NAME.....																								
I CERTIFY THAT I OR MY DESIGNATED REPRESENTATIVE HAVE PERFORMED INVENTORY OF ALL PROPERTY ON CUSTODY RECEIPT FOR CUSTODIAN ACCOUNT AND ALL BALANCES AS INDICATED ON CUSTODIAN AUTH / RECEIPT LIST DATED ARE CORRECT.																								
CUSTODIAN SIGNATURE																								
CUSTODIAN TYPED/PRINTED NAME																								
					AUTHORIZED					IN-USE					SHORT					EXCESS ASC 000				
TOTAL UNITS					25					25					0					0				
TOTAL DOLLAR VALUE					\$4,247.00					\$4,247.00					\$0.00					\$0.00				

Figure 1-5. CA/CRL R14.

Organizational visibility listing

The organizational visibility listing (R15) is used to provide visibility of high-dollar nonequipment items and pilferable assets. The R15 identifies shortages and excesses and facilitates control and accountability of assets assigned to an organization. It serves as a custody receipt when signed by the custodian and identifies quantities in use for specific organizations and shop codes. The R15 is created from reading organization and item records. It selects 201 detail records with a budget code 9, ERRCD of NF1, and a unit price equal to or greater than \$2,500.

Customer receipt jacket folder

A CA/CRL must be maintained on file in EAE for each equipment account on base. A current CA/CRL is signed and dated by the applicable custodian. Normally, a customer receipt jacket folder consists of a current CA/CRL and a letter appointing a primary and alternate custodian to that particular account.

A new CA/CRL is produced whenever a requirement exists for one. EAE must produce and forward a new CA/CRL to the applicable property custodian for review and signature annually. When the customer returns the new CA/CRL to EAE with an updated signature and date, it replaces the old CA/CRL in the customer receipt jacket folder.

Only the primary or alternate equipment custodian or organization commander may sign for or receipt for equipment items. Before equipment can be released to an organization, the customer's identity must be verified against the equipment authorization listing. Any changes to equipment custodians are updated on this listing by the equipment management element.

Item unique identification marking

Item unique identification (IUID) is a part of the compliance process mandated by the United States Department of Defense (DOD). IUID is a permanent marking method used to give equipment a unique identification (ID). Marking is essential for all equipment with an acquisition cost of over \$5,000 and for equipment that is mission essential, controlled inventory, serially controlled, or consumable. IUID is a system of globally distinguishing one item from all other items the DOD buys or owns, allowing the DOD to track identically made items individually throughout their life cycles. With IUID, the DOD can consistently capture the value of all individual items it buys, trace these items during their use, combat counterfeiting of parts, and associate valuable business intelligence to an item throughout its life cycle.

IUID should be used on tangible property, including new equipment, major modifications, and reprocurement of equipment and spares. By identifying bad actors, knowing where items are located throughout the supply chain, and tracking unexpected usage of items, logisticians and acquisition personnel can make better informed logistics/maintenance decisions in the future.

Floor to book/book to floor

When required, EAE personnel use the floor to book and book to floor method to conduct physical inventories. Floor to book refers to *physically checking* the entire work area to ensure items are accounted for on the appropriate accountable property system of record (APSR), such as an R-14. Additionally, EAE personnel also make sure equipment items have the required IUID to ensure compliance. Similarly, the book to floor method involves using the APSR, such as an R-14, to record property accountability.

Chief financial officer act compliance

The EAE ensures chief financial officer (CFO) data is loaded in the applicable materiel management IT system: Statements of Federal Financial Accounting Standards (SFFAS) No. 6 and Accountability of Equipment. Any equipment assets exceeding \$100,000 is reported in the AFEMS. All CA/CRL assets that meet this criterion must be 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.

Self-Test Questions

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

401. Responsibilities

1. Match the activity in column B to the responsibility in column A. Column B choices may be used more than once.

<i>Column A</i>	<i>Column B</i>
____ (1) Serves as the ERAA.	a. EAE.
____ (2) Assumes custodial responsibility for equipment on their account.	b. Property custodian.
____ (3) Forwards requests to AFMC SCM-R Equipment Activity for processing.	c. Every individual.
____ (4) Signs custody receipts or listings for property charged to their organization.	
____ (5) Reports unusual purchase patterns to commanders.	
____ (6) Has financial liability to compensate for property lost, destroyed, or damaged due to mismanagement or negligence in their care.	

402. Allowance standards and order requests

1. What is an AS?
2. What is a BOI?
3. Where can you find ASs?
4. What code tells you if an equipment item is an EAID item?
5. How are non-EAID items identified?
6. What form is used to request equipment items where the approval authority is at base level or below?
7. What form is prepared to recommend/request changes to equipment ASs?

8. When are multiple items with different federal supply classes included on a single AF Form 601 requiring higher than base-level approval?
9. What AFEMS (C001) screen is used to input an AF Form 601 request?
10. List the four situations when you would *not* input a 601 request into AFEMS (C001).
11. What is the purpose of authorized and in-use details?
12. What TRIC is used to load, change, or delete EAID records?
13. What FCI format do you use to load an authorized/in-use detail?

403. Repair and return procedures

1. What are the two methods for processing equipment turn-ins?
2. Which turn-in method is used to process the TIN after picking up the property?
3. How are non-EAID items turned in?
4. How are EAID turn-ins processed?
5. What TRIC is used to transfer equipment from one custodian account to another?
6. What does the gaining base process to receive the shipment and establish an on-hand quantity and detail to obtain accountability?

404. Management products

1. What listing provides the capability to ensure equipment authorizations are maintained within prescribed allowances?
2. What is identified by the Q10 as a result of comparing the authorized quantity against the in-use and due-out quantities?
3. What is the primary purpose of the CA/CRL?
4. What does a CA/CRL jacket folder consist of normally?
5. Who may sign for equipment items?

1-2. Special-Purpose Recoverables Authorized Maintenance, Weapons, and Communication Security

Three types of special assets that equipment management deals with are SPRAM assets, weapons, and communication security (COMSEC).

405. Special-purpose recoverables authorized maintenance assets

SPRAM assets are ERRCD XD/XF items that equipment management is responsible for and maintenance and training activities manage as in-use supplies within the materiel management system. 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: (1) fault isolation spares, (2) shop standard spares, (3) training spares, (4) stand-alone spares, (5) test station spares, (6) –21 technical order (TO) assets, and (7) other assets. The following table describes these assets in more detail.

SPRAM Assets	
Type	Description
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.

SPRAM Assets		
Type	Description	
Shop standard spares	<p>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.</p> <p>Examples of shop standards are sealed components, such as a gyro, an aircraft instrument, or an indicator. Shop standards are not installed in an asset; on the other hand, fault isolation spares are installed.</p>	
Training spares	<p>Maintenance uses training spares to conduct formal instruction on how to repair and maintain an item. If maintenance personnel want to install training spares in online operations systems (i.e., aircraft, missiles, or communications), they must repair them first.</p>	
Stand-alone spares	<p>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.</p> <p>A stand-alone spare example is a digital controller that calibrates a C-141A aircraft altitude and heading reference system (AHRS) transmitter and is an active spare to support the C-130H aircraft compass system. In this case, the digital controller is a substitute for a synchro readout device (a TMDE).</p>	
Test station spares	<p>Test station spares are located with the basic set as listed in the applicable illustrated parts breakdown (IPB) of the TO. They are <i>not</i> a component part of the basic set. Moreover, they do <i>not</i> include bench mock-up assets maintained on accountable materiel management records.</p>	
-21 TO assets	<p>The -21 TO assets are identified in the applicable -21 TO for a specific aircraft or mission design series (MDS). The three categories of assets in the -21 TO are defined below.</p>	
	Category	Definition
	Maintenance and safety protection (MSP) equipment	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 (CPS) equipment	Provide life support and comfort for the crew and passengers.
Other assets	<p>Other assets include any expendable recoverable spares not identified above that are used by maintenance to test, repair, or evaluate an operational system.</p>	

Issue and return of SPRAM assets

Only designated SPRAM custodians or their alternates are authorized to request issue or turn-in of SPRAM assets. Replacement issue or turn-in requests can be submitted to EAE on AF Form 2005 or by telephone, unless determined otherwise by the major command (MAJCOM).

All initial requirements for SPRAM assets are forwarded to the MAJCOM for submission to the system program director. These assets are not to be requisitioned until approval is obtained from the system program director. Before processing an issue or turn-in request, you must first load a special-purpose asset detail record using TRIC 1XA input. This input establishes authorization for the item.

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

SPRAM report listing (R25)

The SPRAM report listing (R25) provides a listing 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.

406. Weapons and communication security

Though weapons and COMSEC 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.

Identifying weapons and COMSEC

Weapons are defined as carbines, grenade launchers, machine guns, pistols, recoilless weapons, revolvers, rifles, shotguns, and so forth. COMSEC items are those equipment and components used to secure official communications. Weapons and COMSEC assets that require serialized control are identified on the item record as follows:

Asset	Identification
Weapons	Serialized report code (SRC) of A and controlled item code (CIC) of N, 2, 3, 4, 5, 6, or 8.
COMSEC	SRC of C and materiel management codes (MMC) CA, CK, CL, CO, CR, or CY.

Serial number control

Each individual weapon and COMSEC asset is assigned a serial number and a serial number detail. All serial numbers are left justified, meaning the serial number is *not* prefixed by zeros (although a zero could be part of the serial number). The serial number is part of the serial number detail record. The serial numbers are used to create a reconciliation report (R46), a serial number listing to support the CA/CRL, and other required management products.

Serial number reporting

Centralized files of all serial numbers are maintained for weapons and COMSEC assets within the Air Force. The Warner Robins Air Logistics Complex (WR-ALC) maintains the Small Arms Registry (D184) for all weapons, and the HQ Cryptologic Systems Group, Information Assurance Directorate at Lackland AFB, maintains the Serial Number Control System (SNCS) for all COMSEC assets.

When a weapons transaction is processed at base level that increases or decreases the base asset position, a daily change report (document identification code [DIC] DSM) is generated under program control. COMSEC transactions produce a daily change report (DIC XHA). For type account E (equipment) items, the DSM and XHA images are placed in the same file as the images, which go to AFEMS (C001) for D24 reporting. AFEMS (C001) updates the AFEMS database and forwards the images to the D184 or SNCS systems as appropriate to update the central file. Daily change reports for XB/XF/XD assets are sent directly to the D184 and SNCS systems.

Asset	DIC	Reports to:
Weapons	DSM	WR-ALC Small Arms Registry (D184)
COMSEC	XHA	Air Force Cryptologic Support Center—SNCS

Reconciliation

All equipment weapons and COMSEC assets must be reconciled with the D184 or SNCS as appropriate. Weapons detail records are reconciled annually on 30 April, and COMSEC records are reconciled semiannually on 15 March and 15 September. To reconcile the records, compare the on-hand balances to the detail record balances using the Weapon/COMSEC Reconciliation (R46). All errors must be corrected and out-of-balance conditions resolved before transmitting the reconciliations (to arrive not later than 10 May for weapons, and 30 March/30 September for COMSEC). Type account E assets are reconciled with AFEMS (C001), which forwards the reconciliation images to D184 or SNCS as appropriate after updating the database.

Asset	Reconciliation dates	Report arrival dates no later than (NLT)
Weapons	30 April	10 May
COMSEC	15 March	30 March
	15 September	30 September

Self-Test Questions

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

405. Special-purpose recoverables authorized maintenance assets

- Which ERRCDs identify SPRAM assets?
- Match each SPRAM asset in column B with its purpose in column A. Each item is used only once.

<i>Column A</i>	<i>Column B</i>
____ (1) Used to conduct formal instruction on the repair and maintenance of an item.	a. Fault isolation spare.
____ (2) Used to detect or isolate a problem in online equipment.	b. Shop standard spare.
____ (3) Located with, but are not component parts of the basic set, as listed in the IPB.	c. Training spare.
____ (4) Used in place of TMDE to perform calibration of an item.	d. Stand-alone spare.
____ (5) Used to determine the accuracy of various measurements in other assets.	e. Test station spare.
- What TRIC is used to load a special-purpose asset detail record?
- What product is used to inventory SPRAM assets and serves as a custody receipt when signed by the custodian?

406. Weapons and communication security

1. What CICs are used to identify weapons?
2. How are COMSEC items identified on the item record?
3. How often must you reconcile weapons and COMSEC detail records?
4. What product is used for weapons or COMSEC reconciliation?

Answers to Self-Test Questions

401

1. (1) a.
(2) b.
(3) a.
(4) b.
(5) b.
(6) c.

402

1. A document that describes the items and quantities of equipment normally required by Air Force activities and individuals to carry out the mission.
2. The authority which establishes the number of items to be issued to an individual, activity, or military organization.
3. Through online query screens in AFEMS (C001).
4. EMC.
5. By EMC 1 (ERRCD NF1).
6. AF Form 2005.
7. AF Form 601.
8. When the request is against the same ASC and the background and justification for all the items are the same.
9. TACR.
10. EOD items, special weapons, multiple items, or if it contains classified information.
11. To control and account for EAID equipment from the time of issue to turn-in.
12. FCI.
13. 1.

403

1. Degraded and pre-degraded operations.
2. Degraded operations.

3. On AF Form 2005 using TRIC TIN and activity code P.
4. On AF Form 2005 using TRIC TIN and activity code E.
5. FET.
6. FED.

404

1. ASC listing (Q09).
2. Out-of-balance conditions.
3. Serves as a custody receipt when signed by the custodian.
4. Current CA/CRL and custodian appointment letter to that particular account.
5. Only the primary or alternate equipment custodian, or organization commander.

405

1. XD/XF.
2. (1) c.
(2) a.
(3) e.
(4) d.
(5) b.
3. 1XA.
4. SPRAM report listing (R25).

406

1. CICs N, 2, 3, 4, 5, 6, or 8.
2. SRC of C and MMCs of CA, CK, CL, CO, CR or CY.
3. Annually for weapons (30 April) and semiannually for COMSEC (15 March and 15 September).
4. Weapon/COMSEC reconciliation (R46).

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 AFCDA Form 34, Field Scoring Answer Sheet.

Do not return your answer sheet to AFCDA.

1. (401) Where are the equipment requests forwarded after being reviewed and validated by the equipment accountability element (EAE)?
 - a. Air Force Materiel Command Supply Chain Management-Retail (AFMC SCM-R) Stock Control Activity.
 - b. AFMC SCM-R Equipment Activity.
 - c. AFMC.
 - d. Major command (MAJCOM).
2. (401) The selection of property custodians requires mutual agreement between the
 - a. equipment accountability element (EAE) and organization commanders.
 - b. previous custodian and equipment management element (EME).
 - c. organization commanders and the previous custodian.
 - d. accountable officer and organization commanders.
3. (402) What is used to determine which equipment items organizations are authorized to purchase and maintain?
 - a. Allowance standard (AS) and basis of issue (BOI).
 - b. Property accountability.
 - c. AS and configuration data.
 - d. BOI.
4. (402) Which item describes the items and quantities of equipment Air Force activities and individuals normally require to carry out their mission?
 - a. Configuration data.
 - b. Allowance standards (AS).
 - c. Authorization details.
 - d. Equipment management codes (EMC).
5. (402) What element within an allowance standard (AS) establishes the number of items that can be issued to an individual, activity, or military organization?
 - a. AS.
 - b. Authorization.
 - c. BOI.
 - d. Unit of issue.
6. (402) Which expendability, recoverability, reparability, cost designator (ERRCD) identifies non-equipment authorization inventory data (non-EAID) equipment items?
 - a. NF1.
 - b. ND1.
 - c. XB3.
 - d. XD2.

7. (402) Which Air Force form is used to request a change to an allowance standard (AS) or to request an item that requires approval under miscellaneous allowance source code (ASC)?
 - a. 600.
 - b. 601.
 - c. 2001.
 - d. 2005.
8. (402) Which Air Force Equipment Management System (AFEMS) computer screen provides an automated method for submitting and evaluating allowance change requests?
 - a. CA/CRL.
 - b. ERRCD.
 - c. TACR.
 - d. EAID.
9. (402) Which FCI format within the Air Force Equipment Management System (AFEMS) is used to load, change, or delete equipment authorized/in-use details?
 - a. 4.
 - b. 3.
 - c. 2.
 - d. 1.
10. (403) Which turn-in method to the logistics readiness squadron (LRS) is used to process the turn-in *before* picking up the property?
 - a. Directed.
 - b. Automatic.
 - c. Degraded operations.
 - d. Pre-degraded operations.
11. (403) Which activity code is used to process *non-equipment* authorization inventory data (non-EAID) equipment turn-ins to the logistics readiness squadron (LRS)?
 - a. E.
 - b. P.
 - c. R.
 - d. X.
12. (403) Which transaction identification code (TRIC) is used to transfer equipment from one *custodian account* to another?
 - a. FIC.
 - b. FIS.
 - c. FET.
 - d. FEX.
13. (404) Which management listing helps ensure that equipment authorizations are maintained within prescribed allowances?
 - a. Equipment out-of-balance listing.
 - b. Allowance source code (ASC) listing.
 - c. Document control register.
 - d. Stock number directory.
14. (404) Which management listing is used to identify *out-of-balance* conditions?
 - a. Q10.
 - b. Q09.
 - c. M14.
 - d. D04.

