CDC 2T357

Fleet Management and Analysis Journeyman

Volume 3. Data Interpretation and Analysis

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Preface _____ **i**

THIS THIRD volume of Career Development Course (CDC) 2T357 gives you an overview of the different vehicle programs and procedures that you will manage in your day-to-day job.

Unit 1 covers fundamentals of the Fleet Management Information System (FMIS), how to establish, and update FMIS master records, production control, procedures for delayed maintenance, fundamentals of the Logistics Installations and Mission Support–Enterprise View (LIMS–EV), and processing vehicle transactions in LIMS–EV and Transaction Request Tool (TRT).

Unit 2 covers the monthly processing actions and aids in interpreting FMIS management products and analyzing FMIS utilization data.

Unit 3 covers materiel control (MC) and supply functions and processing. We address the fundamentals of supply, various MC functions, listings, and methods. Finally, we cover how to determine and establish other supply requirements, such as bench stock.

A glossary is included for your use.

Code numbers on figures are for preparing agency identification only.

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

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For Guard and Reserve personnel, this volume is valued at 8 hours and 2 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.

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Unit 1. Fleet Management Information System

I N TODAY'S BUSINESS WORLD, information systems have become critical in maintaining a competitive edge. Managers can get up-to-date information in seconds to make decisions that before took days. Companies are doing a more efficient job of reducing costs because of the accuracy and availability of information to them. For example, vendors used to overstock parts to meet customers' needs with minimal delay. Now, with the availability of the most current data at their fingertips, they stock only regularly sold parts or can link with other vendors to rapidly meet demands. As a result, they reduce inventory costs and save much-needed space, adding to their profits. This is just one example of how improved data processing can help productivity and efficiency.

1–1. Working in Fleet Management Information System

Now, more than before, the Department of Defense (DOD) uses automated information systems to accomplish day-to-day and global missions. Consequently, the Air Force (AF) has become dependent on its information system capabilities to accomplish not only its war-fighting mission but also its routine mission support activities. All AF echelons use automated information systems to support unit personnel centers and offices, mission support systems, aircraft weapon systems, and hospital life-support systems. Vehicle management personnel use it to track everything from vehicle operation and maintenance (O&M) costs, to reporting maintenance deficiencies at all levels of management.

The biggest threats to the automated information systems are cyber-attacks or something as simple as the introduction of malicious logic (i.e., viruses, Trojan horses, trapdoors, and worms) into computer systems and fraud, waste, and abuse (FWA) of computer resources.

Now that you have an idea of information systems in general, let us look at the system for vehicle management. Knowing how the Fleet Management Information System (FMIS) came about will help you understand it better.

401. Using the Fleet Management Information System

Documentation is very important in the vehicle management field. Through documentation, data can be gathered, uploaded, reviewed, and summarized. Documented data can point out deficiencies and excellence, problems and progress, solutions and complications, all of which help when making management decisions. Today, FMIS accomplishes most of the manual processes described above with unbelievable speed; but one thing has not changed—a human is still the architect and the engineer.

A machine only does what a person tells it to do and how to do it; so, if the machine's output is not adequate or not the best it could be for management's purposes, most likely the problem is not the machine but the inadequacy of the source document. As technology advances, the AF continuously develops and automates these processes in order to answer the ongoing demands and adopts new databases to fulfill requirements.

Defense Property Accountability System

The Defense Property Accountability System (DPAS) is the FMIS approved by the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD AT&L). To facilitate fleet management, DPAS, which is independently operated and hosted by the Defense Information Systems Agency (DISA)incorporates vehicle accountability from the Air Force Equipment Management System (AFEMS) and Integrated Logistics System-Supply (ILS-S). Since DPAS meets the requirements for implementing the Vehicle Enterprise, Services Development Delivery Process (SDDP), it is the primary system used to perform all lifecycle management functions pertaining to the ground vehicle fleet. This includes agency-owned and leased assets per Air Force Instruction (AFI) 24–302, *Vehicle Management*.

Fleet Management Information System purpose

FMIS and DPAS was implemented to provide a single-phase approach with capabilities to plan, schedule, and execute vehicle management processes. This effort represents a distinct set of capabilities that can stand alone upon implementation.

Fleet management and analysis

The fleet management and analysis (FM&A) section concentrates on migrating functions currently performed by fleet managers pertaining to both accountability and work order processing. Systems include the AFEMS and ILS-S involving work order, labor tracking, costing, and calculations; these translate to the maintenance and utilization (M and U) module in DPAS. Additionally, vehicle inventory records and accountable transactions currently preformed in ILS-S will also be subsumed to DPAS in the accountability property module. The AFEMS is the authoritative source for the vehicle allowances; this is also available in the Accountability Property module.

Materiel control

The Warehouse module capability in DPAS allows system management and tasks performed in the materiel control (MC) work center, parts acquisition, consumable replenishments, and tool issuing and tracking.

Vehicle maintenance technicians

Technicians have the capability to perform live updates on assigned work orders and reduce the need to print hard-copy work orders. Additionally, the 441st Vehicle Support Chain Operations Squadron (VSCOS) continues to streamline the data upload process, requesting engineering assistance to resolve technical constraints, engineer products, and perform technical processes needed to manage vehicles.

General features

There are some specific features of DPAS that are important for you to know. The table below lists those features and their benefits.

DPAS Features	
System Features	**Benefits**
Tracks all types of property: • M and U tracking. • Authorization tracking. • Automated document register and printed forms. • Historical record of all transactions. • Automated inventory capabilities (interfaces with scanners/printers). • Ability to generate custom reports for asset management, financial management, asset accountability.	Accurate and compliant financial reporting of property: • Accountability and asset management capability. • Elimination of redundant systems and costs. • Greater accuracy and reduced labor with interfaced systems. • Total asset visibility and redistribution by database. • Excellent global customer support!

DPAS Features	
System Features	**Benefits**
• Online help and drop-down menus. • Security features to limit user access.	

FMIS reduces duplication of data maintained in each base function. The system uses data that originates in the vehicle management shops and accepts input from the ILS-S in return, FMIS generates data for input into ILS-S and accounting and finance (A&F). To help with the decision-making process, FMIS provides printed product options and screen images. Included are delayed maintenance status, repetitive maintenance, high maintenance and operating costs, use of labor hours, vehicle utilization, and parts supply information.

This capability virtually eliminates the need for manual summaries and displays. The system also provides for the systematic scheduling of recurring maintenance, such as preventive maintenance. Additionally, FMIS is capable of providing custom products.

To satisfy upward-reporting requirements, FMIS eliminates daily, monthly, and quarterly vehicle summary files that were once forwarded to major commands (MAJCOM) for consolidation but are now processed by 441 VSCOS. The 441 VSCOS, in turn, uses the data to update Logistics, Installations, and Mission Support–Enterprise View Vehicle View (LIMS–EV VV) data bank for use in MAJCOM and Headquarters Air Force (HAF) vehicle management decision-making.

Always refer to your DPAS playbook for any questions and verified step-by-step procedures.

402. Establishing and updating Fleet Management Information System master records

In FMIS, a vehicle registration number equates as a *master record*; the cabinet where you file all the vehicle record jackets is the master file. In other words, in FMIS, the electronic file where master records reside is the *vehicle's master file*. The FMIS database is the approved source for AF vehicles and equipment.

Establishing vehicle and equipment records

Use the M and U module in FMIS to profile vehicles. Upon receipt of a newly assigned vehicle, you have five working days to establish a vehicle record jacket and a FMIS vehicle master file. Establish a profile in FMIS for each vehicle or piece of equipment assigned to an FMIS site for maintenance support.

First, let us discuss the vehicle record jacket for the filing cabinet. Identify each folder by vehicle registration number and management code, and divide each into two sections: permanent or historical, and temporary or transitory. The historical section is where the permanent records are kept. Permanent records are documents that normally stay with the vehicle throughout its life. Examples are line-setting tickets, Department of Defense (DD) Forms 250, Material Inspection and Receiving Report (fig. 1–1), one-time repair (OTR) approval or disapproval, modification approval, and so on. Examples of transitory or temporary documents are work orders, parts receipts, and warranty certificates.

MATERIAL INSPECTION AND RECEIVING REPORT

Form Approved
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DD FORM 250, AUG 2000 (EF)   PREVIOUS EDITION IS OBSOLETE

Figure 1–1. DD Form 250, Material Inspection and Receiving Report.

Your initial load of vehicles will be completed by 441 VSCOS; however, you will need to profile them in your current FMIS (Profiling Vehicles). All Air Force owned vehicles even if they are not

maintained by your maintenance activity, have to be profiled to meet compliance. There are five different categories for assets that are not profiled:

1. Days Util Not Rptd.
2. FAST Profiled No VC.
3. FAST Rptbl Not Prof.
4. Not Profiled.
5. Fuel/Meter Util Not Rptd.

To profile a vehicle in the FMIS M and U Module, select "Not Profiled" from the list that drops down. This will display all non-profiled assets to the right of the menu. For AF registered vehicles, use the assigned registration number and an alphanumeric USAF Management Code. The registration number for vehicles is always eight characters in FMIS. For example, 07B123 will be 07B00123. There are several places where you can find the registration number. For new vehicles, look at the DD Form 250 or the vehicle data plate. If you cannot find the vehicle registration number, contact Warner Robins Air Logistics Center (WR-ALC). Make sure the vehicle identification number (VIN) assigned by the manufacturer matches the number on the DOD Form 250 or vehicle data plate.

NOTE: Refer to the DPAS M and U How to Guide for additional guidance on profiling and mass profiling vehicles.

Nonregistered USAF equipment (i.e., low-speed vehicle [LSV]) and other government motor vehicle conveyances (OGMVC) will be assigned X-Registration numbers. Request X-Registration numbers from the VSCOS site on the Vehicle Management (VM) SharePoint site at https://usaf.dps.mil/sites/AFVehicleFleetMgt/default.aspx?. Nonregistered vehicles have all-numeric management codes (e.g., 1050 for a rotary lawnmower, tractor-riding type). Other government agency vehicles (management code 8500 thru 8810) will take mixed alphanumeric identification (ID) numbers (e.g., 3P1510 for a US Army vehicle, and Department of Transportation [DOT] 12345 for a US Coast Guard vehicle).

Establishing the operator and technician data

Establish an employee record in the FMIS employee master file for each person who is accountable to the Vehicle Management Labor-Hour Accounting System. In addition to vehicle management personnel, include the following personnel: driver testers (if funded by the logistics readiness squadron [LRS]) and individuals in charge of both operations and maintenance (if applicable).

The "Operator/Technician" transaction is used to establish, change or update, delete, or transfer each employee in FMIS. The file must be updated every time employment data for a particular employee changes. Examples of data changes requiring updates are promotions, demotions, workcenter assignments, step increases for civilians, pay raises and reductions, and skill level upgrades.

In FMIS, follow the procedures below to load operator/technicians:

1. From the Master Data menu, select Operator/Technician.
2. Skip the search Criteria page by clicking 'Add'.
3. Change the "Opr/Tech Cd" from Operator to "B-Operator & Technician. (**NOTE:** By doing this every employee will be covered in both vehicle maintenance and vehicle ops).
4. Enter the Opr/Tech ID. Use the initials of the technician and the man-number. (**NOTE**: DPAS is in the process of opening up the Opr/Tech ID to allow for 10 digits). This will allow the DOD ID number (located on the back of your ID card) to be used. This number is unique to the technician and will follow him or her to their new base.
5. Enter the 'DPAS User ID' of the person you are loading. (**NOTE**: If the technician does not have a DPAS account (DPAS User ID), you can still set him or her up, but he or she will not be able to see any information on the work order).
6. Next, enter the complete "Last Name" and "First Name" of the technician.

7. The final mandatory field is "Labor rate." Here, enter the hourly rate of the employee.

8. Enter all other information as needed.

9. In the bottom half of the screen you will see a list of available certifications to assign to your employee. Using the check box on the left, select the applicable certifications. The vehicle management certification is mandatory for all vehicles, operators, and technicians.

10. When all required information is entered and the certifications have been chosen; click "Add" and repeat for all employees.

NOTE: Refer to the DPAS M and U How to Guide for additional guidance on setting up operator/technician profiles.

403. Controlling production

Can you imagine operating a shop efficiently without knowing the status of your personnel, resources available, and daily expenditures? You cannot operate inefficiently and expect to stay in business. To have an effective operating shop, you need to know the status of each function in your shop. That includes everything from scheduling vehicles into the shop for maintenance, to tracking the status of all active work orders.

Operating a vehicle management shop consists of many functions. These functions, such as shop identification of overdue maintenance, initialization of automated work orders, and so forth keep the workload balanced. The functions listed below give you some insight into these daily operations and will help in managing the daily workflow.

Controlling workflow

In order to regulate or direct production of a shop, the controller needs to know, by individual work center, how many mechanics are available to work, how many vehicles are being worked on, and how many vehicles are awaiting maintenance. It makes no sense to keep sending vehicles to a shop if there is no mechanic to work on them. Either get that shop help or farm-out some of the work, if feasible. Refer problems with shop production to the FM&A supervisor or the vehicle fleet manager (VFM).

In a typical maintenance shop, the normal sequence of events is as follows:

1. User reports a vehicle discrepancy by annotating the appropriate Operator's Inspection Guide and Trouble Report (1800-series form).

2. User brings the subject vehicle to vehicle management.

3. At customer service, a vehicle management representative, along with the operator, verifies the discrepancy.

4. If the discrepancy is valid, the customer service representative annotates the appropriate area of the 1800-series form, and uses AF Form 4355, Vehicle Incoming Inspection, to document the vehicle's condition (including necessary repairs) and takes possession of the vehicle.

5. The AF Form 4355 is then passed on (manually or electronically) to FM&A.

6. The workload controller then takes the necessary action to process the form and opens the work order using the FMIS.

As a minimum, when processing the work order, the workload controller should:

1. Determine if repairs are economical.

2. Verify all due and coming due preventive maintenance requirements. Accomplish all due and overdue services at this time, unless a valid emergency requires the use of the vehicle, which causes the action to be delayed accordingly. As a rule, due and overdue preventive maintenance must not be delayed. Depending upon mission requirements, shop workload, the work required, and how far ahead the action is due in terms of time or utilization, decide whether upcoming preventive maintenance should be done at this time.

3. Review the delayed maintenance file. Accomplish all delayed actions at this time, if possible.

4. Review the work order, FMIS-generated Vehicle Historical Record, and the FMIS repetitive maintenance screen for any repeated maintenance.

5. Review the vehicle's historical record for warranties. Just because the vehicle is several years old, do not assume there is no warranty. Individual replacement parts and major components have different warranties.