15. (404) Which management listing provides visibility for high dollar value non-equipment authorization inventory data (non-EAID) items?
 - a. R15, Organizational visibility listing.
 - b. Q09, Allowance source code listing (ASC).
 - c. Q10, Equipment-out-of-balance listing.
 - d. R14, Custodian authorization/custody receipt listing (CA/CRL).
16. (404) Which system is used to globally distinguish one item from all other items that the Department of Defense (DOD) buys or owns?
 - a. Air Force Equipment Management System (AFEMS).
 - b. Combat Supplies Management System.
 - c. Item Unique Identification (IUID).
 - d. Bare Base System.
17. (404) Who mandated the Item Unique Identification (IUID) compliance process for equipment assets with an acquisition cost of over \$5,000?
 - a. Major command (MAJCOM).
 - b. Department of Defense (DOD).
 - c. Headquarters Air Force (HQ AF).
 - d. Command equipment management office (CEMO).
18. (404) Equipment accountability element (EAE) personnel use which method to conduct *physical* inventories?
 - a. Sample.
 - b. Partial.
 - c. Floor to book.
 - d. Floor to warehouse.
19. (404) Who ensures chief financial officer (CFO) data is loaded in the applicable Materiel Management information technology system?
 - a. Quality assurance.
 - b. Major command (MAJCOM).
 - c. Equipment accountability element (EAE).
 - d. Command equipment management office (CEMO).
20. (404) Which system is used to report any equipment item exceeding \$100,000?
 - a. Air Force Equipment Management System (AFEMS).
 - b. Combat Supplies Management System.
 - c. Item Unique Identification (IUID).
 - d. Bare Base System.
21. (405) Which special-purpose recoverables authorized maintenance (SPRAM) asset categories are defined in the -21 technical order (TO)?
 - a. Maintenance protection equipment.
 - b. Crew and passenger support (CPS) equipment.
 - c. Alternate mission equipment (AME) and CPS equipment.
 - d. Maintenance and safety protection (MSP) equipment, AME, and CPS equipment.
22. (405) Which transaction identification code (TRIC) is used to load a special-purpose recoverables authorized maintenance (SPRAM) detail?
 - a. 1XA.
 - b. 1WD.
 - c. 1UB.
 - d. 1BS.

23. (405) Which report provides a listing of all items authorized, on-hand, and due-out, for organizations authorized special-purpose recoverables authorized maintenance (SPRAM) assets?
- a. D04.
 - b. M10.
 - c. R25.
 - d. R43.
24. (406) How often must you reconcile base weapons detail records with the central file at Warner Robins Air Logistics Complex (WR-ALC)?
- a. Weekly.
 - b. Monthly.
 - c. Semiannually.
 - d. Annually.

Please read the unit menu for unit 2 and continue ➔

Student Notes

Unit 2. Requirements and Requisitions

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413. System initiated status	2-16
414. Managing due-out/due-in requirements	2-18

REQUIREMENTS AND REQUISITIONS work together to support the mission. As a materiel management journeyman, you will work with requesting activities and the AFMC SCM-R to validate requirements and ensure requisitions are placed in a timely manner. Stockage policies are in place to determine materiel requirements and support mission needs to reduce issues that could potentially affect aircraft readiness. Readiness-based levels (RBL) are in place to reduce wait times on backordered parts among Air Force installations while military standard requisitioning and issue procedure (MILSTRIP) provides a standard method for requesting assets from the source of supply (SOS).

2-1. Requirements

Total base stockage requirements for an item is the quantity required to support both peacetime and wartime operations. Understanding a demand-based system is part of what this unit is all about. Realizing how materiel management journeymen use past usage data to determine future demand requirements is a key to providing total support to the war fighter. This section discusses stockage policy and how best to support peacetime efficiency and wartime effectiveness. How well you do this becomes a measure of your stockage and issue effectiveness.

407. Stockage policy responsibilities and terms

The stock control requirements element is responsible for maintaining the maximum number of items in warehouses to support mission requirements; however, Air Force requirements and distribution policies do not allow for enough items to be stocked to meet every situation. Instead, Air Force stockage policies call for providing just enough stock to meet *normal* demand rates, repair cycle times, and order and shipping times (O&ST). These policies also provide for a quantity of safety stock to allow for variations in supply and demand.

The amount of stock maintained in the warehouse is based on computed stock levels. These stock levels are categorized as either demand or adjusted levels. Due to budget constraints, the ability to forecast and compute stock levels is more important today than it has been in the past. In recognition of this importance, detailed studies have been made, historical records have been reviewed, and the standardized formulas have been tested and implemented so that all Air Force bases have a proven means of predicting and stocking future requirements.

Air Force Sustainment Center

The stock control process requires cooperation at many levels. The Air Force Sustainment Center (AFSC) plays a crucial role in this process by providing capabilities to war fighters through depot maintenance, supply chain management, and installation support. The AFSC is able to provide integrated logistics support through the use of Air Logistics Complexes (ALC). Coordination between the ALCs, AFMC SCM-R, and LRS can maximize the supply chain management process.

Responsibilities

Stock control is one of the most significant functions—if not the most important—supporting an LRS. Stock control works hand-in-hand within the LRS and AFMC SCM-R stock control activity to support mission requirements; key responsibilities are stockage policy and managing requisitions. The AFMC SCM-R stock control activity ensures order fulfillment from the time a customer puts a requirement into the system until it is satisfied by directing distribution actions as needed. The adjusted stock level (ASL) program is also managed by the AFMC SCM-R stock control activity.

LRS

The LRS/materiel management activities validate obligated requirements with requesting activities. The LRS also manages local purchase (LP)/local manufacture requisitions, cancellations, and status. Keep in mind that the programs we discuss in this unit are only a small portion of the responsibilities and duties of stock control personnel.

Stock-leveling terms

Before going further into the subject of stock-level policy, it is important that you understand stock-level terminology used in this unit. The following table provides the explanation of the key concepts you need to know as you progress through this unit.

Term	Explanation
Average percent of base repair (PBR)	The repair rate of the current and past four quarters. The repair cycle record for an item contains fields used to accumulate the number of units repaired this station (RTS), not reparable this station (NRTS), and condemned. The average percent of base repair (PBR) is computed internally, according to a programmed formula, from the data stored in these fields.
Daily demand frequency rate (DDFR)	Computed by adding the incremental parts of the number of demands (current period, first past six months, second past six months). Divide this total by the difference between the current Julian date and the date of first demand (DOFD). If <i>less than</i> 365 days of demand experience is available, use 365 days.
Daily demand rate (DDR)	The average quantity used daily and is computed internally.
Demand	May be categorized as initial, nonrecurring, recurring, and contractor support. The type of demand code applied to a demand determines whether that demand can be used to compute the demand level. (Demand codes were covered in volume 2 of this course.)
Demand level	A demand level is a type of stock level for a specific item. It is based on past demands from users.
Economic order quantity (EOQ)	Normally in supply, you think of EOQ as an item that cannot be economically repaired by a field or depot maintenance activity (ERRCD XB3). The EOQ derives from a mathematical technique used to determine the optimum (lowest) total variable costs to order and hold inventory.
NRTS condemned quantity (NCQ)	The NCQ represents the number of units required for the NRTS condemnation processing time.
NRTS condemned time (NCT)	The average number of days taken to complete the NRTS condemnation process. This figure is computed and used by the releveing and file status routines during online processing.

Term	Explanation
O&ST	The average elapsed time, in days, between the 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.
Reorder level (ROL)	An ROL is a level in the computer maintained for an item that indicates when the item must be reordered and when some other type of supply action must be taken to obtain the item. The ROL for repair cycle items is normally one less than the demand level. The ROL for EOQ and EMC 1 hand tools is normally the sum of the O&STQ and safety-level quantity (SLQ).
Repair cycle quantity (RCQ)	The RCQ represents the number of units that must be stocked to meet demands during the repair cycle. This quantity varies according to the success of the base repair program. The computation of the RCQ requires the determination of the average PBR and the determination or application of the repair cycle time.
Requisition objective (RO)	An RO is the <i>maximum quantity</i> that should be on hand or on order to sustain current operations.
SLQ	Safety levels help prevent supply from running out of stocked items. It reflects the quantity that must be on-hand to permit continuous operation during minor interruptions of normal replenishment. Such depletions in stock may be caused by variations in demand during O&ST, also referred to as lead time.
Stock level	In the materiel management system, a stock level is categorized as a demand level or an adjusted level.

Equipment items

The demand level for nonexpendable (equipment) items is always *zero*, except for NF1 retail outlet items. This exception is allowed because of the high-turnover rate of these items and the fact they are common-use items for a large portion of a base's population. Adjusted levels must be established anytime stock is authorized for a nonexpendable item.

408. Nondemand-based levels

No matter how well operations are planned or predicted, there will always be times when demand-based levels are not sufficient to support base requirements. Demand levels are a type of stock level based on past demands from users. Many of the demand levels are calculated by computer. Accurate demand-level computation is required to keep enough items in stock to support mission requirements. Note that demand-level computations differ according to the item—repair cycle, EOQ, or equipment.

Nondemand-based or ASL gives you control over stock levels that may be affected by emergencies or special circumstances. For example, ASLs may be warranted when increases or decreases in flying programs or special projects occur or when situations require emergency standby equipment. When used wisely, ASLs provide effective support to operational units or activities. Conversely, establishing unnecessary or unjustified ASLs undermines support of levels based on demand experience because assets from normal stockage are reserved to provide for the adjusted levels.

Types of adjusted stock levels

There are three types of ASLs: minimum, maximum, and fixed. They let you adjust the demand level upward, downward, or at a fixed specified quantity. They are described more completely in the following table.

Adjusted Stock Levels		
Level	Description	
Minimum	A <i>minimum level</i> represents the minimum quantity needed to support anticipated requirements. The type level code 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-level type codes: "A," "B," and "C."	
	Type Level	Description
	A	Type level A is used when the quantity of the minimum level is high enough that stock replenishment is not necessary until the on-hand balance drops below one-third the level quantity. Use type level A when one-for-one stock requisitioning is <i>not</i> needed. Type level A saves transportation and handling costs because requisitions occur less frequently at a higher quantity. This level is automatically deleted when the demand level equals or exceeds the adjusted level quantity.
	B	Type level B is normally used when the quantity of the minimum level is small and you want one-for-one stock replenishment action for each item that is issued. One-for-one requisitioning is not economical for replenishment. Therefore, this type level should only be assigned: <ul style="list-style-type: none"> • when the level quantity is small or • when the stock control personnel can justify why reordering at one-third the level quantity will not support anticipated requirements. This level is automatically deleted when the demand level equals or exceeds the level quantity.
	C	This type level works like type level code B, except that the level is <i>not</i> automatically deleted when the demand level equals or exceeds the level quantity. Type level C should only be assigned: <ul style="list-style-type: none"> • when you expect the demand level for an item to fluctuate above and below the minimum level quantity or • when you want a permanent minimum level on-hand. Use type level C for ERRCD XD2 items since these items normally receive centrally computed RBLs, which may change level quantities each quarter.
Maximum	The purpose of a <i>maximum</i> ASL is to restrict stockage. Assign a maximum level only when you know that stocks should be limited because of projected phasedowns, 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 <i>adjusted maximum level</i> .	
Fixed	The purpose of a fixed ASL is to keep 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 levels

Submit requests for ASLs on AF Form 1996, Adjusted Stock Level, in two copies. However, AF Form 1996 is not always practical. For instance, special circumstances where a large number of items require ASLs to support a specific project, or recoverable (ERRCD XD*) items used in support of nonairborne Communications-Electronics or Space and Missile systems may use electronic databases to forward requirements for depot support. This eliminates the need for processing the hard copy AF Form 1996.

Use TRIC 1F3 to load, change, or delete an ASL detail. For each ASL established, the materiel management system creates a type L ASL detail record. Use the L detail record to control and manage the ASL.

Adjusted stock-level review and validation

The review and validation of ASLs are 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, Adjusted Stock Level Review.

A *review* consists of the initiator's confirmation that the approved level is still required in the quantity described in the original justification. The review process applies to ASLs which support the life of system stock (LSS) concept of management and applies to initial spares support lists (ISSL). Validation of these levels is *not* required.

The *validation* process is a complete line-item review in which the requesting activity certifies the requirement and authority for each level is still valid. The validation process provides confirmation by the directing authority that the ASL requirement and the authority for its establishment remain valid.

Economic order quantity

The EOQ is a stock level derived from a mathematical technique used to determine the lowest total variable costs to order and hold inventory. The computer adjusts the EOQ demand levels quarterly, or when their totals fall below the reorder point, and the amount of change in the demand level equals or exceeds the square root of the existing level.

409. Readiness-based levels

Demand levels differ from base to base and depot location. They have no relation to readiness criteria or to the worldwide requirement (i.e., the desired number of assets in the world). Readiness-based leveling is a concept designed by AFMC to distribute the worldwide requirement among Air Force bases and depots to reduce worldwide time-weighted expected backorders. RBLs *override* the materiel management system computed demand and ASLs for bases and, therefore, becomes the new requisitioning objective. Items *without* an RBL allocation continue to compute and use normal materiel management system demand levels.

Readiness-based leveling system

An RBL is a centrally computed quantity pushed from the Air Force RBL (D035E) system. When RBL levels are established in the Integrated Logistics System-Supply (ILS-S), the RBL quantity becomes the peacetime portion of the total base requirement and the base stock level. The Readiness-Based Leveling System is run quarterly at AFMC. RBLs for both base and depot are "pushed" during the third week of the first month of each quarter.

RBL detail records

Your base receives RBLs from the D035 system in DIC XCA format. After the XCA is input and passes internal edits, the computer loads the computed level on an adjusted level detail. Then the computer acknowledges that an RBL has been received and processed by generating an XCC output. RBL details are identified by type detail L, type adjusted level flag F, activity code A, and organization/shop code 007PL. The RBL is always pushed on the HQ AFMC master stock number for items in an interchangeable and substitute group (I&SG) or on a bachelor stock number for items *not* in an I&SG.

RBL allocations

Generally, the system allocates a level to all users; however, there is no guarantee that each user will receive a positive level. Why? Because the D041 worldwide peacetime requirement may not be sufficient to allocate a positive level to every base even though a base may have sufficient demands to establish a materiel management system demand level; therefore, it is possible for the system to allocate a level of zero.

RBLs honor properly approved ASLs as long as there is sufficient worldwide requirement to do so. An RBL allocates 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.

RBL mismatches

A mismatch occurs when the RBL allocation is *less than* the approved minimum or fixed level. The R47 listing is used to identify situations where an RBL may be misallocated. Use this product to ensure AFMC takes action to register your approved adjusted levels in the D035 system. At a minimum, it should be run as soon as possible (ASAP) after the quarterly RBL allocation takes place.

Total asset visibility

Total asset visibility (TAV) entails more than just automated IT. Radio frequency identification (RFID) is a technology that enables logisticians to identify, categorize, and locate assets. The overall goal is to have the capability to provide users with timely and accurate information on the location, movement, status, and identity of units, personnel, equipment, materiel, and supplies. It also includes the capability to act upon that information to improve overall performance of DOD's logistic practices. The goal is to have actionable information available to the product support managers at all times about the location, quantity, and state of their material assets in order to optimize inventory posture and minimize unnecessary procurement of assets.

410. Maintaining requirements

Stock control, as its name implies, is responsible for ensuring you do not have too much or too little stock in the warehouses to support mission requirements. This can be an enormous task due to ever-changing mission requirements. To aid in this process, the materiel management computer automatically reviews your asset positions and makes changes as necessary to keep them current.

Contractor inventory control point

Wholesale-directed redistribution actions for serviceable items are generally discussed as two different processes, based on the item source of supply. Contractor inventory control points (CICP) are responsible for total item management including the requirements computation and setting and updating base stock levels. Wholesale CICPs may use RBL, their own unique leveling system, or a combination of both in managing item stock levels. AFMC and CICP-directed asset redistribution actions are referred to as "redistribution orders" or "RDOs". Serviceable item redistribution actions directed by other SOSs (including Defense Logistics Agency [DLA], General Services Administration [GSA], and other Service inventory control points [ICP]) are generally termed "referral orders" or simply "referrals."

Directed shipment

Directed shipments result from RDOs, referral orders, or excess. IMs may send directives by telephone, letter, or message communications, or in the normal RDO (DIC A2* or A4*) formats. These are defined in the following table.

Directed Shipments	
Type	Description
RDOs (A2*)	RDOs (DIC A2*) are demands placed on supply by AFMC IMs to satisfy other Air Force base requirements or to direct property disposition in reply to reports of excess. A2* transactions are received in MILSTRIP format and accepted or denied based on Air Force asset availability policy. This policy is based on the priority of the requirement as compared to base requirements. They are input into the computer without manual review.

Directed Shipments	
Type	Description
	<p>Acceptance of an RDO is sent in DIC BLO format. A BLO is a notification to the originator of the RDO that the RDO has been accepted and the requested property is being processed for shipment.</p> <p>There are times when a quantity of an item is reported as excess, but before the A2* is received, a portion of the quantity is issued. In this case, when you receive the A2* and input these images into the standard base-level computer (SBLC), an RDO denial (DIC B7*) is produced for the quantity not shipped (the variable "***" indicates the reason why the RDO will not be honored). : If RDOs are not accepted or denied within a specified time period, the directing authority may follow up with DIC BF7.</p> <p>Air Force policy states that A2*/A4* transactions will be honored whenever assets are available. Denying and/or reverse posting of these transactions should be a rare exception to the norm. The Accountable Officer should closely monitor the M22, RDO Metrics Report to ensure excessive amounts of denials and reverse-posts on A2*/A4* are not occurring. Part 13 of the D20, Base Supply Surveillance Report should also be closely monitored to ensure suspended transactions are being reprocessed in a timely manner.</p>
Referral orders (A4*)	<p>Referral orders (DIC A4*) are very similar to RDOs, except that may come from outside the Air Force, so it has to be accepted or denied using DOD standard transactions.</p> <p>Acceptance or denial of a referral order is sent in AE* status format, with the status code identifying what action was taken.</p> <ul style="list-style-type: none"> • The status code for <i>acceptance</i> is <i>BA</i>. • The status code for <i>denial</i> is <i>CB</i>. <p>Visibility over A4* 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.</p>
Shipment-directed disposition of excess (FTR)	<p>FTRs are received from IMs in response to <i>excess assets</i> reported for disposition and/or automatic return.</p> <p>Processing the DIC FTR reduces the item record serviceable balance and reduces or deletes the unserviceable and/or excess detail record.</p> <p>Input FTRs into the computer without manual review.</p>

When ICPs receive base reports of excess, the ICP can initiate action to instruct the retail materiel management activity to return all or part of the reported excess to the ICP. The returned materiel can then be used by the ICP to satisfy future retail supply activity demands for the items. This process is commonly referred to as “materiel returns.”

Nondirected shipments

Nondirected redistributions result from local management decisions (base level or MAJCOM) that force the shipment and/or redistribution of base operating stocks. Unlike directed redistributions, nondirected redistributions occur without RDOs or referral orders. There are two types of nondirected redistributions—*automatic* and *special*.

Nondirected Shipments	
Type	Description
Automatic	Automatic shipments result from the turn-in of unserviceable recoverable (XD2) materiel authorized for automatic return to a storage site, centralized intermediate repair activity, or contract facility for depot-level repair.