6. Assign the proper priority.

Controlling workflow is an essential part of your specific duties. As stated earlier, it makes no sense to send a vehicle to a shop just because it belongs there. Knowing what is happening in each shop (e.g., manpower, vehicles, etc.) will help you make important decisions on routing a vehicle and work order through the shops. For example, a vehicle comes to the shop for preventive maintenance but also needs some body repair. You open a work order and assign the vehicle to the vehicle and equipment shop, but after reviewing their estimated time in commission (ETIC) sheet, you notice they have a heavy workload and few technicians available. However, the allied trades section has a light workload and is 100 percent manned. Controlling workflow in this situation would be for you to send the vehicle to allied trades first, so they can begin repairs, versus the vehicle awaiting shop for preventive maintenance.

Situations like this can happen numerous times during the day and will test your abilities to ensure a smooth workflow. The benefits gained include minimizing vehicle downtime and increasing productive labor hours.

Prioritizing maintenance
Your ability to anticipate stressful events will help you be successful. For example, if your VFM needs to brief the commander every Wednesday on the number of 10,000 pound (10K) forklifts in service, and on Monday, there are more 10Ks in the shop than there should be, then you would want to make some of them priority to avoid unnecessary stress.

There are two maintenance priorities for vehicles: RED and routine. All vehicles, regardless of type or use, have a routine priority unless they meet certain conditions. Give transient or temporary duty (TDY) vehicles a priority according to their circumstance by applying the rules below.

Assign RED priority to a vehicle when one of the following applies:

1. When a unit is at or below the vehicle minimum essential level (MEL) and further loss of vehicles will degrade mission support and other base assets cannot fill the need.

2. When a special project requires more of a certain type vehicle to be in service. For example, if there is a special project to transport a large group of people and there are not enough buses available due to several of them being in the shop, then FM&A upgrades the bus priority to the extent necessary to accomplish the mission.

3. When severe weather or other natural circumstances create a need for certain types of vehicles.

Vehicles assigned a routine priority are shopped on a first come, first serve basis, except those vehicles with preventive maintenance, which take precedence over routine vehicles. One reason for this is you want to keep your schedules in line with the long-range plan and as stable as possible.

Second, how would you feel if you have an appointment at a certain time, and when you get there, you are told to wait for a while? You would not be happy. If an appointment is scheduled, then vehicle management must start repairs on that vehicle as quickly as possible. It is very important to establish credibility with your customers by meeting established appointment dates and times. This is essential to getting their cooperation and knowing when you need a vehicle turned in for preventive maintenance. One reason why customers are sometimes reluctant to turn in their vehicle for preventive maintenance is due to the wait time for previous appointments.

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The controller should have an idea when repairs will be finished for all vehicles down for maintenance (VDM). For example, if you take your vehicle to a local garage, you want to know when it will be available for pick-up. The same is true with your customers. They need to have an idea when their vehicles will be ready so they can make necessary adjustments to their work schedules. In order to serve the customers better, establish an ETIC as soon as the shop picks up the work order to start work. A more realistic ETIC is reached if it is determined jointly by the controller and the shop supervisor.

You should update the entire control board at least once during the work period within two hours from the start of the shift, or as required by the VFM. As a minimum, have the workcenter supervisors provide a new ETIC for vehicles in-shop and the number of available mechanics.

Using the vehicle scheduling functions

Another way of controlling workflow is through proper scheduling of vehicles into the shop for preventive maintenance. Use the scheduled maintenance report to schedule most vehicles for maintenance repairs. Access this report by going to "Inquiries" and select "Upcoming Work" from the FMIS Master Menu. It will prompt you to input a time frame to view all maintenance (MX) that is coming due (up to 90 days only). The report produces a file that includes all vehicles due an inspection from the "as of date" you input, listed by registration number, management code, assigned organization, current miles/hours/kilometers (M/H/K), due mileage/date, inspections due, and an area to input appointment dates.

In FMIS, follow these procedures to schedule preventive maintenance (fig. 1–2):

1. From the Maintenance Tab, using the drop-down menu, choose "Schedule Prevent Maint." This will bring you to a "search criteria" page.
2. On the "Maint Sched Exist" Field, choose "No" to bring up all assets that do not have a scheduled maintenance plan set.
3. Click the asset ID (Reg Number) for the vehicle you want to create a plan for.
4. "Plan Name": Enter the work plan as needed.
5. Plan Type: PREV-Preventive Maintenance.
6. Plan Selection: Enter My Activity Plans (if you have previously created/copied the plan form from 441 VSCOS).
7. Press Select.

Figure 1–2. Schedule preventive maintenance.

To help with scheduling vehicles that show due or overdue by mileage, verify the mileage with the appropriate vehicle control officer (VCO), update the mileage in the FMIS, and reprocess the scheduled maintenance report. When this is complete, schedule an appointment date for the inspection and provide a simplified letter with the inspections due to the assigned organization. As always, refer to your DPAS playbook.

Conducting yard checks

The primary reasons for conducting yard checks is to know what vehicles are in the maintenance compound and to establish a proper status for each vehicle. Every vehicle in the maintenance compound should have a status, such as awaiting shop, nonmission capable supply (NMCS), ready for pick-up, in-shop, and so on. Even though you can conduct the yard check at any time, the best time is first thing in the morning, either on the days specified by the VFM, before vehicles begin moving between shops, or customers arrive to pick up their vehicle.

One way to conduct the yard check is to generate an FMIS listing and check each vehicle in the compound (inside, incoming line, ready line, NMCS line, and customer service center [CSC], etc.) against this list. Write the registration number for vehicles not on the list and verify it against any documents you may have in FM&A (i.e., work orders not yet open, etc.). If you cannot determine why the vehicle is in the compound, call the appropriate VCO to get a reason for the vehicle being in the compound. More often than not, the vehicle was towed in or the using organization's night shift dropped it off for some reason. In either case, someone from the using organization will need to come sign the vehicle in to vehicle management for repairs.

Using the minimum essential level listing

The MEL listing sets the minimum amount of vehicles required by each unit to perform its daily mission. Initiate the MEL listing on an annual basis by developing a product, for example, a spreadsheet or database with all host and tenant organizations assigned to the base (fig. 1–3). Prior to initiating the MEL, each organization's vehicle authorizations and assignments are needed. After populating the organizations' authorized and assigned numbers, only send each organization's numbers that apply to them. Let each organization know to fill in its MEL for each vehicle type. The MEL listing also informs them that vehicle management cannot have 100 percent of the entire vehicle fleet operational.

UNIT	MGT CODE	VEHICLE TYPE	DAILY USE AUTH	DAILY USE ASGN	APPROVED MEL	REMARKS
0A/LGRVO	B102	SEDAN	5	5	2	
	B118	23 PAX BUS	2	2	1	SUB (2-B121)
	B121	28 PAX BUS	10	10	7	
	B130	44 PAX BUS	10	10	7	
	B150	STATION WAGON	15	13	7	SUB (9-B102)
	B180	MULTISTOP	16	16	10	
	B184	16 PAX SURREY BUS	4	4	2	SUB (1-B180)
	B185	9 PAX CARRYALL	11	11	5	
	B192	15 PAX CARRYALL	19	19	12	SUB (1-B185)
	B200	COMPACT TRUCK	26	25	10	SUB (1-B185,1-B227,2-B217,1-B222)
	B204	½ TON TRUCK	7	5	2	SUB (2-B200,1-B217,1-B227)
	B261	1 TON CARGO TRUCK	9	9	3	SUB (1-B265)
	B265	1½ TON CARGO TRUCK	10	10	3	
	B361	TRACTOR 6X4	22	22	10	SUB (4-B353)
	B401	TILT TRAILER	2	2	1	
	B409	38FT TRAILER	12	12	4	SUB (3-B421)
	B420	KENTUCKY TRAILER	2	2	1	SUB (1-B407)
	B423	CARGO VAN TRAILER	6	6	3	
	B442	6 TON TILT TRAILER	1	1	1	
	B104	5 TON WRECKER	1	1	1	
	B116	15 TON WRECKER	1	1	1	
	C117	TILT WRECKER	1	1	0	
	C203	2½ TON SHOP TRUCK	1	1	1	SUB (1-C198)
	C395	REFRIGERATED TRAILER	1	1	1	
	C409	45FT TRAILER	1	1	1	
	E822	6K FORKLIFT	6	5	1	
	E828	22K FORKLIFT	1	0	0	
	E948	4K FORKLIFT	1	1	0	
	E956	10K 463L FORKLIFT	3	3	2	SUB (2-E823)
	E958	10K AT 463L FORKLIFT	3	2	1	
	E959	13K FORKLIFT	1	0	0	
	L114	M-SERIES WRECKER	1	1	0	
		TOTALS	211	202	100	

Figure 1–3. Minimum essential level listing.

VCOs will then submit their proposals to include the number of vehicles required to support the mission and justification for the requirements. The development of this listing requires close coordination between the vehicle management flight and the using activity. Questions on the proposed levels and any problems in maintaining them are resolved with the using activity before the listing is in its final publication stage. The mission support group commander or designee approves the final MEL listing.

The approved MEL listing then becomes a management tool that vehicle management uses to prioritize vehicles nonmission capable (NMC) to ensure adequate support to all vehicle users. It also determines recall vehicle support requirements for a unit that requests vehicle replacements. For best results, develop the MEL listing in conjunction with the priority recall listing.

Using the vehicle priority recall listing

The vehicle priority recall listing (VPRL) establishes a priority for each vehicle authorization on the master vehicle report (MVR). The list also identifies vehicles eligible for recall from organizations in a priority sequence to meet emergency vehicle needs. Good examples of this include base exercises or high-priority mission taskings. Use the list to assign vehicles in a descending order. Base the development of your vehicle priority recall listing (fig. 1–4) on the unit-approved MEL. Do not identify vehicles for recall that will place a unit below its MEL. The VPRL will serve as the recall tool to use for short-term vehicle needs.

UNIT	ORG CODE	MGT CODE	VEHICLE TYPE	ELIGIBLE FOR RECALL
18 OG	9A	B150	STATION WAGON	2
18 SFS	4B	B168	PANEL VAN	2
18 MXS	5A	B168	PANEL VAN	1
18 COMM	7A	B168	PANEL VAN	10
DET 35	FC	B168	PANEL VAN	1
353 MXS	VG	B168	PANEL VAN	1
DODDS	WC	B168	PANEL VAN	1
PACAF CES	2B	B180	MULTISTOP	1

Figure 1–4. Vehicle priority recall list.

404. Procedures for delayed maintenance

Delayed maintenance is work (parts or maintenance) that may be put off temporarily, for various reasons, as long as it does not compromise safety or severely affect vehicle performance. FM&A monitors all delayed actions and has primary responsibility for managing the delayed maintenance file.

Work order status code

Delayed maintenance codes indicate the reason for temporarily putting off repairs whether it is for lack of parts or other such reasons. The creation of delayed codes also helps management identify causes of nonproductivity and personnel utilization. For example, continued or excessive delay hours due to lack of personnel may justify requests for additional authorizations. Delayed actions due to a lack of tools, equipment, or facilities may be justifications for requesting funds to acquire such assets. These are just some examples of the importance of delayed codes. In order for the system to work as designed, make sure the code used reflects the underlying reason for the delay.

Delaying parts

When a vehicle needs a part, or parts, that are not readily available, make a determination whether it will compromise safety or severely affect vehicle performance. If a needed item does not compromise safety or severely affect vehicle performance, you may order it deferred. For example, a vehicle comes in for maintenance for various reasons, one of which is a leaking valve cover gasket. A valve cover gasket is not readily available and the mechanic determines that it is not a safety concern. The part can then be back ordered and the vehicle returned to service after all other work is completed. Procedures for Delaying a Part are in the following table.

Procedures for Delaying a Part	
Workcenter Supervisors	**FM&A**
1. Make sure all jobs are completed that can be and that the vehicle is put back in serviceable status. 2. Verify the need for the part and enter the appropriate delayed reason code. 3. Provide a job description and the estimated hours needed to do the job. 4. List all needed parts by part number or stock number. 5. Forward closed work order to FM&A.	1. Review closed work order for accuracy. 2. Release vehicle to the user. 3. Process closed work order in FMIS. 4. Print a delayed work order, attach a copy of the parts list, and give to MC for parts requisitioning. 5. Keep a copy of the delayed work order on file for reconciliation.

Procedures for receiving and managing delayed parts are in the following table.

Upon Receipt of a Delayed Part	
MC	**FM&A**
1. Bin part(s) and annotate work order with bin location and status (e.g., partial issue [ISU] or complete). 2. Provide FM&A with bin number and status. 3. Inform FM&A upon receipt of all parts and return delayed work order. 4. Inform FM&A of changes in parts status (e.g., bin location, cannibalization, partial installation, etc.).	1. Update delayed file. 2. Update and/or adjust delayed hours on file when making a partial installation. 3. Have all completed parts installed, if feasible, as soon as the vehicle returns to the shop. As a minimum, install completed delayed parts during preventive maintenance.

Delaying maintenance

Delaying maintenance may be due to mission requirements, lack of money, people, equipment, awaiting decisions, and so on. For example, a truck is turned in for air conditioner servicing, but while the vehicle is awaiting in shop, an important mission comes up requiring the use of this vehicle. In this case, air conditioner servicing does not compromise safety; you can defer the maintenance and place the vehicle back into service until the mission is completed. Except for NMCSs, all delayed maintenance is processed into FMIS by a closed work order. The procedures listed in the table below apply when processing delayed maintenance:

Processing Delayed Maintenance	
Workcenter Supervisors	**FM&A**
1. If the vehicle is in-shop, make sure the work to be postponed does not compromise safety and the vehicle is in a serviceable status.	1. If the vehicle is not yet in-shop, make certain the work to be postponed does not compromise safety.
2. Enter the applicable delayed code for the particular job, or jobs, to delay and close the work order. 3. Forward the closed work order to FM&A for release to the user.	2. Enter the applicable delayed code for the particular job or jobs to delay. 3. Close the work order and return the vehicle to the user. 4. Make a delayed work order for the file. 5. Have the vehicle returned as soon as the reason for the delay is over, if feasible.

You must continuously monitor all delayed maintenance. To do this effectively, review the delayed maintenance report and/or other applicable reports every time a vehicle is in the shop and make every effort to accomplish any or all delayed items. In any case, clear all delayed maintenance items that you can during the next scheduled preventive maintenance and inspection.

Vehicle down for parts

The following table explains vehicle down for parts (VDP) procedures nonmission capable supply (NMCS).