Nondirected Shipments			
Type	Description		
Special	<p>Special shipments may result from local management decisions to move stock from base-to-base for lateral support, to return items to local vendors for exchange, or to return latent defect or damaged property.</p> <p>When processing a nondirected shipment, use TRIC SHP to force shipment of an item from stock.</p>		
	Lateral shipments	<p>When a base-to-base lateral support shipment is authorized, prepare the SHP with special attention given to the routing identifier code (RIC) and the document number. The RIC must be JLS or D** to ensure assignment of the correct financial inventory accounting (FIA) code to the transaction history.</p> <p>The base receiving the shipment normally provides a document number. If no document number is provided, the computer assigns one. However, for equipment shipments, the consignee must provide a document number to ensure proper reporting is submitted to the AFEMS C001. A document number must also be provided for all degraded operations shipments; otherwise, the input will be rejected.</p>	
	Deficient item shipments	<p>When damaged or erroneous receipts come into supply, they are returned (shipped)—as directed, using TEX code P, R, or Z. Each return processed with these codes creates a shipped not credited (SNC) detail. This SNC detail provides Accounting and Finance with a suspense to identify and follow-up transactions for credit purposes.</p> <p>TEX codes P, R, or Z are used as follows:</p>	
		TEX Code	Use
		P	<p>Item damaged in shipment.</p> <p>Receipt of an unacceptable substitute.</p> <p>Return of LP item in error.</p> <p>Other discrepant shipment (item received and related documentation are incompatible).</p>
		R	For materiel deficiency reports (MDR) or quality deficiency reports (QDR) (used only for <i>MDR</i> or <i>QDR</i> credit returns).
		Z	Latent defects.

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

Transfers

A transfer is the movement of materiel to the Defense Logistics Agency Disposition Services (DLADS). Transfer of materiel to DLADS may occur for 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 TRIC TRM and may be either *directed* or *nondirected*. These are explained more completely in the following table.

Transfer Types	
Type	Description
Directed	Directed transfers are replies to reports of customer excess that direct transfer to DLADS. They are input to the computer <i>without</i> manual review.
Nondirected	When the transfer of materiel is a result of an organization turn-in, the program automatically prepares the A5J. 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 a TRM with the applicable disposal authority code. The TRM may be output during file status or forced excess (FEX) processing for review purposes before disposal action. If it is determined the item should be disposed, reinput the TRM for Department of Defense (DD) Form 1348-1A, Issue Release/Receipt Document, preparation (A5J).

Processing the DD Form 1348-1A, A5J document

After the storage function receives the A5J, it will 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. The storage function also selects the materiel, signs and dates on line 26 of DD Form 1348-1A, and forwards the materiel and document to inspection.

Afterwards, an inspector verifies the identity, quantity, and condition of the materiel and signs or stamps and dates copies 1 through 3 of the DD Form 1348-1A (line 30). Send the property and the related documentation to the personnel in 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 DEMIL method to use. If no DEMIL code is assigned to the item record, the computer prints DEMIL "X."

Shipment exception codes

Shipment exception (SEX) codes are used to identify item records that require special shipping action or to notify local management when shipping action has been taken. The SEX code is a one-digit alphanumeric character (see the following table). Maintain an exception control (ECC) document for each item assigned a SEX code. Remarks may be handwritten on the face of the document. Review and validate item records assigned a shipment code at least once every six months (semiannually). Delete the codes when no longer necessary.

SEX Code	Exception Phrase
1	Do Not Ship—Assets Frozen
2	Request Disposition from IM
4	Air Force Technical Order (AFTO) Form 375 Required
A-Z	Locally Assigned

Self-Test Questions

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

407. Stockage policy responsibilities and terms

1. What are the key responsibilities of stock control?
2. What term is used for the repair rate of the current and past four quarters?
3. What term defines the average quantity used daily?
4. What type of stock level is based on past demands from users?
5. What is the term for the average elapsed time, in days, between the initiation and receipt of stock replenishment requisitions?
6. What term represents that number of units that must be stocked to meet demands during the repair cycle?
7. What term reflects the quantity that must be on hand to permit continuous operation during minor interruptions of normal replenishment?

408. Nondemand-based levels

1. What type of *minimum* ASL has a reorder point one-third the ASL quantity?
2. Which *minimum* ASLs are automatically deleted once the demand level equals or exceeds the total minimum level?
3. What type of ASL restricts stockage?
4. What type of ASL should you establish for seasonal items?

5. What type of ASL maintains an item's stockage position at a constant level?
6. Which form is used to request an ASL? How many copies are needed?
7. What type detail is used to control and manage ASLs?
8. How often are ASLs validated?
9. What product is used to review and validate ASLs?
10. What action occurs during the review of an ASL?
11. What action occurs during the validation of ASLs?

409. Readiness-based levels

1. How often are RBLs updated?
2. By what DIC are RBLs received at each base?
3. What are two instances when an RBL may be less than an approved minimum or fixed level?

410. Maintaining requirements

1. On 22 June 12, your base reported it had three excess connector cables. You issued two of these before receiving disposition instructions. What occurs when the RDO is input?
2. What type of redistribution results from a local management decision?
3. What type of redistribution is a lateral support shipment?

4. What RICs are used on lateral support shipments?
5. What is a transfer?
6. What are SEX codes used for?

2-2. Requisitions

As used in the materiel management system, the term *requisition* refers to a demand placed on the SOS. It should not be confused with demands placed on the LRS by an organization. The requisitioning element is responsible for the overall materiel management requisitioning process.

411. Military standard requisitioning and issue procedures

Requisitions are used to fill customer due-outs and stock replenishment requirements. Monitoring the status of these requisitions is important to providing effective customer support.

There are two main types of requisition formats—automatic and special. Most requisitions are processed automatically. Use special requisitioning (SPR) procedures only when items cannot be requisitioned under program control. Submit your requisitions to the supply source using the MILSTRIP format.

Purpose of MILSTRIP

We will begin our subject of requisitions by discussing the origin and purpose of MILSTRIP used daily by the Air Force. In the past, each branch of the service used its own forms, formats, and procedures to requisition supplies. This created a burden on the SOS—forcing them to respond to four widely varied procedures to fill demands. Not surprisingly, the SOS requested the branches conform to one set of procedures. DOD responded by developing the MILSTRIP system. The purpose of MILSTRIP is obvious once you know what the letters stand for—*MIL*itary *ST*andard *R*equisitioning and *I*ssue *P*rocedures. The key word here is *standard*. MILSTRIP is a standard or uniform method of requisitioning supplies from the SOS that all branches of service are required to use.

Automatic requisitions

Normally, requisitions (DIC A0*) are submitted to the SOS automatically under program control. Automatic requisitions are used to fill both customer and stock replenishment requisitions.

Automatic Requisitions	
Type	Description
Customer (due-out) requisitions	<p>Under routine conditions, if the materiel management system does not have an item to meet a customer's urgency of need designator (UND) A, B, or due-in from maintenance (DIFM) requirement, program control establishes a due-out, outputs a requisition to the SOS, and creates a due-in detail record to track the requisition until receipt.</p> <p>For most UND C items, the program keeps track of the due-outs and due-ins so that it can order the correct number of items to replenish the stock when the stock level reaches the reorder point.</p> <p>The program first subtracts the quantity due-out from the quantity due-in. If the resulting number is equal to or less than the ROL, the computer will requisition the total quantity needed to meet the stock level and to fill the due-outs.</p>

Automatic Requisitions	
Type	Description
Stock replenishment requisitions	<p>Stock replenishment requisitions are produced when the materiel management system identifies an item with an asset position down to or below its ROL.</p> <p>These conditions are identified during online idle time when the materiel management system performs requirements computation or file status.</p> <p>The key to achieving and maintaining a well-balanced stock position is timeliness in submission of stock replenishment requisitions. Continued emphasis on stock replenishment requisitions reduces the need for priority customer requirements later on.</p>

Processing special requisitions

Special requisitions are used for two reasons: updating internal records to support off-line requisitions when the computer is down, for example, during an equipment failure or over a weekend or holiday or to requisition items that program control does not automatically requisition. The following items *must* be specially requisitioned:

- Items assigned stockage priority code (SPC) 5 or E.
- Items assigned a local unit of issue.
- Items assigned REX codes 1, 3, and 4 (do not requisition).
- AFMC items purchased locally.
- Lateral support items.
- Annual resupply items.
- Sized clothing, FSG 83 and 84 (for the first time).

To process an SPR, you must use TRIC SPR.

Establishing the due-out

Before processing an SPR to requisition a customer's requirement, you establish a memo due-out. A memo due-out is established when you enter TEX 7 on the issue request. The TEX 7 prevents the materiel management computer from automatically producing another requisition when the issue is transmitted. Now, you can process the SPR input to link the due-in detail to the due-out.

Requisition serial number

Stock control maintains an off-line register to assign serial numbers to the SPR input. Off-line serial numbers range from 9000–9899. The requisitioning element manually maintains these numbers beginning with serial number 9000 each day. If an off-line serial number is not assigned, the computer may produce duplicate requisitions and the WRONG ACTIVITY may receive the property.

Priority designators

When submitting requisitions, it is important to remember the priority assigned to a requisition is *not* always the same as the delivery priority assigned to the issue request. This is because the delivery priority is used at base level and the requisition priority is used at the SOS. Program control assigns a requisition priority to each requisition based on the Uniform Materiel Movement and Issue Priority System (UMMIPS).

UMMIPS

The purpose of UMMIPS is to provide a standard method of ranking competing needs among activities according to their overall importance. It ensures that resources are effectively managed to meet those needs. UMMIPS identifies a requisition's importance by using a combination of a force activity designator (FAD) (assigned by the Secretary of Defense, the Joint Chiefs of Staff, or the Air Force) and UND (assigned by the customer). This combination determines the priority designator (requisitioning priority) used at the SOS.

Priority assignment

In volume 2 you learned about the FAD and UND. The following table shows how the FAD and UND work together to determine the two-digit numeric priority designator (01–15) assigned. For example, a requirement with FAD IV, and UND B, would be assigned requisition priority 09.

Requisition Priority Designators			
FAD/UND	A	B	C
I	1	4	11
II	2	5	12
III	3	6	13
IV	7	9	14
V	8	10	15

Requisition/due-in details

The computer establishes a due-in detail record each time an item is requisitioned. The due-in detail record indicates that the SOS owes the requisitioning activity an item. A document number identifies the record that is different for each requisition. An example of a due-in document number is provided below along with an explanation of its data elements:

<u>F</u>	<u>B</u>	<u>4528</u>	<u>7185</u>	<u>0040</u>
Service	Type account	Address Code	Julian Date	Serial number

Data Element Explanation	
Data Element	Explanation
Service	A = Army, F = Air Force, N = Navy
Type account	B = Supplies, E = Equipment, K = Munitions, P = Fuels
Address code	An assigned number that identifies the base that placed the requisition.
Julian date	Identifies the date by year and day. This example represents the year 2013 and the 33rd day of the year or February 2, 2013.
Serial number	Automatically assigned in sequence by the computer beginning with 0001 each day; therefore, this would be the 45th requisition of the day.

Exception codes

Requisition exception (REX) codes are used to identify items that are either requisitioned under special procedures or suppressed under automatic requisitioning. REX codes must be reviewed and validated at least once every six months (semiannually). They should be deleted if the stock number changes to an active cataloged national stock number (NSN) or if the RIC changes to a source that will support requirements through inline MILSTRIP requisition format. Some common REX codes are listed in the following table.

REX Codes and Exception Phrases	
REX Code	Exception Phrase
1	Do not requisition. Assigned under program control because of MILSTRIP status.
4	Do not requisition. Assigned externally to restrict automatic requisitioning.
5	Additional remarks required.
A–V	Assigned as required by MAJCOMs and/or base.

412. Processing requisition status

Status refers to information provided to bases by the SOS regarding the action taken on a requisition. Once a requisition is generated—either online or off-line—the requisitioning element is responsible for monitoring its progress through the system. You must act on status to guarantee that customers receive their requirements promptly and efficiently.

Requisition status may be furnished in either supply (DIC AE*) or shipment (DIC AS* or AU*) formats; therefore, under normal operating conditions *do not* sort status according to priority before processing. Sorting status may only back up work in the computer and create peak workload conditions. Computer operations separates high-priority status items only when a backlog of other inputs will delay the processing of status. Computer operations must be sure to process all outstanding status requests before running follow-up scan programs. Most status transactions are processed internally by the materiel management system; however, some require external handling. You must process all status transactions immediately, no matter how they are received. If you do not, you will create more work because of unnecessary follow-ups, receipt rejects, and incorrect cancellations and billings.

The wholesale SOS generates four types of MILSTRIP statuses:

1. Positive supply status (i.e., status code BA).
2. Cancellation status (i.e., status codes BS, CA, CG, etc.).
3. In transit or shipped status (i.e., status codes A–Z, 2–9).
4. Exception or other status (i.e., status codes BB, BD, BV, etc.).

The following table provides a more detailed description of the MILSTRIP status types.

Wholesale Initiated MILSTRIP Status Types		
Type	Description	
Positive supply status	Positive status indicates that items are available on the shelf at the SOS to fill the requisition. The estimated delivery date (EDD) is provided on the status detail record for your information.	
Cancellation status	Cancellation status has the <i>worst effect</i> on an account because it means that the customer will not receive the items. A requisition may be canceled for various reasons; for example, a logistical situation may stop the order from being filled or it may not meet system requirements. Cancellation status types are described in the following blocks.	
	Type	Description
	Logistical cancellations	Logistical cancellations usually occur because of budget restrictions, fill, or kill requirements. Sometimes the supply source cannot supply the item.
	System requirement cancellations	A system requirement cancellation usually occurs when the requisition contains incorrect information. For example, the indicative data could be incorrect, or the quantity ordered may not be authorized. To prevent future rejects and to see if personnel need more training in processing requisitions, local management should check the rejection codes for system requirement cancellations carefully.
	REX code 1	When the SOS cancels a requisition, REX 1 is assigned to the item record. REX code 1 stops any further requisitions until someone corrects the situation that produced the cancellation.

Wholesale Initiated MILSTRIP Status Types		
Type	Description	
		Obviously, REX code 1 can hurt a mission's support, so you must set up controls to check for REX code 1 and to correct situations that create cancellations ASAP. You may use any effective means such as management notices or inquiries to monitor REX code 1.
Intransit/shipped status	<p>When an item reaches the transportation stage, it receives intransit/shipped status. Shipment status informs the requisitioner of the actual shipping date and the mode of shipment of the requisitioned items. Usually, once the item is in transportation, the wholesale source considers the requisition completed, closes all active records, and places it in the history file.</p> <p>According to MILSTRIP directives, the SOS must maintain these history files in the computer for 180 days.</p> <p>At base level, you only delete the base computer record by processing the receipt. If the receipted requisition is not processed within time requirements, the program automatically traces the progress of the item through the system.</p>	
Exception/other status	<p>Exception status (any negative status) results from out-of-stock conditions, new requirements, and other conditions that stop the SOS from filling the requisition exactly as it was requested.</p> <p>The EDD or the standard delivery date (SDD) is provided on the status detail record.</p> <p>Some examples of these type conditions are backorders, partial issues, direct delivery procurements, substitutions, or changes in unit of issue.</p>	

413. System initiated status

At the base level, program control generates two types of status—cancellation requests (i.e., status codes ZC/ZD) and follow-up (i.e., status codes 99, 98, 97, etc.). This lesson is an extended discussion of these system-initiated status types.

Processing follow-up

Follow-up is initiated when supply status information is overdue or when the EDD has passed. Follow-up action may be performed inline or off-line.

Inline follow-up (DIC AF*)

Follow-up actions are based on the media and status code and the priority group loaded on the requisition. If 100-percent status is required, inline follow-up is performed as follows:

Inline Follow-Up	
Priorities	Performed
01-08	4 days <i>after</i> the date requisitioned.
09-15	8 days <i>after</i> the date requisitioned.

The inline follow-up program should be run daily to ensure there is equalization of output for the SOS and base contracting. Program control automatically initiates it during online idle time after the releveling scan and file status programs have been completed. The follow-up program logic only follows-up on the due-in, excess, shipment suspense, SNC, unserviceable DIFM, and DIFM details that exceed the age criteria.

Off-line follow-ups

Off-line follow-up may be processed using TRICs FLP or AFC. The TRIC FLP is used to record off-line follow-up action begun by materiel management personnel. The TRIC AFC is used as a follow-up for priority 01–08 requisitions to request an improved estimated availability date (EAD) or estimated shipment date (ESD).

Follow-up action required (TRIC FLP)

If follow-up is desired for the total quantity due-in, you can process follow-up action required (TRIC FLP) with an (*) in the distribution code field. If you use this option, you must also enter AF1 in the last three positions of the FLP input. The program deletes all status detail records (except billed-not-received [BNR] and LP details). Once these details are deleted, the program creates a follow-up status detail (99) to record the follow-up action.

MILSTRIP EAD modifier (TRIC AFC)

When priority 01–08 requisitions have an unsatisfactory EAD or ESD, you can submit an AFC to the IM to request improved status. When an AFC is received by the SOS, a management notice is produced and forwarded to the IM for manual review and processing action to improve the supply status of the requisition.

Because the TRIC AFC is a manual process for the IM, bases *do not* implement local procedures because this could overload the depot system and IM. Also, bases must not develop any local program that indiscriminately generates AFC follow-ups. The AFC is only used after management personnel have reviewed and certified the status as having an EAD or ESD.

A “C” in the reconciliation flag field of the status detail indicates that AFC action was taken. No internal action is taken or output produced if the AFC is processed against a BNR detail or if a ship status is in the computer.

Action required report

Action required (DIC ARC) images are output from the materiel management system for follow-ups, to which the SOS has not responded. ARC images are output based on the priority of the requisition as seen in the following table.

Priority Requisitions	
Priority	Remarks
01–03	An ARC is produced every five days until off-line action is taken.
04–08	The second follow-up (AF1) is produced five days after the first follow-up. Later follow-up actions are in ARC format. These outputs are produced every five days until off-line action is taken.
09–15	The second and third follow-ups are created 10 days after the previous follow-up. If no reply is received from the first, second, or third follow-ups, and no due-outs exist, the due-in is deleted under program control (status code Z7) and the item record is flagged for releveing action.

It is important you review and take action on all ARC image outputs. If you do not input an ARC status update within five days, another ARC image is output. Verify the status and RICs, and update if necessary. If the SOS has no record of your requisition, you may need to reinstate or cancel the requisition. If the item is still required and less than 120 days old, reproduce the output and change the DIC to AT*. This causes the SOS to reinstate the requisition. Before resubmitting it, however, keep in mind that the AT* could result in duplicate shipments and billings. If a requirement no longer exists, submit a due-in cancellation request input (TRIC REC) to the SOS.

Supply assistance/supply difficulty

If AFC action does not bring about the results you need for improved status, you may take further action by submitting a supply assistance message or supply difficulty report. (An example of a supply assistance message is shown in the following box.)

MILSTRIP SUPPLY ASSISTANCE REQUEST FORMAT
FROM: (APPROPRIATE INDICATOR OF SENDER)
TO: (INSERT ADDRESSEE(S))
INFO: (INSERT ADDRESSEE(S))
SUBJECT: MILSTRIP SUPPLY ASSISTANCE REQUEST
This command is experiencing serious problems due to the lack of the item(s) listed below. We request aggressive action to improve the estimated shipment date (ESD).
DOC NO. WITH SUFFIX NATIONAL STOCK NUMBER (NSN)
FB2300/7185/0111/B 8305-01-123-4567
Substitutes. List all known and acceptable substitute NSNs or part numbers. If there are none, write "none."
Next Higher Assembly. If there are none, write "none."
Lateral Support. List any activities contacted in an attempt to obtain the item through lateral support and/or known activities using the same end item or weapon system. If there are none, write "none."
Known Source. List any known sources of the item. Include the name, mailing address, and telephone number (if known). If there are none, write "none."
Mission Impact Statement. List the end item description and the weapon system application. If such information is nonclassified, indicate how the mission is impaired by the lack of the item(s). Otherwise, write "A classified non-mission capability supply condition exists due to the lack of required assets."
Remarks. List any additional pertinent data not covered above.

A *supply difficulty* is an item deficiency that cannot be corrected locally and can ultimately affect the operational capability of the base or unit involved. Any such deficiencies may include lack of a particular spare part, component, assembly, end item, and so forth. These difficulties are cause for reporting and processing through command channels. Supply difficulties concerning Air Force-managed items are reported on AF Form 1667, Supply Difficulty Report, or may be reported by message or e-mail if all information required on the AF Form 1667 is provided and each block (of the form) is identified. Supply difficulties involving items managed by other military services, DLA, and GSA are submitted by message, letter, or e-mail to the proper weapons integrated materiel manager, DLA center, or GSA region. The originator of the supply difficulty assigns a control number that consists of the last alpha digit and number of the supply account, a four-position Julian date, and a serial number assigned consecutively by calendar year.

According to Air Force policy, processing supply difficulties will not exceed seven calendar days at any level and, therefore, should be tracked and suspended. Actions taken to resolve a supply difficulty should be accessible to the initiator.

414. Managing due-out/due-in requirements

Just as the SOS must validate your requisitions with you, you must also review and validate your due-out requirements with your customers. The importance of supply customers performing a thorough review and validation of their due-outs cannot be over emphasized. In this era of austere funding, it is essential that due-outs be canceled when it is determined that they are no longer required. Funds are wasted when they are expended to purchase equipment and supplies that are not required. This practice can have a negative impact on unit readiness by depleting funds that are needed to purchase mission-essential supplies and equipment. Customers should exhaust all effort to ensure that due-outs are needed to satisfy valid requirements.

The review and validation of customer requirements (due-outs) are extremely important and should be done in an accurate and timely manner. The D18 and R01 are reports used to perform the due-out review and validation.

Validate due-outs

Each day stock control forwards two copies of the report listing the due-outs with UND A to the appropriate organization for review. A due-out *review* is performed daily for UND A due-outs and weekly for UND A and B due-outs. The review can be performed using the D18 or R01. Forward two copies of the listings to the appropriate organization for review.

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 urgency of need A and B due-outs by telephone or military correspondence.

Priority requirements action listing

The priority requirements action listing (R01) provides an alternative to the D18 because it reviews priority requirements in a different way. 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. Interchangeability and substitution group (I&SG) data are also provided.
2	Lists all UND A and B due-outs (<i>except</i> equipment TEX 8 and H) that have any of the following conditions: <ul style="list-style-type: none"> • The due-in is over 4 days old and has no supply/ship status. • The follow-up date is past due. • The follow-up status is 99 or less. • The status is BA, BH, or BV, and the EDD has passed.
3	Lists all UND A and B due-outs (<i>except</i> 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"> • All UND C due-outs (<i>except</i> equipment TEX 8 and H) when no due-ins exist for the due-out stock numbers. • UND B due-outs with an RID of S9T or G (xx) when no due-ins exist for the due-out stock numbers. • No due-ins exist for any stock numbers in the I&SG (M and I relationships only), and the item record (single item or group item) is not flagged for releveing. • Due-outs that have been unlinked. • Due-outs that have had the due-in canceled.

Due-out validation

All priority due-outs are validated once a month. UND C due-outs are validated at least quarterly. To validate due-outs, the organization contacts the individual user requiring the backordered item to make sure the item is still needed (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 deletions to the listing, the supported activity must contact Requisitioning in writing or by sending an annotated listing.

Forced due-out release and cancellations

In the following paragraphs, we discuss four inputs you use in managing due-out and due-in requirements:

1. Due-out release (TRIC DOR).
2. Due-out cancellation (TRIC DOC).
3. Due-in cancellation (TRIC REC).
4. Due-in/due-out update (TRIC DIT).

Processing forced due-out release

A due-out release (DOR) is a mechanism that the materiel management system uses to release serviceable assets to fill a due-out. A DOR is normally performed by program control automatically but can be manually processed to “force” a due-out to a particular customer/account. The following table shows some examples.

DOR Types		
Type	Description	
<i>Automatic release of serviceable assets</i>	The computer automatically releases serviceable assets on receipt, turn-in, stock number merge/change, I&SG add/change, condition/identity change, or inventory inputs that increase the item record serviceable balance.	
	Sequence of release	<p>The sequence of release is based on the FAD, urgency justification code (UJC), project code, and document number date.</p> <p>In cases where the highest priority or FAD and UJC are the same, the oldest due-out is released first.</p> <p>All due-outs, other than those with TEX code 1, 8, H, U, X, or period, are released automatically in sequence until all available assets or due-outs are depleted.</p>
	Property on the item record	If property is on the item record, you can automatically release the property to the highest priority, with input of a DOR (TRIC DOR) with a blank document number field.
<i>Forced release of serviceable assets</i>	Usually, serviceable assets release automatically. However, there may be times when it is desirable to release property to a specific due-out, regardless of due-out priorities. You can force a due-out release with any of the following TRIC codes:	
	TRIC	Processing Instructions
	DOR	Input with TEX code 3 and the due-out document number in the document number field.
	REC	Input with the due-out document number in the multipurpose field.
	TIN	Input with the due-out document number to be released in the mark for data field.
	<p>Another way to force-release due-outs as property is received or turned-in is to process the REC or TIN with a TEX code 8.</p> <p>The TEX code 8 on the REC or TIN prevents the item from releasing automatically.</p> <p>Next, you can input a DOR for the due-out to be released.</p>	

Due-out cancellations

An organization or activity may request cancellation of a due-out at any time; it does not need to wait for a due-out review or validation. However, it is important to remember that if the cancellation or refusal places the stock fund in an excess condition for that item, the customer will not receive credit.

Another reason to perform a cancellation is if the item cannot be supplied by the SOS. In this case, stock control initiates the cancellation after it has been determined that no other options are available. You must ensure you do thorough research before initiating cancellation. Due-outs are deleted immediately when the cancellation is processed.

To process a cancellation, you input TRIC DOC using cancellation justification code ZC. The cancellation input must also contain the proper review code. There are two review codes—I and M:

- Code I indicates that stock control has reviewed and processed the designed operational capabilities (DOC).
- Code M indicates the DOC was created in the Integrated Maintenance Data System Central Database (IMDS CDB).

Notify the customer after processing the DOC.

The following table provides processing instructions for specific due-out cancellation conditions.

Due-Out Cancellations and Processing Procedures	
Condition	Processing Instructions
MICAP due-out	Enter delete code 0 in the DOC.
Due-out under DIFM control	For due-outs under DIFM control, the serviceable maintenance action taken code is mandatory.
The awaiting parts (AWP) end item was shipped or condemned	When a decision is made to ship or condemn an AWP end item, cancel the bits and pieces on order or transfer them to another end item. Use action taken code B and TEX code 9 to cancel bits and pieces to make sure the cumulative recurring demands are not reduced.
Has a corresponding credit DIFM detail	Use TEX 2 when attempting to cancel a due-out with a corresponding credit DIFM detail. Otherwise, a 466 reject occurs. Due-outs with credit DIFM normally constitute holes or shortages in the mark-for end item. Therefore, never enter TEX 2 without receiving proper verification from the supported unit.
Equipment due-out	Advise Equipment Management of all cancellations of equipment due-outs.

Due-in/due-out update

The due-in/due-out (DIT) update transaction is used to change various data elements on retail materiel management system due-in details. DIT transactions can be used to change any or all of the following requisition (due-in detail) data:

- Project code.
- Priority designator.
- Required delivery date.
- Special requirements indicator.
- Linked due-out document number.
- Requisition advice code.
- Supplementary address.

For example, to link due-in and due-out details together, the DIT input must contain *both* a due-in and due-out document numbers. Conversely, to unlink due-in and due-out details, the DIT input contains an asterisk (*) in position 36 (De-link Due-in) or 67 (De-link Due-out).

Due-in cancellation requests

Due-in cancellation requests are used to control excess stockage. A cancellation request may be prepared during inline releveing and inline follow-up, or as the result of processing a due-in cancellation request. When this happens, a record of the request for cancellation is established as a detail in the materiel management IT system. Due-ins are *not canceled automatically* when in an excess position. When the SOS receives the request, it either confirms the cancellation or furnishes shipment status. When the SOS acknowledges cancellation, an input automatically causes cancellation.

Cancellation status codes

Two cancellation status codes are assigned under program control—ZC and ZD. These codes identify how the due-in cancellation was generated (i.e., in-line or off-line). The ZC code is generated by off-line action and the ZD code is generated automatically by the releveing programs.

Processing

Offline cancellation of a due-in is requested by processing TRIC REC with TEX code E. Enter the quantity to be canceled and cancellation justification code ZC in the REC input. Processing a cancellation request does *not* change the due-in detail record or free up stock funds until the supplying agency confirms the cancellation. Remember, it is only a *request*. Program control updates the status detail record or creates a detail record to show that it has processed a cancellation request.

Billed-not-received

The materiel management system is a concurrent processing system in which LRS/supply activity and finance records are interfaced. This means when a supply transaction is processed, finance records are immediately updated inline. For this reason, LRS/materiel management activity and the Defense Finance and Accounting Services (DFAS) field site personnel must coordinate their efforts closely. The LRS commander/materiel management activity 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 LRS/supply activity for the receiving report identifies items that have a vendor bill presented for payment, but the receipt has not processed by the materiel management system. Use this listing to reconcile vendor bills with LRS/materiel management activity receiving records. Local purchase items will appear on the listing seven days after the vendor bill is received and processed in base contracting office (BCO).

Received-not-billed

The IAPS received-not-billed (RNB) follow-up to LRS/supply activity for the receiving report identifies items have been received by the materiel management activity, but the vendor bill has not been received.

Shipped-not-credited

The materiel management system creates shipped-not-credited (SNC) details whenever a referral order (A4*) is honored; and financial credit is given to the shipping base. Referral orders that 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” 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.

Self-Test Questions

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

411. Military standard requisitioning and issue procedures

1. What are the two main types of requisitions?
2. What does the term MILSTRIP stand for?
3. What is the purpose of MILSTRIP?
4. What agencies are required to use MILSTRIP procedures?
5. Normally, in what format are requisitions submitted to the SOS?
6. When does the materiel management system identify and requisition stock replenishment requirements?
7. What is the key to achieving and maintaining a well-balanced stock position?
8. What series of requisition serial numbers are used for off-line requisitions?
9. What is the purpose of UMMIPS?
10. What combinations of codes determine the requisition priority to be used at the SOS?

412. Processing requisition status

1. In what format is requisition status received?
2. What is the consequence of *not* processing status immediately?

3. What are the different types of MILSTRIP status?
4. What status type has the worst effect on an account?
5. What REX code is used to indicate a requisition was cancelled from the SOS?

413. System initiated status

1. What status types are generated by program control at base level?
2. When is follow-up action initiated?
3. When 100-percent status is required for a priority 03 requisition, when is an in-line follow-up performed?
4. Within what period must ARC images be worked before another is output?
5. What are supply difficulties?
6. How are supply difficulties reported?
7. Processing supply difficulty reports must not take more than how many calendar days?

414. Managing due-out/due-in requirements

1. How often is a due-out review conducted?
2. Which listing may be used instead of the D18 in performance of due-out review?
3. How often are priority due-outs validated?

4. What are the two methods of releasing due-outs?
5. What three TRICs may be used to force release a due-out?
6. What TEX code is used in a DOR input to force release a due-out?
7. What TRIC is used to process a due-out cancellation?
8. What does review code I indicate on a due-out cancellation input?
9. What section must be notified of all cancellations of equipment due-outs?
10. What action does the supply source take when they receive a cancellation request?
11. What two cancellation status codes are assigned under program control?
12. For BNR transactions, LP items will appear on the listing after how many days once the vendor bill is received and processed?
13. What is created whenever a referral order is honored, and credit is given to the shipping base?

Answers to Self-Test Questions

407

1. Stockage policy and managing requisitions.
2. Average PBR.
3. DDR.
4. Demand level.
5. O&ST.
6. RCQ.
7. SLQ.

408

1. Type level A.

2. Type levels A and B.
3. Maximum ASL.
4. Maximum, type level D.
5. Adjusted fixed level.
6. AF Form 1996. Two (2) copies.
7. L type ASL details.
8. At least every two years.
9. Program R35.
10. The initiator confirms that the approved level is still required in the quantity described in the original justification.
11. Complete line item review in which the requesting activity certifies that the requirement and authority for each level is still valid.

409

1. Quarterly.
2. DIC XCA.
3. (1) When there is an insufficient worldwide requirement to allocate to the minimum/fixed level.
(2) When the base's minimum/fixed level is not registered in the D035 system.

410

1. An RDO denial (DIC B7*) is produced.
2. Nondirected redistribution.
3. Nondirected, special.
4. JLS or D**.
5. It is the movement of materiel to the DLADS.
6. To identify item records that require special shipping action, or to notify local management when shipping action has been taken.

411

1. Automatic and special.
2. MILSTRIPs.
3. Provides a standard method of requisitioning supplies from the SOS.
4. All branches of the Service.
5. DIC AO*.
6. When items have an asset position down to or below its ROL.
7. Timeliness in submission of stock replenishment requisitions.
8. 9000-9899.
9. Provides a standard method of ranking competing needs among activities to their overall importance.
10. FAD and UND.

412

1. Supply or shipment (AE*/AS* or AU*).
2. You will create more work because of unnecessary follow-ups, receipt rejects, and incorrect cancellations and billings.
3. Positive supply status, cancellations, in transit/shipped, and exception/other.
4. Cancellation.
5. REX 1.

413

1. Cancellation requests and follow-up.
2. When supply status information is overdue or the EDD has passed.

3. Four days after the requisition date.
4. Five days.
5. Deficiencies resulting in a delay of item support that cannot be corrected locally and can ultimately affect the operational capability of the base or unit involved.
6. AF Form 1667, message, or e-mail.
7. Seven.

414

1. On a daily basis for UND A and on a weekly basis for UND A and B due-outs.
2. R01.
3. Monthly.
4. Automatically and forced.
5. DOR, REC, TIN.
6. TEX 3.
7. DOC.
8. That stock control has reviewed the cancellation input.
9. Equipment Management.
10. Either confirm the cancellation or furnish shipping status.
11. ZC, ZD.
12. 7 days.
13. Shipped not credited (SNC) details.

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

Unit Review Exercises

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

Do not return your answer sheet to AFCDA.

25. (407) Who works hand-in-hand with the logistics readiness squadron (LRS) to support mission requirements?
 - a. Air Force Materiel Command Supply Chain Management-Retail (AFMC SCM-R) Stock Control Activity.
 - b. AFMC SCM-R Equipment Activity.
 - c. Air Combat Command (ACC).
 - d. Mission Support Group (MSG).
26. (407) Which stock leveling term identifies the *repair rate* for the current and past four quarters?
 - a. Demand level.
 - b. Daily demand rate (DDR).
 - c. Repair cycle quantity (RCQ).
 - d. Average percent of base repair (PBR).
27. (407) What stock leveling term represents the *maximum quantity* that should be on-hand or on order to sustain current operations?
 - a. Economic order quantity (EOQ).
 - b. Condemned quantity (NCQ).
 - c. Requisition objective (RO).
 - d. Safety-level quantity (SLQ).
28. (407) Which stock leveling term identifies quantities required to be on hand to permit continuous operation during minor interruptions of normal replenishment or unpredictable increases in demands?
 - a. Safety level quantity (SLQ).
 - b. Repair cycle quantity (RCQ).
 - c. Economic order quantity (EOQ).
 - d. Order and shipping time quantity (O&STQ).
29. (407) What must be established anytime stock is authorized for *nonexpendable* (equipment) items?
 - a. Safety level.
 - b. Adjusted level.
 - c. Economic order quantity (EOQ).
 - d. Order and shipping time quantity (O&STQ).
30. (408) When one-for-one stock requisitioning is *not* needed, which *adjusted minimum level* should be used?
 - a. D.
 - b. C.
 - c. B.
 - d. A.