VDP Procedures	
Activity	**NMCS Procedures**
Workcenter supervisors	1. Make sure all jobs are completed that can be. 2. Identify the appropriate job(s) to be placed in NMCS. 3. List all required parts on the appropriate section of the work order or any locally developed parts request forms. 4. Route the work order to MC. 5. Prepare the vehicle for NMCS storage protection.

VDP Procedures	
Activity	**NMCS Procedures**
MC	1. Check or recheck available sources. 2. Notify the workcenter supervisor, FM&A, and VFM that parts are unavailable for a certain time frame. At this point, the VFM decides whether to use NMCS or not. If the VFM decides to use NMCS, enter the date and time on the work order. Give it to FM&A for processing. 3. Requisition the items or, if already ordered, update the requisition with the appropriate supply priority.
FM&A	1. Place the vehicle work order in NMCS status in FMIS. 2. Make and keep a copy of the parts request form. 3. Give the original back to MC. 4. Maintain close coordination with MC to monitor status.

DPAS work orders trigger an NMCS status (fig. 1–5) when the parent work order has a "Work Order Status Cd" of "O-Open" and when any of the subworkers have "Work Order State Cd" of:

- "AWSM"—Apprvd-in shop awtng mtrls";
- "RWSM"—Rework-in shop awtng mtrls";
- "ANSM"—Apprvd-not in shop awtng mtrls; or
- "RNSM"—Rework-not in shop awtng mtrls.

Figure 1–5. Work order status.

Upon receipt of NMCS parts, MC and FM&A perform the tasks noted in the table below.

Upon Receipt of NMCS Part(s)	
MC	**FM&A**
- Bin part(s) and annotate work order with bin location and status (e.g., partial or complete). - Provide FM&A with bin location and status. - Return work order promptly to FM&A when parts are completed, with the correct "OFF NMCS date and time" information annotated.	- Take the vehicle off NMCS in FMIS. - Inform the workcenter supervisor and schedule the vehicle into the shop as soon as feasible consistent with priorities.

Upon Receipt of NMCS Part(s)	
MC	**FM&A**
• Bin part(s) and annotate work order with bin location and status (e.g., partial or complete). • Provide FM&A with bin location and status. • Return work order promptly to FM&A when parts are completed, with the correct "OFF NMCS date and time" information annotated.	• Take the vehicle off NMCS in FMIS. • Inform the workcenter supervisor and schedule the vehicle into the shop as soon as feasible consistent with priorities.

Reconciling delayed maintenance files

Despite best efforts, the manual records used to track delayed work orders often disagree with the true needs of the individual vehicles. Consequently, MC, together with FM&A, conducts a work order-to-backorder reconciliation and validation of the delayed files on a monthly or quarterly basis, as specified by the VFM. Reconciling the delayed files is nothing more than a simple comparison between what FMIS lists and what you actually have. The most involved task in this process is probably reconciling the delayed-parts bins. To reconcile the delayed-parts file, you may use the Parts/Delayed MX Inquiry in DPAS and a locally generated tracking database. When conducting the reconciliation, perform the following tasks:

1. Ensure received parts are in the correct bin location as reflected in the reports (i.e., bin number, part number, work order number, vehicle number, quantity, etc.).
2. Ensure partially issued parts are charged out.
3. Ensure backlog hours in the report match the work order; adjust accordingly with changes.
4. Ensure work orders delayed reflect the correct work center.
5. Check for parts that have been completed for a long time but have not been installed.
6. Check the actions that have been delayed for a long time but have no status.

To minimize discrepancies and have a smoother reconciliation, perform the following tasks:

1. Update the delayed file every time you finish a delayed action.
2. Process status changes in a timely manner.
3. Restrict access to delayed-parts bins.
4. Conduct reconciliations in a timely manner.
5. Review the delayed file every time a vehicle is in the shop and clear delayed actions as often as possible.
6. Install all completed delayed parts during preventive maintenance and inspection, if possible.
7. Review and clear the delayed file when shipping a vehicle or when transferring to the Defense Logistics Agency–Disposition Services (DLA–DS). Parts in the bins should be turned in for credit, if possible, or placed in residue. In any case, dispose of accordingly.

The first step in the validation process is a line-item review for each delayed work order. Materiel control and FM&A compare the entire delayed work order file. Update both sets of work orders and the delayed maintenance report as needed to bring all into agreement. You should resolve discrepancies before this updating occurs to ensure all records are accurate. If there are large differences between these two work order files, local procedures for delayed maintenance need to be evaluated to find the cause.

After the work order records have been reconciled, MC ensures all necessary parts have been backordered and reflect positive status through the supply system. Materiel control cancels the backorder for items no longer needed and follows up on any item's status that is unsatisfactory or unknown.

Next, take an inventory of the delayed-parts bins and ensure all records reflect the same data. If parts are missing and, after a complete search, the items are not available, record the shortages.

NOTE: If this is a common occurrence, the VFM should implement local procedures to ensure adequate safeguarding of parts.

Finally, update FMIS to reflect all changes. At the end of the reconciliation, complete the following:

- All records should be in complete agreement.
- All delayed parts received should reflect on Parts/Delayed MX Inquiry in FMIS, with the partial or complete parts indicator and bin location.
- All parts should be backordered with positive status (including follow-up) or be on-hand.

Interpreting the Delayed Maintenance Report

The Parts/Delayed MX Inquiry in FMIS is an invaluable tool to monitor the delayed maintenance program. The VFM, vehicle management superintendent (VMS), supervisors, and FM&A can use this report to track the status of a delayed work order, labor hours required to complete the delayed work, and parts that are on-hand for vehicles that have been delayed for maintenance. It also shows vehicles on NMCS.

This report needs daily attention if it is to be properly controlled. You must take follow-up action to ensure work order entries are not on the report when they have had canceled jobs or parts or if the vehicle has been shipped or salvaged.

You can produce and print this report, in registration number sequence, at any time. Each registration number that has one or more delayed work orders in the delayed maintenance file will print. The information for this report generates from closing work orders (except NMCS) with the appropriate delayed code.

NOTE: Since this is an AF-only report that deals directly with parts and other deferred issues, FMIS cannot directly create the same reports. However, you can still pull a deferred listing based upon a Scheduled MX inquiry since that is how we currently defer parts. For VDP, pull a report on Sub work orders to show all those that are VDP and their reason for being VDP.

Just like the VDP/Defer process, this is temporary until the "Warehouse" function is online for MC. In order to check the status of delayed vehicles in DPAS, perform the tasks listed below:

- Go to the Inquiries drop down menu; go to Maintenance then Asset Prvn Main Sch, to create a deferred inquiry.
- Ensure the Main Activity Name field is the one you plan to run the report on.
- Add the search field Occurrence Cd (with equal "=" operand) One Time.
- Click on the fields and choose the exact data fields you want to see.
- Submit the file to turn it into an inquiry extract.
- Go to the Inquiries, Maintenance then Work Order for VDP inquiries.
- Change the Query Type to Sub Work Order.
- Add the field Work Order State Cd and make it equal AWSM.
- Click Fields to choose specific data fields you want and press Submit to create an Inquiry Extract.

Self-Test Questions

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

401. Using the Fleet Management Information System

1. What FMIS is currently being used by fleet management and analysis (FM&A)?

2. What is the purpose of FMIS?

3. Which FMIS module capability allows system management and tasks performed in the Materiel Control work center?

4. What are some products available for print in FMIS to ease decision-making?

5. Who uses FMIS-entered data to update the LIMS-EV VV data bank for use in MAJCOM and HAF vehicle management decision-making?