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31. (408) Which type of adjusted stock level (ASL) is assigned to an item to ensure the requisitioning objective remains constant and does *not* fluctuate due to demand patterns?
- Fixed.
 - Special.
 - Minimum.
 - Maximum.
32. (408) Which materiel management system program is used to review and validate *adjusted stock levels* (ASL)?
- R26.
 - R35.
 - R43.
 - R45.
33. (408) Which stock level is derived from a mathematical technique used to determine the *lowest* total variable costs to order and hold inventory?
- Economic order quantity (EOQ).
 - Repair cycle quantity (RCQ).
 - Requisition objective (RO).
 - Reorder level (ROL).
34. (409) Which materiel management system listing is used to identify a possible readiness-based level (RBL) misallocation?
- R35.
 - R39.
 - R43.
 - R47.
35. (409) Which technology enables logisticians to identify, categorize, and locate assets?
- Total asset visibility (TAV).
 - Readiness-based levels (RBL).
 - Radio frequency identification (RFID).
 - Customer oriented leveling technique.
36. (409) What process has the overall goal to have the capability to provide users with timely and accurate information on the location, movement, status, and identity of units, personnel, equipment, materiel, and supplies?
- Customer oriented leveling technique.
 - Proactive demand leveling.
 - Readiness-based level (RBL).
 - Total asset visibility (TAV).
37. (410) What document identification code (DIC) indicates a *denial* to a redistribution order (RDO) sent by Air Force Materiel Command (AFMC) item managers (IM)?
- B7*.
 - BLO.
 - FTR.
 - RDO.
38. (410) Which shipment exception (SEX) code is used for do *not* ship—assets frozen?
- A.
 - 1.
 - 2.
 - 3.

39. (411) Which transaction identification code (TRIC) is used to process a special requisition (SPR)?
- DOR.
 - ISU.
 - SPR.
 - TRM.
40. (411) Program control uses which system to assign a requisition priority for each requisition?
- Integrated Maintenance Data System—Central Database (IMDS CDB).
 - Military Standard Tracer Reconciliation Program.
 - Military Standard Requisitioning and Issue Procedures (MILSTRIP).
 - Uniform Materiel Movement and Issue Priority System (UMMIPS).
41. (411) Who does the source of supply (SOS) owe an item to when a due-in detail is established after being requisitioned?
- Item manager (IM).
 - Requisitioning activity.
 - Major command (MAJCOM).
 - Headquarter United States Air Force (HQ USAF).
42. (411) What part of the due-in document identifies the base that placed the requisition?
- Service.
 - Type account.
 - Address code.
 - Serial number.
43. (411) How often are requisition exception (REX) codes reviewed and validated?
- Monthly.
 - Quarterly.
 - Semiannually.
 - Annual.
44. (411) Which requisition exception (REX) code is assigned under program control due to military standard requisitioning and issue procedures (MILSTRIP) status?
- 1.
 - 4.
 - 5.
 - A.
45. (412) Which code is assigned to the item record to indicate the source of supply (SOS) has *cancelled* a requisition?
- SPC 5.
 - SPC 1.
 - REX 5.
 - REX 1.
46. (412) Which type of military standard requisitioning and issue procedures (MILSTRIP) status results from out-of-stock conditions, new requirements, and other conditions that stop the supply source from filling the requisition exactly as it was requested?
- Positive.
 - Cancellation.
 - Exception/other.
 - In transit/shipped.

47. (413) Which transaction identification code (TRIC) is processed to request an improved estimated availability date or estimated shipment date for priority 01–08 requisitions?
- a. AFC.
 - b. ISU.
 - c. SPR.
 - d. TRM.
48. (413) What reconciliation flag on the status detail record indicates that AFC action was taken to request improved status on a requisition?
- a. A.
 - b. C.
 - c. F.
 - d. R.
49. (413) Supply difficulty for Air Force-managed items is reported on Air Force Form
- a. 1230.
 - b. 1250.
 - c. 1530.
 - d. 1667.
50. (413) Supply difficulty reports must be processed within *how many calendar days*?
- a. 3.
 - b. 7.
 - c. 10.
 - d. 15.
51. (414) Which listings are used to perform *due-out review and validation*?
- a. D18 and R01.
 - b. Q12 and R01.
 - c. Q12 and M37.
 - d. M37 and D18.
52. (414) How often are urgency of need (UND) C due-outs validated?
- a. Daily.
 - b. Weekly.
 - c. Monthly.
 - d. Quarterly.
53. (414) Which transaction is processed to change various data elements on retail materiel management system due-in details?
- a. Due-in/due-out (DIT).
 - b. Due-out release (DOR).
 - c. Turn-in to supply.
 - d. Receipt.
54. (414) What cancellation status code indicates that a due-in cancellation request was generated by off-line action?
- a. BS.
 - b. CA.
 - c. ZC.
 - d. ZD.

55. (414) How many days will local purchase (LP) items appear on the listing after the vendor bill is received and processed for billed-not-received (BNR) transactions?
- a. 5.
 - b. 7.
 - c. 10.
 - d. 30.
56. (414) Which detail is created by the materiel management system whenever a referral order is honored and a credit is given to the shipping base?
- a. Due-in.
 - b. Billed-not-received (BNR).
 - c. Received-not-billed (RNB).
 - d. Shipped-not-credited (SNC).

Unit 3. Research and Records Maintenance

3-1. Conducting Research	3-1
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LOADING AND MAINTAINING accurate records in the materiel management system is important to the well-being of the Materiel Management account. In this unit you will briefly learn how to research, load, and maintain item records in the Materiel Management database. As you can see from the preceding content, the unit is divided into two major areas: conducting research and records maintenance. You will find that both areas are very important in your work.

3-1. Conducting Research

Before an item can be initially processed through the materiel management system, the stock number or part number must be researched and loaded to establish the item record. To aid in researching stock numbers and part numbers, the research function maintains a current central file of stock lists and supply publications. Of those files and publications, the Web Federal Logistics Information Service (WebFLIS), the D043A system, and TOs are probably used most. Data from these sources can be used to research and load stock numbers in support of base requirements.

415. Web Federal Logistics Information Service and the D043A system

Two research systems you should be familiar with are WebFLIS and the master item identification and control system, D043A.

Research WebFLIS

The WebFLIS provides essential information about supply items including the NSN, the item name, manufacturers, and suppliers (including part numbers), through a web interface connected to Federal Logistics Information Service (FLIS) data. To request WebFLIS access, use the following link to begin the process:

<https://public.logisticsinformationservice.dla.mil/PublicHome/webFLIS/default.aspx>.

Figure 3-1 is the screen you will see to request WebFLIS access. To begin, click “Access WebFLIS” and access request instructions will be provided. Once the required information has been input, approval by your supervisor and security manager will be required prior to being granted access.

When access is granted, log into WebFLIS and access the Search Selection Menu interactive query screen. Figure 3-2 provides the option to select more or less information based upon criteria using the WebFLIS Output Selection menu. When performing searches, ensure the following search options are marked with a check: Identification Data, Major Organizational Entity (MOE) Rule Coded Data, Reference/Part Number (Ref/PN) Data, Management Data, Phrase Data, Freight Data, and Decoded Characteristics Data.

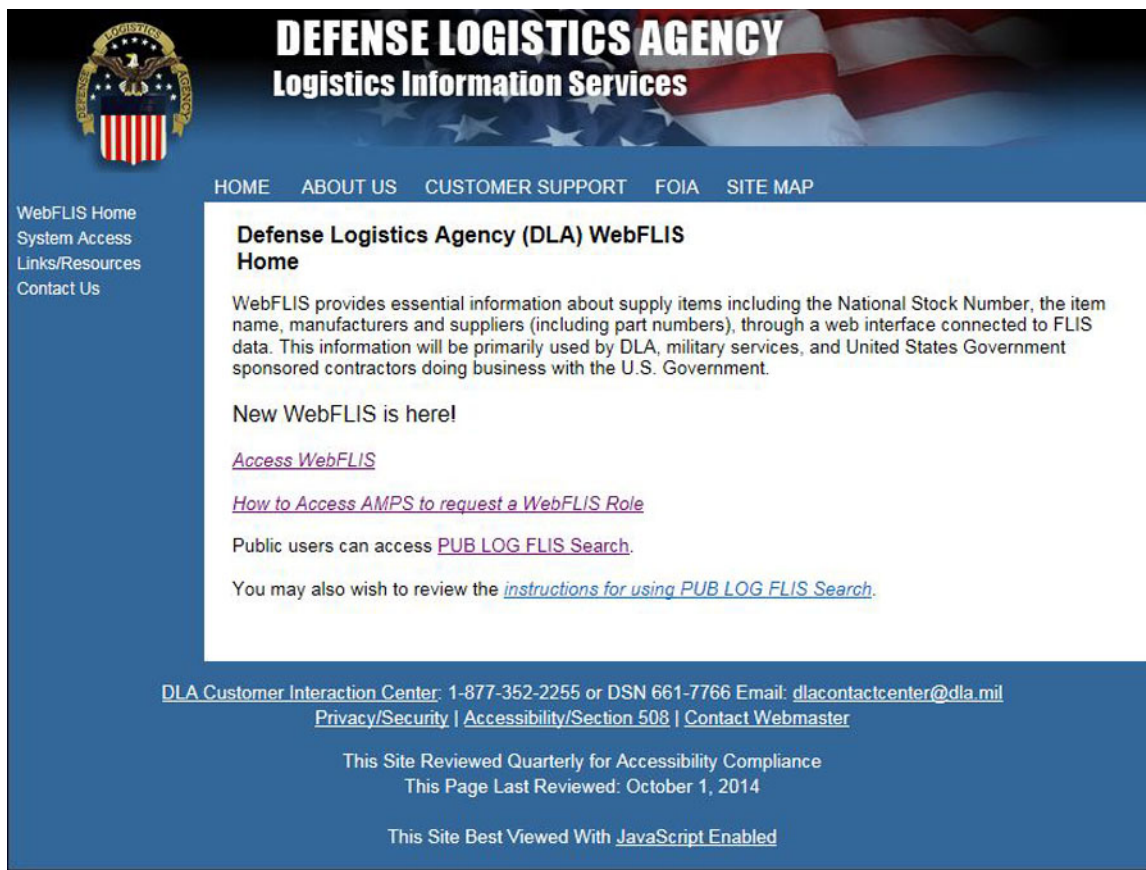


Figure 3-1. WebFLIS access request screen.

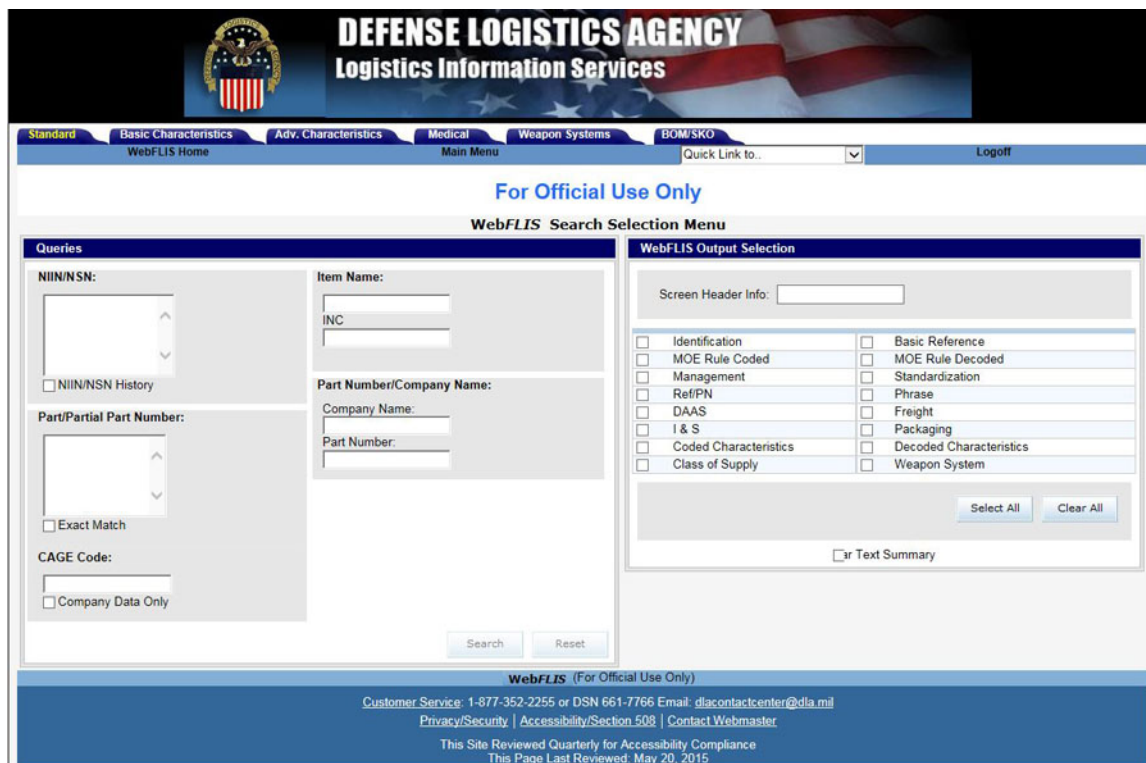


Figure 3-2. WebFLIS interactive query screen.

The national item identification number (NIIN) or NSN search function (fig. 3-3) provides all available information for the requested item. Type in the NIIN or NSN, then click SEARCH to retrieve the requested information. The information provided is often used to load the NSN into the materiel management system. The customer can now backorder the item and a requisition can be sent to the SOS. NSN information includes identification, MOE rule coded, Ref/PN, and characteristics. This information typically loads into the materiel management system so LRS personnel can order parts for customers or for warehouse stock replenishment.

WebFLIS National Stock Number (NSN) Output Data																									
NSN:		100500000061																							
ITEM NAME::		MACHINE GUN, 7.62 MILLIMETER																							
USER ID:		115665416																							
DATE OF QUERY:		06/20/2017																							
Identification Back to Top																									
FIIG	INC	CRITL-CD	II	RPDMRC	DEMIL-CD	DEMIL-INTG	NIIN-ASGMT-DT	PMIC	ADPEC	ESD-EMI	HMIC	HCC													
T102-A	21601	X	1		D	1	11 OCT 1975	A	Q		N														
SCHEDULE B:		9301909030																							
ENAC:		NWRM INDICATOR: Y																							
MOE Rule Coded Back to Top																									
MOE-RL	DT-ASGND	AMC	AMSC	NIMSC	IMC	IMCA	AAC	SUPP-COLLAB	SUPP-RCVR	DSOR															
ZH01	01 APR 1991																								
ZS01	01 JUN 2003																								
Reference/Part Number Back to Top																									
REF/PN		CAGE CAGE-STAT-CD RNCC RNVC DAC RNAAC RNFC RNSC RNJC SADC HCC MSDS																							
12003100		19204 A 3 2 1 BF 1 A																							
Standardization Back to Top																									
RELATED NSN		ISC		ORIG-STDZN-DEC		DT-STDZN-DEC		NIIN-STAT-CD																	
5		97		11 OCT 1975		Q																			
Characteristics (Coded) Back to Top																									
MRC	SAC/ISAC	MODE	CODED REPLY																						
NAME																									
ABHP			J	AA43.000																					
ACZV			D	AB																					
AMWN			A	M60E2																					
AMWX			D	AAB																					
AMXE			A	250																					
Basic Reference Back to Top																									
REF/PN		AAC		CAGE		CAGE-STAT-CD		DAC		UNIT PRICE		RNCC		RNVC		SOS		UI		HCC		MSDS		UPC	
12003100		19204		A		1		\$		3		2													
Class Of Supply Back to Top																									
COS		SUBCLASS																							
7																									

Figure 3-3. WebFLIS NSN information.

The commercial and government entity (CAGE) code search allows users to locate manufacturer names for the code entered (fig. 3-4). This is useful when maintenance wants to know which CAGE code is assigned for an item listed in a TO.

Results of Part Number: PN=12003100					
PART NUMBER	CAGE	ITEM NAME	NSN	NIIN-STAT-CODE	Select NSN
12003100	19204	MACHINE GUN, 7.62 MILLIMETER	100500000061	0	<input type="checkbox"/>
1 of 1					
0 selected					
Submit					
Search Again					
WebFLIS (For Official Use Only)					
Customer Service: 1-877-352-2255 or DSN 661-7766 Email: diacontactcenter@dia.mil					
Privacy/Security Accessibility/Section 508 Contact Webmaster					
This Site Reviewed Quarterly for Accessibility Compliance					
This Page Last Reviewed: May 20, 2015					

Figure 3-4. WebFLIS part number CAGE search.

To exit the WebFLIS system you can simply logoff and close the browser. WebFLIS makes researching items more accurate and much easier. This faster and more efficient research system ultimately results in higher customer satisfaction.

Research D043A, master item identification and control system

The D043A system is an official Air Force source for obtaining supply and cataloging management data. The system is managed at Wright Patterson AFB, Dayton, Ohio. The D043A system was developed to provide Air Force personnel with online cataloging, standardization, and other logistics management data for Air Force-managed or user items. After logging on to the system, you are given several options to interrogate the system:

- Part number.
- Stock number.
- History—tracks the history of an item up to two years.
- SNUD.
- Noncataloged (NC)/NIIN cross reference.
- CAGE code—information about manufacturers.
- Item name.
- Substitutes and interchangeables.

The program encompasses all items of supply in which the Air Force has an interest. This includes items currently in use and items being considered for use (fig. 3–5). The program provides for furnishing I&S data Air Force-wide on a current basis compatible with related cataloging, distribution, and/or materiel management systems.

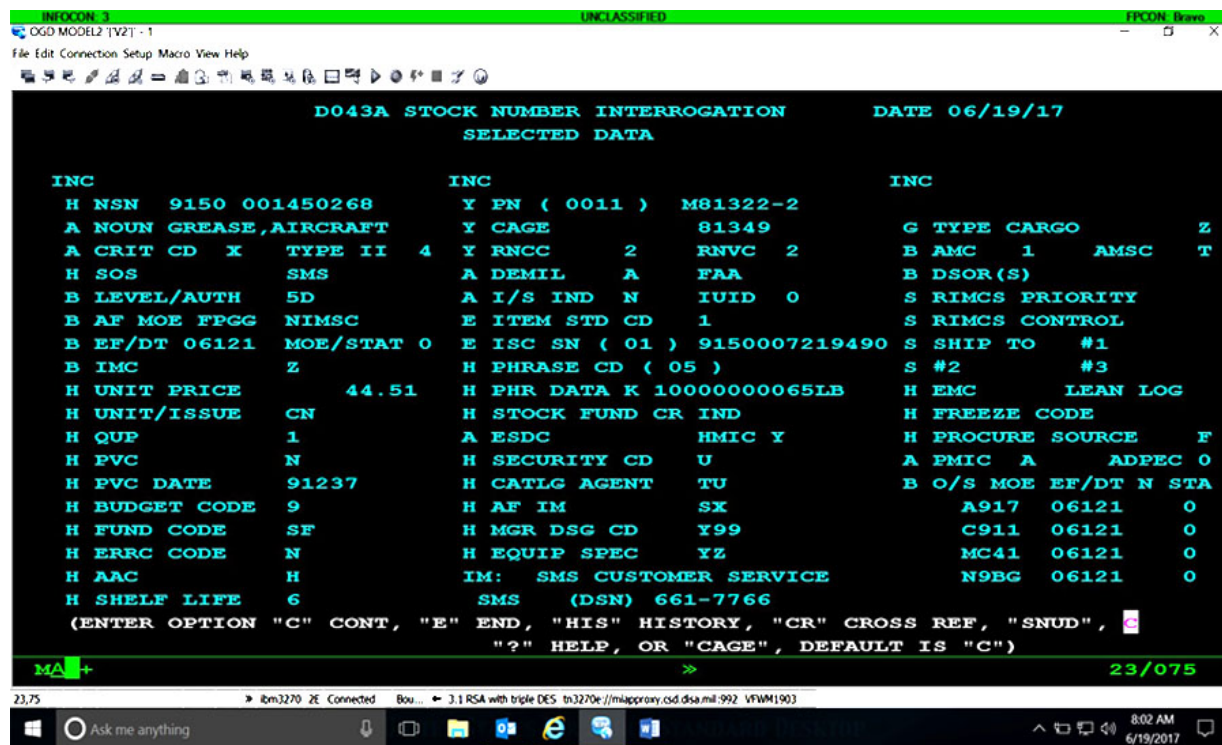


Figure 3–5. D043A inquiry.

416. Technical orders

TOs are commonly used in the research process. If you are unable to cross a part number to stock number in WebFLIS or the D043A, your next step is to check the TO for further information. TOs provide instructions for operating, maintaining, inspecting, modifying, and managing Air Force military systems and commodities. Materiel Management personnel use TOs as a basis for researching replacement parts in support of those systems and commodities.

Illustrated parts breakdown

The IPB is perhaps the TO series most used by the LRS. It provides a breakdown of the assemblies and parts contained in a weapon system or piece of equipment. Customer service, research, inspection, and mission capable (MICAP) personnel must all be thoroughly knowledgeable with the use of IPBs because they list replacement parts in support of aircraft and other types of aerospace systems. The IPB is normally identified and published in the dash four (-4) series of TOs. For example, TO 1F-4C-4-7 is broken down as shown in the following table:

TO 1F-4C-4-7 Breakdown	
1F	Type of aircraft (F = fighter)
-4C	Type of model for that aircraft
-4	Type of publication (e.g., IPB)
-7	The volume (e.g., seventh volume)

IPB format

IPB are divided into sections. These sections are described in the following table:

Section	Function
Introduction	Explains the system used in the TO for numbering or identifying contractor drawings and parts and outlines general information and instructions regarding use of the publication itself.
Group assembly parts list	<p>Illustrates the breakdown of the equipment into its assemblies, subassemblies, and detail parts.</p> <p>Each assembly is assigned a figure number, and the component parts that make up the assembly are assigned index numbers.</p> <p>These numbers cross-reference to part numbers assigned by the manufacturer. This section includes part numbers, nomenclatures, and other data that aid in the identification and procurement of each detailed part.</p> <p>Refer to figures 3-6 and 3-7.</p>
Numerical index	<p>This is a single list of all parts numbers appearing in the IPB, arranged in part number sequence.</p> <p>It provides the part number, volume, figure, and index of the item along with other data such as the source code or repair code (fig. 3-8).</p>

MECHANISMS

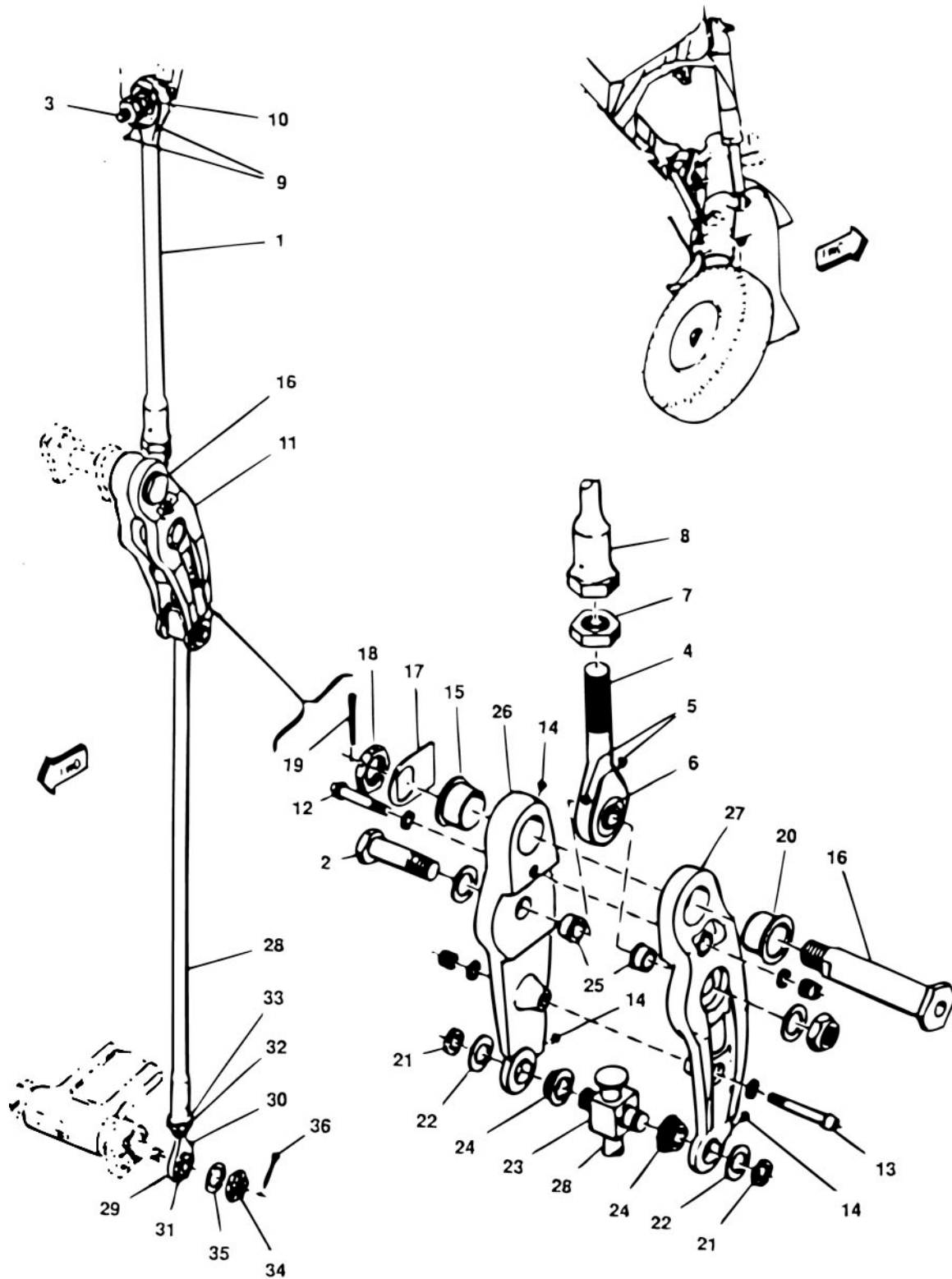


Figure 3-6. IPB figure extract.

VOLUME FIGURE INDEX NO.	PART NUMBER	DESCRIPTION							UNITS PER ASS'Y	USABLE ON CODE	
		1	2	3	4	5	6	7			
2-9-	32-41402-301	MECHANISM INSTL, MAIN LANDING GEAR SHRINK LH (SEE FIG. 2-7-62 FOR NHA.....							REF	A B C	
	32-41402-302	MECHANISM INSTL, MAIN LANDING GEAR SHRINK RH (SEE FIG. 2-7-62 FOR NHA.....							REF		
-1	32-41306-1	• LINK ASSY, MAIN LANDING GEAR UPPSHRINK							1		
		(ATTACHING PARTS)									
-2	32-41308-5	• BOLT, CRANK UPPER SHRINK LINK ATTACHMENT							1		
	AN960-916L	• WASHER (1 UNDER HEAD & 1 UNDER NUT)							2		
	NAS1022A9	• NUT							1		
-3	NAS464-9-27	• BOLT							1		
	NAS464P9A29	• BOLT							1		
	NAS464P9-37	• BOLT							1		
	AN960D916	• WASHER (1 UNDER HEAD & 1 UNDER HUT)							2		
	NAS1022A9	• NUT							1		
		•									
-4	32-41307-1	• • ROD END ASSY. MAIN LANDING GEAR UPPER SHRINK							1		
-5	NAS516-1	• • • FITTING							2		
-6	BLN9003GC	• • • BEARING (81376)							1		
-7	AB316-12R	• • NUT							1		
-8	32-41309-1	• • ROD ASSY, MAIN LANDING GEAR UPPER SHRINK							1		
-9	NAS516-1	• • • FITTING							2		
-10	BLN9003GC	• • • BEARING (81376)							1		
-11	32-41405-301	• BELL CRANK ASSY, MAIN LANDING GEAR SHRINK LH (PARTS KIT AVAILABLE)							1		
-11	32-41405-302	• BELL CRANK ASSY, MAIN LANDING GEAR SHRINK LH (PARTS KIT AVAILABLE)							1		
-12	MS20004-17	0	• • BOLT (KD)						1		
	MS20002C4	0	• • WASHER (KD)						1		
	AN960D416	0	• • WASHER (KD)						1		
	LH3393-048	0	• • NUT (72962) (MCDONNELL SPEC 3M221-21) (KD)						1		
-13	MS20004-22	0	• • BOLT (KD)						1		
	MS20002C4	0	• • WASHER (KD)						1		
	AN900D416	0	• • WASHER (KD)						1		
	LH3393-048	0	• • NUT (72962) MCDONNEL SPEC 3M221-21) (KD)						1		
-14	NAS516-1	0	• • FITTING (KD)						3		
-15	4M45P16-60	0	• • BRUSHING (76301) (KD)						1		
-16	32-41521-5		• • PIN, CRANK						(1)		
-17	32-41690-3		• • WASHER SPECIAL						(1)		
-18	AN320-12		• • NUT						(1)		
-19	MS24665-373	0	• • PIN						(1)		
-20	32-41405-7	0	• • BUSHING (KD)						1		
-21	RST56C	0	• • RING, RETAINING (80756) (MCDONNEL) SPEC 9M187-56) (KD)						2		
-22	AN960D916		• • WASHER (KD)						2		
-23	32-41310-5	0	• • TRUNNION, MAIN LANDG GEAR SHRINK MECHANISM FITTING						1		
-24	32-41133-3	0	• • BUSHING, CRANK ASY MAIN LANDING GEAR SHRINK (KD)						2		
-25	4M5-9-29	X	• • BUSHING, SLEEVE (76301) (KD)						2		
-26	32-41405-3	+	• • BELL CRANK, L/SIDE						1		
	32-41405-4	X	• • BELL CRANK, L/SIDE						1		
-27	32-41405-5		• • BELL CRANK, R/SIDE						1		
	0903-1		• • PARTS KIT, OVERHAULLANDING GEAR SHRINK BELL CRANK ASSY (76301)						1		
-28	32-41120-305		• • LINK ASSY, MAIN LANNG GEAR LOWER SHRINK LINK						1		
-29	32-41131-7		• • ROD END ASSY, MAILANDING GEAR LOWER SHRINK LINK						1		
-30	NAS516-1		• • • FITTING						1		
-31	BLN900300		• • • REARING (81376)						1		
-32	NAS509-8		• • NUT						1		
-33	9M103-8		• • WASHER, ROD END OCKING (76301)						1		
	32-41120-13		• • LINK						1		
-34	AN320-8		• NUT						1		
-35	4M36-04015		• WASHER, FLAT (76301)						1		
-36	MS24605-285		• PIN						1		
+ MATCHED PARTS MUST BE REPLACED AS A SET											
X MATCHED PARTS MUST BE REPLACED AS A SET											
0 INDICATES COMPONENTS OF 0903-1 OVERHAUL KIT.											
		CODE	MODEL	USABLE ON							
		A	F-4C	62-12199THRU 64-672							
			RF-4C	63-7740 THRU 64-1037							
		B	F-4C	64-673 THRU 64-746							
			RF-4C	64-1038 THRU 64-1062							
		C	F-4C	64-747 & UP							
			F-4D	ALL.							
			RF-4C	64-1063 & UP.							

Figure 3-7. Group assembly parts list.

PART NUMBER	VOLUME FIGURE & INDEX NO	SOURCE CODE	R/CODE	PART NUMBER	VOLUME FIGURE & INDEX NO	SOURCE CODE	R/CODE	PART NUMBER	VOLUME FIGURE & INDEX NO	SOURCE CODE	R/CODE
53-39295- 3				53-39303- 61				53-39320- 1			
53-39295- 30				53-39303- 62				53-39320- 11			
53-39295- 31				53-39303- 63				53-39320- 13		M1	S
53-39295- 33				53-39303- 64				53-39320- 14		M1	S
53-39295- 34				53-39303- 65				53-39320- 15		M1	S
53-39295- 35				53-39303- 67				53-39320- 16		M1	S
53-39295- 36				53-39303- 69				53-39320- 17			
53-39295- 37				53-39303- 7				53-39320- 18			
53-39295- 39				53-39303- 71				53-39320- 91			
53-39295- 40				53-39303- 73		M1	S	53-39320- 2			
53-39295- 41				53-39303- 75				53-39320- 20			
53-39295- 42				53-39303- 76				53-39320- 21			
53-39295- 43				53-39303- 77				53-39320- 22			
53-39295- 44				53-39303- 78				53-39320- 23			
53-39295- 45				53-39303- 79				53-39320- 24			
53-39295- 46				53-39303- 80				53-39320- 5			
53-39295- 47				53-39303- 81				53-39320- 6			
53-39295- 49				53-39303- 83				53-39320- 7			
53-39295- 5				53-39303- 85				53-39320- 8			
53-39295- 51				53-39303- 87				53-39321- 11			
53-39295- 52				53-39303- 88				53-39321- 11			
53-39295- 53				53-39303- 89				53-39322- 3			
53-39295- 55				53-39303- 90				53-39322- 4			
53-39295- 56				53-39303- 91				53-39322- 5		X2	S
53-39295- 57				53-39303- 92				53-39322- 6		X2	S
53-39295- 59				53-39303- 93				53-39324- 3			
53-39295- 61				53-39303- 94				53-39324- 3C	1-35-64		
53-39295- 62				53-39303- 95				53-39325- 901			
53-39295- 63				53-39303- 97				53-39325- 3			
53-39295- 65	1-37A-4			53-39303- 99		P-2	B	53-39325- 3C			
53-39295- 67				53-39304- 1				53-39325- 1			
53-39295- 68				53-39304- 1-3				53-39325- 10			
53-39295- 69				53-39304- 1-3P				53-39325- 11		M1	S
53-39295- 7				53-39305- 3				53-39325- 12			
53-39295- 71				53-39305- 4				53-39325- 2	1-35-64		
53-39295- 73				53-39305- 5				53-39325- 3			
53-39295- 75	1-37A-5			53-39306- 3	1-26- 8			53-39325- 4			
53-39295- 77				53-39306- 3C				53-39325- 5			
53-39295- 79				53-39306- 4	1-26- 9			53-39325- 6			
53-39295- 8				53-39306- 4C				53-39325- 7			
53-39295- 81				53-39307- 1				53-39325- 8			
53-39295- 9				53-39307- 10	1-35-39	P	S	53-39325- 9			
53-39296- 1	1-37A-11			53-39307- 11				53-39329- 1			
53-39296- 1-3				53-39307- 2				53-39329- 3			
53-39296- 1-3C				53-39307- 3	1-35-40	P1	S	53-39329- 5			
53-39297- 1	1-37A-9			53-39307- 4				53-39329- 7			
53-39297- 3	1-37A-7			53-39307- 5				53-39329- 8			
53-39297- 5				53-39307- 6				53-41000- 1	1- 7- 8	U	
53-39297- 7	1-37A-8			53-39307- 7				53-41002- 2	1- 7- 8	U	
53-39297- 9				53-39307- 8				53-41002- 1	2- 7- 30	U	
53-39299- 3				53-39307- 9				53-41002- 301	2- 7- 30	U	
53-39299- 4				53-39308- 3	1-35-39A			53-41002- 303	2- 7- 30	U	
53-39300- 3C				53-39308- 3C				53-41003- 1	2- 7- 12	A	B
53-39300- 3				53-39308- 4	1-35-40A			53-41003- 2	2- 7- 12	A	
53-39301- 4				53-39308- 4C				53-41003- 2	2- 7- 12	A	
53-39301- 3				53-39308- 11				53-41004- 11	2- 10- 22	U	
53-39302- 3C				53-39308- 3				53-41004- 11	4- 89- 22	U	
53-39302- 4				53-39308- 4				53-41004- 13	3-71-36	U	
53-39302- 4C				53-39309- 7					3-72-47		
53-39303- 1	1-35 - 1-36A- 7- 2 -31	P1	D	53-39309- 9					4-89-21		
53-39303- 100				53-39309- 1	1-35-				4-96-25		
53-39303- 11				53-39310- 1	1-35-60				4-89-22	U	
53-39303- 2				53-39311- 1	1-39-7-2- 32				4-96-27	U	
53-39303- 13				53-39311- 3	1-39-7			53-41004- 15	2-7-34	U	
53-39303- 15				53-39312- 3				53-41004- 3	3-71-36	U	
53-39303- 17				53-39312- 3C				53-41004- 7	4-89-21		
53-39303- 18				53-39312- 5	1-39-34				2-10-45		
53-39303- 19				53-39312- 5C				53-41000- 1		P1	S
53-39303- 21				53-39313- 1				53-41000- 1-3		X1	
53-39303- 25				53-39313- 3				53-41000- 1-3F		P1	S
53-39303- 26				53-39313- 5				53-41001- 1	1-10-39	X1	
53-39303- 29				53-39313- 7				53-41001- 1-3		X1	
53-39303- 3				53-39314- 3				53-41001- 1-3F		P1	S
53-39303- 31				53-39314- 7				53-41002- 1	2-10-46	X2	
53-39303- 32				53-39315- 3				53-41004- 1	2-10-51	X1	
53-39303- 33				53-39315- 5		M1	S	53-41003- 1-2-3F		X1	
53-39303- 35				53-39316- 3				53-41003- 1-3		X2	
53-39303- 37				53-39316- 3C				53-41003- 2	2-10-51	X1	
53-39303- 38				53-39316- 5				53-41003- 2-3		P1	
53-39303- 41				53-39316- 5C				53-41004- 1	2-10-31	X1	S
53-39303- 43				53-39317- 5	1-35-61			53-41004- 3		X1	
53-39303- 44				53-39318- 11				53-41005- 5		P1	S
53-39303- 45				53-39318- 13				53-41005- 7	2-10-42	P1	S
53-39303- 46				53-39318- 15				53-41006- 3	2-10-16	P1	S
53-39303- 47				53-39318- 3				53-41007- 3	2-10-32	P	S
53-39303- 51				53-39318- 4				53-41300- 1	2-7-61	M	B
53-39303- 52				53-39318- 5					3-58-		
53-39303- 53				53-39318- 6				53-41000- 2	2-7-61	M1	
53-39303- 55				53-39318- 7					3-58-		
53-39303- 59				53-39318- 8				53-41000- 11	3-58-10	M	S
53-39303- 60				53-39318- 9				53-41000- 12	3-58-10	P	B
				53-39319- 3				53-41000- 13	3-58-9	M	B
				53-39319- 4				53-41000- 14	3-58-3	M1	S

Figure 3-8. IPB numerical index.