402. Establishing and updating Fleet Management Information System master records

1. Which FMIS transactions establish and profile vehicle master records?

2. How many days do you have to establish a vehicle master file in FMIS for a newly assigned vehicle?

3. What are the two sections for a vehicle's record jacket?

4. Which type of registration number is assigned to a nonregistered asset?

5. List some examples of employee data changes that require an update in FMIS.

6. What is required as an entry in the Opr/Tech Id field to load a technician in FMIS?

403. Controlling production

1. What does the controller need to know in order to regulate or direct production of a shop?

2. Name two benefits of controlling workflow.

3. What are the two maintenance priorities for vehicles?

4. Which type of maintenance priority is given to transient or TDY vehicles?

5. When would you assign RED priority to a vehicle?

6. Why would you want to give preventive maintenance work orders priority over other routine work?

7. How do you achieve a more realistic estimate time in commission (ETIC) on a vehicle in-shop?

8. When should the control board be updated?

9. Which status of vehicles is included on the scheduled maintenance report?

10. What should you do if vehicles show overdue by mileage on the scheduled maintenance report?

11. What are the primary reasons for conducting a yard check?

12. What is one way to conduct a yard check?

13. What should you do if you cannot determine why a vehicle is in the maintenance compound?

14. What does the minimum essential level (MEL) listing set?

15. What information is needed before initiating the MEL?

16. The vehicle priority recall listing establishes a priority for which type of vehicles?

17. What is the priority recall listing based upon?

404. Procedures for delayed maintenance
1. What is delayed maintenance?

2. When may you delay a needed part to complete the job and return the vehicle to user?

3. Who verifies the need for a part and enters the appropriate delayed code in the work order?

4. When should all completed delayed parts be installed?

5. Match the nonmission capable supply (NMCS) procedures in column A with the responsible work center in column B. Items in column B may be used more than once.

Column A	*Column B*
____ (1) Makes sure all jobs are completed that can be.	a. Materiel control.
____ (2) Updates the requisition with appropriate supply priority.	b. Workcenter supervisor.
____ (3) Prepares the vehicle for NMCS storage protection.	c. FM&A.
____ (4) Places the vehicle work order in NMCS status in FMIS.	
____ (5) Makes and keeps a copy of the parts request.	
____ (6) Checks or rechecks available sources.	

6. How often should you perform a reconciliation of your delayed files?

7. Which items should be checked when conducting the delayed file reconciliation?

8. Name three ways to minimize discrepancies and have a smoother reconciliation.

9. What should be your first step in the validation process?

10. What does MC do after the work order records have been reconciled?

11. What is the final step of the reconciliation process?

12. What three actions should have occurred by the end of the reconciliation?

13. What type of status can you get when you use the Parts/Delayed MX Inquiry?

14. Why does the delayed maintenance report need daily attention?

1–2. Logistics, Installations, and Mission Support-Enterprise View Vehicle View

The LIMS-EV VV provides a single-entry point on the AF Portal that hosts a variety of capabilities in a flexible, dynamic, web-based environment. This capability supports reporting and analysis requirements using scorecards, dashboards, and predictive analysis capabilities to strategic, operational, and tactical users. LIMS-EV VV continues to build an integrated business intelligence environment that delivers "one version of the truth" for logistics and mission support data to warfighters across all AF LIMS business areas.

One of LIMS-EV VV's key goals is to eliminate the major data disconnect between numerous legacy information technology systems, which limit our LIMS decision makers today. LIMS-EV VV is accomplishing this by leveraging the vast amount of data collected daily within Global Combat Support System-Air Force (GCSS-AF) Data Services. The LIMS-EV VV consolidates the different interpretations and implementations for each commodity and the data collected by GCSS-AF into "One Version of the Truth" In this fashion LIMS-EV VV will be the provider of the "Truth" today and into the future.

405. Contents of the Logistics, Installations, and Mission Support–Enterprise View Vehicle View

The LIMS-EV VV is a web-based application that displays data from over 300 FMIS databases and ILS-S accounts. It is configured with a reporting and analysis capability required to effectively manage the AF vehicle fleet for base, MAJCOM, and HAF-level fleet managers.

The data available is a 24-month historical-to-present snapshot and is customizable by day, month-to-date, calendar quarter, fiscal quarter, calendar year, and fiscal year, spanning the entire timeframe. The data is available by Total Air Force, MAJCOM, and down to the unit-level, by mission design or mission design series.

Data comes from the ILS-S and FMIS daily. Data is then merged with supplemental tables in order to place information into a useable format. The system is designed to arrive at requested data within three mouse clicks or three levels of drill. The LIMS-EV VV consists of five main tabbed views: Leadership, Status, time compliance technical order (TCTO), Force Module, and Prioritization.

Leadership

The Leadership view is the default landing page within Vehicle View. It displays mission capable (MC) rates, as well as the force module projection capability. The MC rates can be viewed at an AF level or you can drill down into the MAJCOM and installation details to the asset level. Additionally, users can select a specific vehicle category to review specific rates and details.

Status

The Status tab provides a single-screen entry point for viewing select daily snapshots and historical data in the vehicle portfolio related to MC rates, backlogged workload, fleet posture, sustainment costs, utilization rates, and fleet recapitalization costs. The Status tab is also the access point for the Transaction Request Tool (TRT) that you will use to request vehicle transactions.

Time compliance technical order

The TCTO tab depicts four separate but linked TCTO requirements by vehicle counts. The available data views are by vehicle numbers and percent completed. By toggling between the views, you get an informed look at an individual TCTO or the status of a larger TCTO program completion level within a filter set.

Force Module

The Force Module tab depicts total vehicles available to sustain the vehicle force modules of Open, Establish, Operate or Robust at a base. Each bar represents a region and is drillable to the asset level. This view mirrors the Leadership view display but shows actual assets and bases.

Prioritization

The Prioritization tab within LIMS-EV VV provides the AF vehicle management community with a capability to assess and prioritize the types of vehicles planned for purchase across the Future Years Defense Plan (FYDP).

The Procurement Projection screen provides users an assessment of vehicle requirements over the FYDP based on mission needs, authorization shortages, and end-of-life projections, enabling the user community to forecast buy patterns over the FYDP. The What-if Wizard is a capability allowing users to input an expected budget amount and manipulate budget dollars to assess cause and effect of how budget dollars are allocated for vehicle purchases.

Working in Logistics, Installations and Mission Support-Enterprise View (LIMS-EV)

To assist in managing the vehicle fleet, you must know which organizations have what vehicles, the authorizations, their individual mission, and the priority of their mission in relation to the rest of the base. Your tools for compiling the data needed to accomplish analysis and reports are the LIMS-EV VV and the TRT.

LIMS-EV VV is a great application for viewing vehicle fleet data and performing analysis. However, in order to perform transactions within LIMS-EV VV you have to use a special application, which is the TRT.

By using the TRT, you can perform the transactions that fleet managers used to do using the Automated Fleet Information System (AFIS), a legacy system recently decommissioned. In the past, fleet managers made changes to both AFIS and ILS-S, which led to data accuracy errors between the two systems. Now, we request changes using the TRT, and the VSCOS performs the changes in the ILS-S. This saves us a lot of time and increases data accuracy across the entire AF vehicle fleet.