Researching TOs

It is important to understand how to read the information contained in an IPB. The codes used within the group assembly parts list and numerical index are critical in determining the correct part number (and correct part number load data) used to requisition replacement parts. An incorrect part number or load information could result in unnecessary delays or cancellation of the part.

Next higher assembly

Sometimes you can satisfy a part requirement by researching the next higher assembly (NHA). You can determine the NHA by using the *indent dot system* (in the group assembly parts list). The dot system shows how the various parts build up into subassemblies and major assemblies to make a complete assembly. Refer to figure 3-6, index numbers 4 and 5 for an example.

In the description column notice that index number 4 has two dots and index number 5 has three dots. These dots mean that index number 4 is the NHA because all the items below it have more dots.

Looking at the top of the description column, you see the dot columns are numbered from 1 to 7. This makes it easier for you to see which assemblies and component parts go together. The NHA for index numbers 5 and 6 is index number 4 (i.e., the rod end assembly contains the fitting and bearing).

Source, maintenance, and recoverability codes

A source, maintenance, and recoverability (SMR) code is assigned to each assembly and part identified in the IPB. This code provides maintenance activities with repair-level responsibilities, support methods (i.e., procure, manufacture, assemble, etc.), and disposition instructions. The SMR code is composed of three parts:

- A two-position *source* code.
- A two-position *maintenance* code.
- A one-position *recoverability* code.

The following table describes these three codes.

SMR Code	Description
Source Also called provisioning source code (PSC)	The first letter of this code indicates the general source for acquiring the part. Example: P = procurable, K = kit item, M = manufactured, A = assembled, X = NHA or justification required.
Maintenance	Indicates the lowest level of maintenance authorized to remove, replace, and perform repair on an item. These codes <i>do not</i> preclude a higher level of maintenance from performing the repairs if the capability exists. The three levels of maintenance are organizational, intermediate, and depot level.
Recoverability	Reflects the disposition action that should be taken when the item becomes <i>unserviceable</i> beyond repair. Example: condemn at the organizational, intermediate, or depot level. (O = organizational, F = intermediate, D = depot).

Research uses information from the SMR code to determine what ERRC designator should be assigned to the item record on a part number request.

NOTE: You can find a complete explanation of each SMR code in TO 00-25-195, *AF Technical Order System Source, Maintenance, and Recoverability Coding of Air Force Weapons, Systems, and Equipments*.

Usable on code

Another code listed in some IPBs is the usable on code. This code is used to cross-reference a part number to a model number or serial number of the applicable end item. If a part number is listed without a useable on code, it means that the part is common to all model configurations described within the TO. Look at figure 3-5 again. In the group assembly parts list pictured, you see three different part numbers for bolts listed under volume 2, figure 9, index 3. Each one applies to a different model series.

417. Processing stock numbers and part numbers

The research process normally begins with receipt of a 295 reject (item record not loaded) or an I007 management notice (part number not loaded). Once you have researched the stock number or part number request for validity and indicative data, you can load the number into the computer.

Process FIL

Stock numbers are loaded using TRIC FIL. The FIL input establishes the item record and repair cycle record (for ERRC XD/XF items) in the materiel management system database. Most of the data elements required on a FIL input are identified in the following table. It is important you load accurate information on the item record. This information affects how the item is managed and controlled in the materiel management system. (You will discover that many of the data elements described here are referred to throughout this course.)

FIL Data	Purpose
CIC	Identifies the item as unclassified or pilferable.
Reason why code	Indicates the reason why the item record was loaded—i.e., customer demand, receipt, turn-in, etc.
Stock number	Self-explanatory.
Unit of issue	Indicates the minimum quantity of an item that may be requisitioned, received, stored, shipped, or issued.
Unit price	The cost of one unit of issue of an item.
RID	Indicates the service, facility, and address or storage location for routing documentation and material.
ERRC	See “ERRC codes and designators” in text below.
Type stock record account code	Identifies which type of management, activity, or organization the stock record account is assigned to (for example, B = supplies, E = equipment).
Shelf life code	Indicates the period of time an item may remain unused in storage before it must be reconditioned or condemned.
Quantity unit pack code	Indicates the number of units normally contained in the packaging container.
Budget code	Identifies the budget program or stock fund division associated with that part.
DEMIL code	Identifies the DEMIL requirements that must be accomplished for property transferred from Base Supply to DLADS.
Precious metal indicator	Indicates items that contain precious metals.
Exception codes	Used to identify items which must be processed using special procedures, or to suppress automatic action until the exception condition can be reviewed. (Examples are excess, issue, requisition, and SEX codes.)
Nomenclature	Describes the item.

ERRC codes and designators

The materiel management system uses ERRC codes and designators to categorize the many supply items into separate management groupings. These groupings determine the way an item is managed, and they are also used to accumulate and report asset and usage data.

Though both serve the same purpose, there is a difference between an ERRC code and an ERRCD. The three-position ERRCD and the one-position ERRC code are completely interchangeable and can be used as such except where space or other considerations dictate. The single-position code is normally used in automated data processing (ADP) programs due to space considerations. The three-position designator is normally used in visual references, such as documents or publications, where a quick interpretation of the ERRC is essential. It is a common Materiel Management practice to use

either term when referring to an ERRC. The authorized ERRC codes and designators are reflected in this table. The breakdown of an ERRCD is explained in the following paragraphs.

ERRC Code	ERRCD
N	XB3
P	XF3
T	XD2
U	NF _x
S	ND _x

Expendability

The first position of the ERRCD shows the expendability of a supply item. In ERRC codes, *expendable* refers to the type of accounting used for a particular item while it is in use. Expendable, in this context, should not be confused with such terms as consumed or used (although these terms are included in expendability). Also, expendable *does not* mean low cost, inexpensive items. There is no price limitation on expendable items. Unit costs can range from one cent to several thousand dollars.

Expendable (X coded) items are either consumed in use or become a part of a higher assembly during periods of use. All expendable items are accounted for on Supply records until they are issued for use. Recovered items are returned to accountable supply records, repaired, or disposed of according to the item's disposition criteria.

Nonexpendable (N coded) items are neither consumed in use nor do they lose their identity by installation on a higher assembly during periods of use. These items retain their identity as a separate entity throughout their life cycles. Such items are carried on supply records before issue. Except for items with EMC 1, visibility during periods of use is maintained on Supply or other types of accounting records. Common categories of such items are shop equipment and ground support equipment.

Recoverability/reparability (level of repair)

The second position of the ERRCD identifies those items recoverable through repair or not normally subject to repair. This position also designates the lowest maintenance or repair level normally expected to condemn the item when it is no longer economically repairable. The lowest maintenance level expected to condemn an item is also the highest maintenance level at which repair normally is done on the item.

Recoverability/Reparability Codes	
Code	Description
B	<p>A B identifies items that are not subject to repair and items that are consumed in use. Although not subject to repair, B-coded items can be subject to reconditioning. Reconditioning consists of cleaning, painting, straightening, sharpening, mending, etc. Spare parts normally are <i>not</i> available to support these items.</p> <p>When these items become unserviceable and are beyond reconditioning, they are condemned by the generating organization.</p>
F	<p>Items identified with an F are repaired at organizational and intermediate levels.</p> <p>Items in this category that cannot be returned to a serviceable condition at these maintenance levels are condemned unless they fall under the Repairable Item Movement Control System (RIMCS) provisions.</p>

Recoverability/Reparability Codes	
Code	Description
D	<p>A D identifies items that are subject to repair and that should be returned to a depot or specialized repair activity when beyond the scope of field or intermediate-level maintenance.</p> <p>When repair is beyond the scope of the depot level (or specialized repair activity) and the item cannot be returned to a serviceable condition, the depot-level facility is authorized to condemn the item.</p>

The recoverability or reparability portion of the ERRC code is *not* intended to dictate the maintenance policy of an item. The maintenance level (or levels) at which repair is done is prescribed by the maintenance repair codes, as defined in the –4 TO series for field activities.

Cost category

The third position of the ERRCD is the category to which item accounting/reporting is maintained. Thus, a 1 or 2 is normally accounted for or reported to the Air Force depot or MAJCOM level; whereas 3 is normally accounted for at the local level.

NOTE: For equipment items (NF/ND), the third position contains the EMC. This code identifies the requirements for reporting equipment assets.

Processing part numbers

Part number detail records can be loaded at the same time as item records, using the same FIL input, or loaded separately using a part number load input (TRIC 1AA). The part number detail record—part number to stock number conversion record—is established to automate the part number to a stock number cross-reference file. This record reduces external research actions on the same part number. Multiple part number relationships to the same stock number may also be established. A part number can range from 1 to 32 characters. You must ensure your input is correct because the part number cannot be edited for errors under program control.

NC stock numbers

NC stock numbers are numbers assigned by an ALC IM pending assignment of an NSN. NC items consist of part number items, non-NSN items, and nonstocklisted (NSL) items. Research assigns a stock number to an NC item after thoroughly researching stock lists, cross-reference lists, available technical publications (TO, IPB, drawings, etc.), and the non-NSN control file in an effort to relate the requested item to an assigned NSN or to a non-NSN item record which is already loaded. If the number is not loaded, load the part number (TRIC 1AA) using TO, figure, or index. Position 7 of the number is a one-position ALC activity code which identifies the ALC assigning the NC number.

Self-Test Questions

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

415. Web Federal Logistics Information Service and the D043A system

1. Which data screen displays information for Identification Data, MOE Rule Coded Data, Ref/PN Data, Management Data, Phrase Data, Freight Data, and Decoded Characteristics Data?
2. What system is an official Air Force source for obtaining supply and cataloging management data?
3. What is the purpose of the D043A system?

416. Technical orders

1. How are IPBs normally identified and published?
2. IPBs are normally broken down into what three sections?
3. How are next higher assemblies determined in the TO system?

Use figures 4-7 and 4-8 to answer questions 4, 5, and 6.

4. What is the source code for part number 53-39303-99?
5. What is the NHA for figure and index number 2-9-12?
6. What is the volume, figure, and index number for part number 53-39307-3?
7. What code provides maintenance activities with repair-level responsibilities, support methods, and disposition instructions?
8. What TO reference lists SMR codes and provides a complete explanation of each?

417. Processing stock numbers and part numbers

1. What TRIC is used to load a new stock number?
2. What records are established by processing a FIL input?
3. What does the first position of an ERRCD signify?
4. How long are expendable items accounted for on supply records?
5. What does the second position of an ERRCD signify?
6. Under what two TRICs may a part number detail be loaded?

7. What benefit is provided by establishing a part number detail record?
8. Why must you ensure a part number is correct before you load it?
9. What is an NC number?
10. What does position 7 of an NC number indicate?

3-2. Records Maintenance

Records maintenance is responsible for maintaining item records in the materiel management system database. In addition to maintaining item records, Records Maintenance also manages the I&SG program, as well as other supporting records and working files. In this section we focus our attention on two very important aspects of records maintenance: updating item records and I&SGs.

418. Updating item records

Records maintenance routinely receives requests to update item records. The manual inputs used to process those updates are transaction identification codes or TRIC:

- Item record change (FIC).
- Miscellaneous data load or change (FNL).
- Unit of issue and unit price change (FCU).
- Item record delete (FID).

Let's take a closer look at each of these in the following paragraphs, beginning with the item record change (FIC).

Processing item record change FIC

The FIC input is used to change indicative data on the item record such as the stock number, ERRCD, EMC, RID, and budget code. Stock number changes are normally made as a result of any of the following:

- AF Form 86, Request for Cataloging Data/Action.
- Changes in the stock list.
- Corrections to erroneous file maintenance data on original FIL inputs.

There are actually two types of stock number changes—change and merge.

Stock Number Changes	
Type	Description
Stock number change	A stock number change occurs when the change to stock number is not loaded in the materiel management system database. A stock number change replaces the existing stock number with the change to stock number. All corresponding item, repair cycle, and detail records are changed in this manner.

Stock Number Changes	
Type	Description
Stock number merge	<p>A stock number merge occurs when the change to stock number is loaded in the materiel management system database.</p> <p>A stock number merge is different from a stock number change because it involves the linking together of item records, repair cycle records, and detail records.</p> <p>An important thing to remember about merging stock numbers is that stock numbers from different stock record accounts cannot be merged. For example, if stock number A is equipment and stock number B is supplies, an ERRC change is required to make the accounts equal.</p>

Miscellaneous data load or change FNL

The miscellaneous data load or change FNL input is used to load or change the item record nomenclature, shelf life code, quantity unit pack code (on LP items only), or DEMIL code. All item records are supposed to have a descriptive nomenclature loaded. When changing a nomenclature, try to include descriptive and meaningful information (e.g., where size is significant, include the size in the nomenclature field at expense of the item name). Item records with nonsignificant units of issue (e.g., can, package, sheet, box, etc.) need to include the quantity per unit of issue within the nomenclature field. This field is limited to 32 characters.

Unit of issue and unit price change FCU

A unit of issue and unit price change FCU input is used to change the unit price, unit of issue, and quantity unit pack (except on local purchase items). These inputs may be processed externally by TRIC FCU or produced internally by SNUD processing or program interface.

Processing item record delete FID

A processing item record delete FID input is used to delete item records. Having item records in the SBLC that are not being used is of little or no value. Such records take up valuable storage space in the materiel management system database and should be deleted. There are two methods for deleting item records—internally by program control and externally by processing an FID input.

The following table describes these deletion processes in more detail.

Item Record Delete (FID) Methods	
Method	Description
Internal deletion	<p>No input is required to process an internal delete; they are deleted during file status processing by program control.</p> <p>An item record is automatically deleted when the computer detects that <i>all</i> of the following record conditions are met:</p> <ul style="list-style-type: none"> • The number of demands is zero. • The serviceable balance is zero. • The database key of the next detail record is blank. • The date of last transaction is greater than 10 days. • For repair cycle (XD/XF) items, the repair cycle data on the repair cycle record are zeros. • The item is not coded as a master item in an I&SG. • The date of last demand (DOLD) is greater than 365 days.

Item Record Delete (FID) Methods	
Method	Description
External deletion	<p>When an external decision is made to delete an item record, an FID input is required. <i>All of the following conditions must be met</i> before the FID input will process:</p> <ul style="list-style-type: none"> • The serviceable balance must be zero. • The demand level must be blank or zero. • The DOLD must be more than 365 days ago. • The stock number to be deleted is <i>not</i> an I&SG master item. • None of the following detail records exist: due-in, due-out, DIFM, unserviceable, excess, received-not-billed (RNB), SNC, REM vehicles only, special level, EOQ consumption, and demand data variance details, serialized control, and in-use serialized control details. • On-hand or authorized quantities do not exist on WRM, supply point, or authorized in-use detail records. • A status detail record exists without a matching due-in detail record. • For repair cycle items (XD/XF), the current quarter data fields are zero. • A part number detail record exists for the input system designator.

419. Interchangeable and substitution groups

An I&SG is a group of items that have similar physical and functional characteristics; I&SG items may be substituted for one another and do comparable work. They must consistently provide the same quality of performance. Each group is also designed to have compatible management data.

Stock numbers on the I&SG record are sequenced by I&SG order code within relationship code: master, interchangeable, substitute, component parts, NHA, and repair kits. By using this information, bases may select suitable substitute items from a wide range of relationships and adapt these items for local use. Maximum use of these interchangeable and suitable substitutes reduces waste throughout the Air Force.

AFMC Interchangeable and Substitution Data Maintenance System (D043B)

Information on interchangeable and substitutions (I&S) is provided by the Interchangeable and Substitute Data Maintenance System (D043B) system. This system is updated on a weekly basis. The D043B contains three files that provide I&SG relationship and management data. The data from these three files are sent to registered users through SNUD.

D043B File	Description
J	Contains groups of items that are considered completely compatible. Groups in this file are assigned an order of use code. (More on the order of use code in a following table.)
X	Contains groups of items that have incompatible management data or are not completely comparable in functional performance.
R	Contains a record of responses to base-level XXX inquiries.

The order of use code

This is a three-digit code (applicable to the D043B (J file only) used to identify the order in which items within an I&SG will be substituted or issued. This code is formed by combining the subgroup and parts preference code.

Order of Use Code Components	
Component	Description
Subgroup	<p>Each group of items is divided into subgroups.</p> <p>Each subgroup is identified by a sequentially assigned alphabetical code (AA, AB, AC, etc.).</p> <p>The first subgroup (AA) indicates the <i>least preferable</i> item or group of like items; each successive subgroup indicates a more desirable item or group of items.</p> <p>In this case, AC would be the most desired group.</p>
Parts preference code	<p>Each item within a subgroup is assigned a parts preference code.</p> <p>Suitable items are assigned a single-position alphabetical parts preference code (A, B, C, etc.) to indicate the order of preference within the subgroup. Code A denotes the least preferred item in a subgroup.</p> <p>Unsuitable items are assigned a numerical parts preference code, based on the condition that caused the item to be designated as unsuitable.</p>

Together, the subgroup and parts preference code make up the order of use code. The order of use system is designed to exhaust the stocks of the least desirable items in the I&SG before the master item is used. The Materiel Management computer is programmed to select the first order of use item if it is available for issue. The master item is always shown *last* in the listing of stock numbers. Order of use codes direct you to the next most desired item that can be substituted.

I&SG relationships

A base-level I&SG consists of two or more (maximum of 24) items. Relationships are established among these items within the group. A relationship code specifies the relationship between two items within the I&SG. The relationship codes and their definitions are provided in the following table.

Code	Relationship	Definition
M	Master item	<p>An I&SG may contain only one master item. The master item must be a suitable substitute for the interchangeable in the I&SG.</p> <p>The master item is the preferred item in an I&SG.</p>
I	Interchangeable	<p>Can be exchanged for the master or other interchangeables in the same I&SG. They have a two-way relationship with the items they replace.</p> <p>Neither the interchangeable nor the item they replace are modified before use.</p>
S	Substitute	<p>Has similar characteristics to other items in the I&SG.</p> <p>Substitute items can be used in place of other items only for particular uses or under certain conditions.</p> <p>Use of substitutes normally requires alteration or modification of the item.</p>
H	NHA	<p>An item coded H may be an end item (a complete unit in itself) or it may be a part (a subassembly) of a larger item (the NHA).</p> <p>If the requested item is not in stock, you may be able to purchase it as part of the NHA.</p>
K	Repair kit	<p>Can be used to repair a requested item to serviceable condition.</p> <p>A repair kit is a package of selected maintenance and overhaul parts. Normally grouped into one package of selected bits and pieces, these parts are identified as a single item.</p>
C	Component part	<p>An item manufactured for use in assemblies, subassemblies, end items, or end products.</p> <p>These parts are listed in the blueprint, drawing, TO, or specification of the assembly, subassembly, end item, or product in which they are to be used.</p>

Processing I&SG records

The I&SG records are loaded, changed, or deleted using TRIC FIS. More information on FIS processing is found in the following table.

I&SG Record Processing	
Process	Description
Load	Loading an I&SG requires at least two stock numbers but cannot exceed 24. Stock numbers loaded in I&SG relationships must have the following characteristics: <ul style="list-style-type: none">• Equal unit of issue.• Compatible ERRC.• Equal munitions reporting codes.• Equal Recoverable Assembly Management Process (RAMPS) report codes.• Equal SOS.
Change	Change allows you to change the I&SG order code and/or relationship code.
Delete	Requests to delete an item from an I&SG must be carefully processed to ensure that desired results are achieved. For example, when a base master stock number is deleted, the system selects the next interchangeable stock number from the I&SG record and re-identifies it as the base master. If you delete a master and only one interchangeable remains in the I&SG, the last interchangeable is changed to a substitute under program control.

Locally assigned I&SG relationships

Local relationships and groups may be established to make it easier for bases to use and requisition items. All requests to load new groups, to load items to existing groups, or to delete a stock number from an I&SG must be justified in writing by the using activity. The operations or logistics commander (or the designated representative) must sign all requests.

If more than one organization uses the item and a master or interchangeable relationship is being established, coordinate the request with the other base users before submission. To ensure that all users are in agreement with the request, research the consolidated transaction history register for all organizations having issues or due-outs within the previous six months.

Self-Test Questions

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

418. Updating item records

1. What input is used to change the stock number, ERRCD, EMC, RID, and budget code?
2. Stock number changes are made normally as a result of what conditions?
3. Explain the difference between a stock number change and a stock number merge.

4. What input loads or changes the item record nomenclature, shelf life code, quantity unit pack, and the DEMIL code?
5. The nomenclature field is limited to how many characters?
6. What input changes the unit price, unit of issue, and quantity unit pack?
7. How are the two types of deletes processed?

419. Interchangeable and substitution groups

1. What is an I&SG?
2. Information on I&SGs are provided by what system?
3. Which subgroup within I&SG is the *least desired* for retention: AA, AB, AC, or AD?
4. How was the order of use system designed?
5. What is the *maximum number* of items authorized in a base-level I&SG?
6. What relationship code identifies items that can be used in place of other items only for particular uses or under certain conditions?
7. What TRIC is used to load, change, or delete an I&SG?

8. Who must sign the justification letter to request a local I&SG relationship?
9. How can you ensure a request has been coordinated with other base users?

Answers to Self-Test Questions

415

1. Output Selection Views.
2. The D043A system.
3. To provide Air Force personnel with online cataloging, standardization, and other logistics management data for Air Force-managed or user items.

416

1. Dash four (-4) series of TOs.
2. Introduction, group assembly parts list, and numerical index.
3. The indent dot system.
4. P2.
5. Bell crank assembly, main landing gear shrink LH.
6. 1-35-40.
7. SMR code.
8. TO 00-25-195.

417

1. TRIC FIL.
2. Item record and repair cycle record.
3. The expendability of an item of supply.
4. Until they are issued for use.
5. It identifies those items recoverable through repair or those items not normally subject to repair.
6. TRIC FIL/1AA.
7. It automates the part number to stock number cross-reference file and reduces external research action.
8. Because the part number cannot be edited under program control.
9. NC stock numbers are numbers assigned by an ALC IM pending assignment of an NSN.
10. It identifies the ALC assigning the NC number.

418

1. FIC.
2. AF Form 86 action, stock list changes, or to correct erroneous file maintenance data on original FIL inputs.
3. A stock number change exists when the change to stock number is not in the materiel management system database. A stock number merge exists when the change to stock number is loaded in the materiel management system database.
4. FNL.
5. 32.
6. FCU.
7. Internal deletes by program control and external deletes by FID processing.

419

1. A group of items with similar physical and functional characteristics that provide compatible functional performance.
2. D043B.
3. AA.
4. To exhaust the stocks of least desirable items before the master item is used.
5. 24.
6. S.
7. FIS.
8. Operations or logistics commander (or the designated representative).
9. Research the consolidated transaction history register for the past 6 months and look for issues/due-outs.

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 AFCDA.

57. (415) Which interactive query screen in Web Federal Logistics Information System (WebFLIS) provides the option to select more or less information to include in a search?
- a. Commercial and government entity (CAGE) code search.
 - b. Part number search.
 - c. Item name search.
 - d. Search Selection Menu.
58. (415) Which search screen in Web Federal Logistics Information System (WebFLIS) allows users to locate manufacturer names for the code entered?
- a. CAGE.
 - b. Part number.
 - c. Stock number.
 - d. Output selection.
59. (415) Which system provides Air Force personnel with on-line cataloging, standardization, and other logistics management data for Air Force-managed or user items?
- a. D043A.
 - b. Integrated Logistics System-Supply (ILS-S).
 - c. Air Force Equipment Management System (AFEMS).
 - d. Global Air Transportation Execution System (GATES).
60. (416) Illustrated parts breakdowns (IPB) are normally identified and published in
- a. figure and index.
 - b. model number and series.
 - c. -4 series of technical orders (TO).
 - d. -7 series of TOs.
61. (416) Which section of the illustrated parts breakdown (IPB) provides a sequential listing of all part numbers appearing in the IPB
- a. Group assembly parts list.
 - b. Next higher assembly (NHA) list.
 - c. Numerical index.
 - d. Introduction.
62. (417) The transaction identification code (TRIC) FIL input establishes what type of record(s)?
- a. Repair cycle record only.
 - b. Item record only.
 - c. Repair cycle and constant records.
 - d. Item and repair cycle records.

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63. (417) An *expendable item* is identified by which code used in the first position of an expendability, recoverability, reparability, cost (ERRC) designator?
- a. D.
 - b. E.
 - c. N.
 - d. X.
64. (417) What transaction identification code (TRIC) establishes the *part number record*?
- a. FIL or 1AA.
 - b. FIC or 1AA.
 - c. FIL or FCU.
 - d. FIC or FCU.
65. (417) What purpose does the part number detail record serve?
- a. Automates the part number to stock number cross-reference file.
 - b. Eliminates searches in Web Federal Logistics Information System (WebFLIS).
 - c. Provides a record of past part number requirements.
 - d. Provides manual research capability.
66. (417) What noncataloged (NC) number position indicates which Air Logistics Complex (ALC) assigned the number?
- a. Position 6.
 - b. Position 7.
 - c. Position 8.
 - d. Position 9.
67. (418) Which transaction identification code (TRIC) is used to change the stock number; expendability, recoverability, reparability, cost designator (ERRCD), equipment management code (EMC), routing identifier (RID), and budget code on the item record?
- a. FCU.
 - b. FIC.
 - c. FID.
 - d. FNL.
68. (418) What is the *maximum* number of characters for the descriptive nomenclature field on the item record?
- a. 18.
 - b. 24.
 - c. 32.
 - d. 48.
69. (418) For internal records, what transaction identification code (TRIC) changes the unit price, unit of issue, and quantity unit pack (*except* for local purchase [LP] items) fields?
- a. FCU.
 - b. FIC.
 - c. FID.
 - d. FNL.
70. (419) What computer system provides interchangeable and substitute group (I&SG) information?
- a. D143B.
 - b. D043B.
 - c. D071.
 - d. C001.

71. (419) Which code identifies the order in which items within interchangeability and substitution grouping (I&SG) are substituted or issued?
- a. Subgroup.
 - b. Order of use.
 - c. Issue exception.
 - d. Parts preference.
72. (419) What transaction identification code (TRIC) code is used to load, change, or delete interchangeable and substitution group (I&SG) items?
- a. FCU.
 - b. FID.
 - c. FIS.
 - d. FIX.
73. (419) Who must justify in writing the request to load, change, or delete interchangeable and substitution group (I&SG) items?
- a. Headquarters United States Air Force (HQ USAF).
 - b. Major command (MAJCOM).
 - c. Item manager (IM).
 - d. Using activity.

Glossary of Terms, Abbreviations, and Acronyms

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 Air Force base, a major command, Air Force Materiel Command, and Headquarters United States Air Force to manage nonexpendable equipment, plus base-level management of certain expendable items such as hand tools, individual issue equipment, and war reserve materiel. The Air Force Equipment Management System includes the areas of allowances, authorizations, accounting, physical inventories, reporting, and requirements computation.

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

Air Logistics Complex (ALC)—an Air Force Materiel Command 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 Air Force operational units, other service agencies, and foreign military customers.

allowance standard (AS)—this describes the items and quantities of equipment required to perform the missions and duties of Air Force 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 Air Force Equipment Management System 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 and past four quarters.

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

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

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.

budget code—used on the item record to determine centrally procured, investment, or stock funded items.

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.

common item—those Air Force items of supply having application to two or more weapon systems or nonweapon systems, subsystem, support equipment—including components and spares related thereto.

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, tactical related applications program; petroleum, oils, and lubricants; 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.

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.

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

demand code—a code used to indicate how to accumulate demand information for stock leveling and due-in from maintenance 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 (military standard requisitioning and issue procedure service code). The next five characters identify the name and address of the specific activity, unit, or organization.

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 authorized inventory data (EAID)—a computerized in-use/registered equipment management 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 Air Force cataloging systems to indicate the type of management required items.

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

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)—a code that signifies the relative importance of user activities, and represents one of two basic factors that requisitioners must consider when determining the issue priority in military standard requisitioning and issue procedure requisitions.

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

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

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

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.

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

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.

item code—a code used to indicate the relationship of an equipment item to the authorized item.

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

master item—a term used to identify an interchangeability and substitution group item that has been determined to be the most desirable and/or satisfactory for Air Force 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 interchangeability and substitution group.

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.

minimum level—that level arbitrarily set because of the absence of demand experience.

mission capable (MICAP)—the term used to classify items of highest priority of mission capability. Mission capable is a unique system used to secure materiel needed to repair mission essential equipment.

mission design and series (MD/S)—used to identify the type aircraft of the major end item.

nomenclature (noun)—that which is stored on an item record and which is a short description of an item identified by a unique stock number.

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

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

nonstocklisted (NSL) item—an item that doesn't have a national stock number assigned.

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

order of use—a unique combination of codes used to identify the order in which items within an interchangeability and substitution group are substituted and/or issued.

organization—a unit or activity drawing supplies direct from an Air Force base.

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.

parts preference—a coding system used in the interchangeability and substitution group program to indicate the relationship of each item within a subgroup indicating the order to be used in supplying the items.

procurement—the computer action or process of acquiring or obtaining personnel, materiel, services, or property from outside a military service.

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 interchangeability and substitution group record to identify the affiliation between items within an interchangeability and substitution group.

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

repairable—used to identify unserviceable items that can be economically repaired and restored to a serviceable condition.

reparable—used to identify items that will be repaired for reuse when they become unserviceable.

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.

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

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

shipment exception (SEX)—a code used on an item record to identify items that require special shipping action or to notify local management when shipping action has been affected.

spare part—any part, component, or subassembly required for the maintenance and repair of major items.

stock item—an Air Force, Defense Logistics Agency, or other services purchased item (supplies or equipment) for which a property accounting record is maintained.

stock number—a number identifying a part for requisitioning, storage, identifying the manufacturer, and/or origin in number.

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

supplies—raw materiel, commodities, manufactured articles, component parts, assemblies, and units or equipment procured, stored, or issued for or by the Chief of Staff of the United States Air Force, 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.

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

transaction 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 standard base supply system, and further identifies such data as to its intended purpose and usage and the operation dictated.

unsuitable items—items that no longer meet the qualitative requirements of the Air Force. Normally, items in this category are disposal 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 standard base supply system 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.

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 United States Air Force war plans.

Abbreviations and Acronyms

ADP	automated data processing
AF	Air Force
AFEMS	Air Force Equipment Management System
AFH	Air Force handbook
AFI	Air Force instruction
AFMC	Air Force Materiel Command
AFSC	Air Force Sustainment Center
AFTO	Air Force technical order
AHRS	altitude and heading reference system Air
ALC	Logistics Complex
AME	alternate mission equipment accountable
APSR	property system of record allowance
AS	standard
ASAP	as soon as possible
ASC	allowance source code

ASL	adjusted stock level
AWP	awaiting parts
BCO	base contracting office
BNR	billed-not-received
BOI	basis of issue
CA/CRL	custodian authorization/custody receipt listing
CAGE	commercial and government entity
CBT	computer-based training
CDB	Central Database
CEMO	command equipment management office
CFO	chief financial officer
CIC	controlled item code
CICP	contractor inventory control point
COMSEC	communication security
COS	chief of supply
CPS	crew and passenger support
DD	Department of Defense (form)
DDFR	daily demand frequency rate
DDR	daily demand rate
DEMIL	demilitarization
DFAS	Defense Finance and Accounting Services
DIC	document identification code
DIFM	due-in from maintenance
DIT	due-in/due-out
DLA	Defense Logistics Agency
DLADS	Defense Logistics Agency Disposition Services
DOC	designed operational capabilities
DOD	Department of Defense
DODAAC	Department of Defense activity address code
DOFD	date of first demand
DOLD	date of last demand
DOR	due-out release
DSD	delinquent source document
EAD	estimated availability date

EAE	equipment accountability element
EAID	equipment authorization inventory data
EAO	equipment accountability office
ECC	exception control
EDD	estimated delivery date
EIC	equipment inventory count
EMC	equipment management code
EOD	explosive ordinance disposal
EOQ	economic order quantity
ERAA	equipment review and authorization activity
ERRCD	expendability, recoverability, reparability, cost designator
ESD	estimated shipment date
FAD	force activity designator
FEX	forced excess
FIA	financial inventory accounting
FLIS	Federal Logistics Information Service
GSA	General Services Administration
HQ USAF	Headquarters United States Air Force
I&S	interchangeability and substitution
I&SG	interchangeability and substitution group
IAPS	Integrated Accounts Payable System
ICP	inventory control point
ID	identification
ILS-S	Integrated Logistics System-Supply
IM	item manager
IMDS	Integrated Maintenance Data System
IPB	illustrated parts breakdown
ISSL	initial spares support lists
IT	information technology
IUID	item unique identification
LP	local purchase
LRS	logistics readiness squadron
LSS	life of system stock
MAJCOM	major command

MDR	materiel deficiency report
MDS	mission design series
MICAP	mission capable
MILSTRIP	military standard requisitioning and issue procedure
MMC	materiel management code
MOE	Major Organizational Entity
MSP	maintenance and safety protection
NC	noncataloged
NCO	noncommissioned officer
NCQ	NRTS (not reparable this station) condemned quantity
NCT	NRTS (not reparable this station) condemned time
NHA	next higher assembly
NIIN	national item identification number
NLT	no later than
NRTS	not reparable this station
NSL	nonstocklisted
NSN	national stock number
O&ST	order and shipping time
O&STQ	order and shipping time quantity
PBR	percent of base repair
PP&E	property, plant, and equipment
PSC	provisioning source code
QDR	quantity deficiency report
RAMPS	Recoverable Assembly Management Process
RBL	readiness-based level
RCQ	repair cycle quantity
RDO	redistribution order
Ref/PN	Reference/Part Number
REM	registered equipment management
REX	requisition exception
RFID	radio frequency identification
RIC	routing identifier code
RID	routing identifier
RIMCS	Reparable Item Movement Control System

RNB	received-not-billed
RO	requisition objective
ROL	reorder level
RTS	repaired this station
SBLC	standard base-level computer
SCM-R	Supply Chain Management-Retail
SDD	standard delivery date
SEX	shipment exception
SF	standard form
SFFAS	Statement of Federal Financial Accounting Standard
SLQ	safety-level quantity
SMR	source, maintenance, and recoverability
SNC	shipped-not-credited
SNCS	Serial Number Control System
SNUD	stock number user directory
SOS	source of supply
SPC	stockage priority code
SPR	special requisition
SPRAM	special-purpose recoverables authorized maintenance
SRAN	stock record account number
SRC	serialized report code
TAV	total asset visibility
TEX	transaction exception
TMDE	test measurement and diagnostic equipment
TO	technical order
TRIC	transaction identification code
UJC	urgency justification code
UMMIPS	Uniform Materiel Movement and Issue Priority System
UND	urgency of need designator
WebFLIS	Web Federal Logistics Information Service
WR-ALC	Warner Robins Air Logistics Complex
WRM	war reserve materiel

Student Notes

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