406. Processing Transaction Request Tool vehicle transactions in Logistics, Installations, and Mission Support–Enterprise View Vehicle View

The TRT is the transaction-requesting interface between FM&A and the VSCOS. The TRT resides on the Pentagon server and is updated by the VSCOS daily with ES-S data from the data warehouse. Access TRT via LIMS-EV VV by clicking on the "FLEET MANAGEMENT" arrow drop down and select "Fleet Posture Current." Next, click on "Transaction Request" and the TRT will open in a separate window. Use the TRT to request updates to ILS-S for the following transactions:

- Receiving a new vehicle. (**NOTE:** Prior to assigning a vehicle to authorization [Load Asset], verify an opening exists).
- Shipping a vehicle.
- Clearing a vehicle from the AF inventory (e.g., DLA-DS, transferring to other services, nations, or governmental agencies, etc.).
- Placing a vehicle in excess; select Excess Request.
- Changing registration number; select Update Asset.
- Changing national stock number (NSN); select Update Asset.
- Changing status code; select Update Asset.

To perform TRT transactions, perform the following:

- Select a base.
- Select the request type (e.g., rotate asset).
- Select a registration number or DOC# from the drop-down menu (if applicable). (**NOTE:** All asset and authorization data for the registration number selected will be displayed.)
- Type in any other requested information.
- Click the submit button.

NOTE: All data fields in TRT must be populated with the correct data. Incomplete or incorrect data will significantly delay requests being processed. Do not type special characters in the "Additional Notes" field (i.e., -, #, &, (), /, and *).

Once a request is submitted, it moves to "Awaiting" status and an automated email notification is sent to the VSCOS. They will process requests in ILS-S within three business days of submission. Once processed, the VSCOS will mark the request as complete and the request will move to "Completed" status.

NOTE: Completed requests could take up to 48 hours to show in TRT and LIMS-EV VV after ILS-S is updated.

Creating vehicle receipts

When a vehicle arrives on base, properly identify and load the required data into the system prior to placing it into service. Do this promptly to maintain proper accountability at all times for all vehicles. Normally, but not always, 441 VSCOS will notify you of an incoming vehicle before its arrival on base, either through a normal due-in/contract delivery date notification or by message. If a vehicle

arrives without prior notification, particularly if the shipping paperwork is incomplete, contact 441 VSCOS immediately.

Loading registered assets

When loading a new vehicle using the TRT, all editable fields (white background) are mandatory fills except the "Additional Notes". Refer to the TRT guidebook for further instructions.

To load assets shipped in from another base; perform the following in the TRT screen:

1. Click "Load asset" listed under "Create a New Request" Assets (fig. 1–6).
2. Type in the vehicle's registration number (include all eight characters) and click Search.
3. If you see the message "!Asset selected above (REG #) already has one or more TRT requests" be sure to click the VIEW REQUESTS hyperlink to make sure you do not duplicate a request.
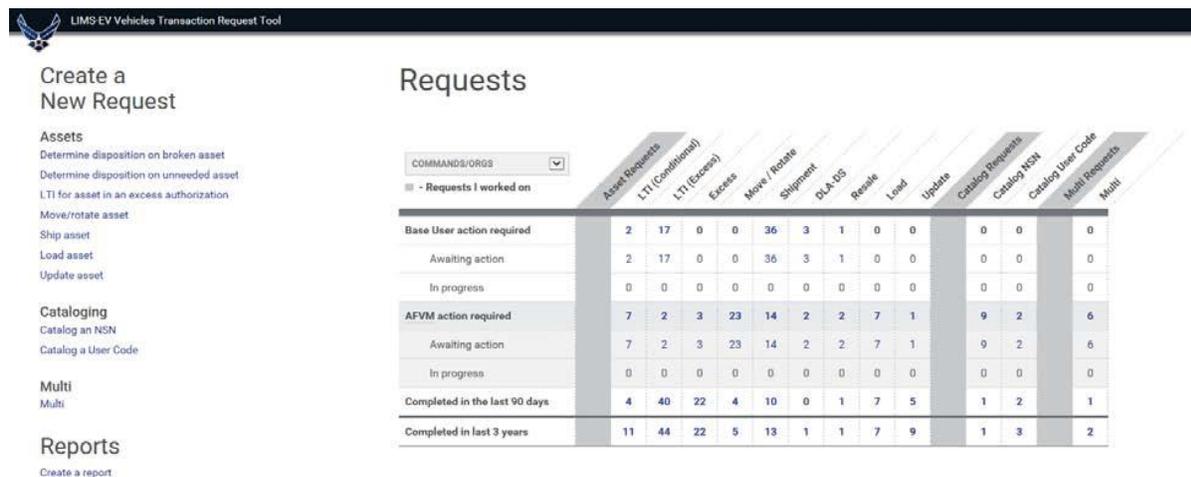

Figure 1–6. TRT Request Screen.

4. Click SELECT AN AUTHORIZATION TO LOAD INTO.
5. Select your base next to Details (near the top of the screen).
6. If you will be loading the asset into an authorized detail, select the detail and click on the SELECT THIS DETAIL button 1. If the detail does not have any vacancies, you will not be able to select it.
7. If you will be loading the asset into an excess detail, click on the LOAD INTO AN EXCESS AUTHORIZATION hyperlink.
8. Click the ALLOW button or NO, ASSIGN TO VEHICLE MANAGEMENT hyperlink a. (**NOTE:** The purpose of this is to select the using organization [user] of the authorization. If you click ALLOW, you will need to provide justification in the Base User notes text box.)
9. Enter the Vehicle Status Code.
10. Enter the Fuel Type Code.
11. Enter the Actual Shipping cost.
12. Enter the Received from document number (1348).
13. Enter the Base User notes, if applicable.
14. Click Submit.

NOTE: Be sure to review all load details before clicking "complete."

Loading leased assets

Loading leased assets is similar to loading registered assets except all fields must be filled in. Before you can request "Update Asset" for a leased asset, you must have an "N" Reg number for the replacement asset. To obtain an "N" Reg number visit https://www.vemso.hq.af.mil/NregLookup/NregLookup.html. "Lease Vehicle Cross Reference (N-REG)" is located on right side of the screen under the "NEW ITEMS" header.

Shipping a vehicle

Use this option when directed to ship a vehicle to another base where it will no longer be under your control.

To ship a vehicle in TRT, perform the following (refer back to fig. 1–6):

1. Click Ship asset.
2. Type in the vehicle's registration number (include all eight characters) and click Search.
3. If you see the message "!Asset selected above (REG #) already has one or more Transaction Request Tool requests," be sure to click the VIEW REQUESTS hyperlink to make sure you do not duplicate a request.
4. Enter in your destination:
   a. Type in a base. As you start typing, a list of bases will be displayed.
   b. If a base is selected, you will have the option to check the Shipping to gaining FM&A checkbox, which will allow you to select a Destination Detail.
5. If you decide to select a Destination Detail, follow the steps below:
   a. Click on the SELECT A DESTINATION DETAIL (OPTIONAL) link.
   b. Click a detail and click VIEW DETAIL'S ASSETS/VACANCIES button.
   c. Select a Registration Number of Vacancy or click on the SPECIFY DETAIL ONLY, NO SPECIFIC ASSIGNMENT/VACANY hyperlink.
   d. If you select a registration number, click on the SELECT DESTINATION BUTTON.
6. Under the Shipping Orders section, click Add a File to upload Shipping Orders that you have received.
7. Select where you stored your Shipping Orders file and click Open.
8. Under the TAC/Funding Source section, select or type in a TAC or Funding Source.
9. Type notes in the Base User Notes section.
10. Click Submit.

Transferring to DLA–DS

This feature is used to request transfer of a vehicle to DLA–DS or return a leased vehicle to the vendor when it is not being replaced or when being replaced by an "unlike NSN" vehicle. If a limited technical inspection (LTI) Request is completed with a Resale determination, a Resale Request will be generated and appear in the Base User's action required (awaiting action) queue. The following steps are used to transfer a vehicle to DLA-DS:

1. Click on number in the Base User action required and Resale cell.
2. Click on the row of the request you want to review.
3. Click on the DOWNLOAD DLA–DS INSTRUCTIONS LETTER hyperlink to download the DLA-DS Instructions letter.
4. Click on the SELECT DETAIL TO BE REDUCED hyperlink a. (**NOTE**: This hyperlink will only be displayed if there is no scheduled due-in within three years for the asset.)
5. Select a detail to be reduced.

     a. If you want to select the asset's current detail, click on the SELECT THE ASSET'S CURRENT DETAIL hyperlink.

     b. If you want to select a different detail, click on the detail's row and click the SELECT THIS DETAIL button.

NOTE: The only details displayed are details with an Auth Price greater than or equal to the asset detail's authorized price.

6. Click the READY FOR DLA–DS button.

7. Once the READY FOR DLA–DS is clicked, the request will stay in the Base User awaiting action queue until the asset is actually sold. Once the asset is sold, follow the steps below:

     a. Click on number in the Base User awaiting action and DLA–DS cell.

     b. Click on the row of the asset that has been sold.

     c. Click on the calendar icon next to the Date removed for DLA–DS date text box.

     d. Select a date.

NOTE: This is meant to signify that the asset has actually been removed for DLA-DS, so future dates are not selectable.

8. Click the MARK AS REMOVED FOR DLA–DS button.

Self-Test Questions

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

405. Contents of the Logistics, Installations, and Mission Support–Enterprise View Vehicle View

1. What are the five main tabs in LIMS-EV VV?

2. What is the Leadership view and what does it provide?

3. What type of information does the Status tab provide a single-screen entry point for viewing?

4. What are the two available data views in the time compliance technical order tab?

406. Processing Transaction Request Tool vehicle transactions in Logistics, Installations, and Mission Support–Enterprise View Vehicle View

1. How often is the TRT updated by VSCOS?

2. What are the steps to access the TRT?

3. What ILS-S transactions can you request updates for using the TRT?

4. What are the steps to performing a TRT transaction?

5. What is *not* typed in the "Additional Notes" field?

6. What happens after a request is submitted using the TRT?

7. Why must you promptly identify and load the required vehicle data into the system before placing a vehicle in service?

8. What should you do when you receive a vehicle shipped to your base without prior notification?

9. All editable fields are mandatory when loading a vehicle except which one?

10. What message will you receive if an asset already has a TRT request pending?

11. What is the difference when loading leased assets?

12. What must you have before you can request an "Update Asset" for a leased vehicle?

Answers to Self-Test Questions

401
1. The DPAS system approved by the Office of the OUSD AT&L incorporating AFEMS and ILS-S, which is independently operated and hosted on the DISA production environment.
2. To provide a single-phase approach with capabilities to plan, schedule, and execute vehicle management processes, representing a distinct set of capabilities that can stand alone upon implementation.
3. The Warehouse module.
4. Delayed maintenance status, repetitive maintenance, high maintenance and operating costs, use of labor hours, vehicle utilization, and parts supply information.
5. 441 VSCOS.

402
1. The M and U module.
2. Five working days.
3. Permanent or historical, and temporary or transitory.
4. An X-Registration number.

5. Promotions, demotions, workcenter assignments, step increases for civilians, pay raises/reductions, and skill-level upgrades.

6. The initials of the technician and the man-number.

403

1. The number of mechanics available to work, the number vehicles being worked on, and the number of vehicles waiting to be worked on, by individual work center.

2. Minimizing vehicle downtime and increasing productive labor hours.

3. RED and routine.

4. It depends on their circumstance IAW rules that apply for all vehicles.

5. (1) When a unit is at or below its MEL and further loss of vehicles will degrade mission support, and other base assets cannot fill the need.

   (2) When a special project requires more of a certain-type vehicle be in service.

   (3) When severe weather or other natural circumstances create a need for certain types of vehicles.

6. To keep schedules in line with the long-range plan and to establish credibility with the customers.

7. By determining it, as the controller, jointly with the shop supervisor.

8. At least once during the work period within two hours from the start of the shift, or as required by the VFM.

9. All vehicles due an inspection, up to 90 days, from the "as of" date you input.

10. Verify the mileage with the VCO, update the mileage in the FMIS, and reprocess the scheduled maintenance report.

11. To know what vehicles are in the maintenance compound and to establish a proper status for each vehicle.

12. Print an FMIS listing and check each vehicle in the compound (inside, incoming line, ready line, NMCS line, CSC, etc.) against this list. Then, write down the registration number for vehicles that are not on the list and verify against any documents you may have in FM&A.

13. Phone the appropriate VCO for a reason the vehicle is in the compound.

14. The minimum amount of vehicles required by each unit to perform its daily mission.

15. The authorizations and assignments of vehicles to each organization.

16. Each vehicle authorization on the MVR.

17. The unit-approved MEL.

404

1. Work (parts or maintenance) that may be put off temporarily as long as it does not compromise safety or severely affect vehicle performance.

2. If it does not compromise safety or severely affect vehicle performance.

3. Workcenter supervisor.

4. As soon as the vehicle returns to the shop or during the next preventive maintenance.

5. (1) b.

   (2) a.

   (3) b.

   (4) c.

   (5) c.

   (6) a.

6. On a monthly or quarterly basis as specified by the VFM.

7. Received parts to make sure they are in the correct bin location as reflected in the reports; that partially issued parts are charged out; ensure backlog hours in the report matches the work order and adjust accordingly; make sure work orders delayed reflect the correct work center; check for parts that have been completed for a long time but have not been installed; and check actions delayed for a long time but have no status.

8. Any three of the following:

      (1) Update the delayed file every time you finish a delayed action.

      (2)   Process status changes.

      (3)   Restrict access to delayed-parts bins.

      (4)   Conduct reconciliations in a timely manner.

      (5)   Review the delayed file every time a vehicle is in the shop and clear delayed actions as much as possible.

      (6)   Install all completed delayed parts during preventive maintenance and inspection, if possible.

      (7)   Review and clear the delayed file when shipping a vehicle or transferring to DLA-DS. Parts in the bins should be turned in for credit, if possible, or placed in residue. In any case, dispose of accordingly.

9.   A line-item review for each delayed work order.

10.   Ensures all necessary parts have been backordered and reflect positive status through the supply system, cancels backorder for items no longer needed, and follows up on any item's status that is unsatisfactory or unknown.

11.   Update the FMIS to reflect changes.

12.   (1) All records should be in complete agreement; (2) all delayed parts received should be on the delayed maintenance report with a partial- or complete-parts indicator and bin location; and (3) all parts should have been backordered with positive status (including follow-up) or be on hand.

13.   The status of delayed work orders, labor hours required to complete the delayed work, and parts on hand for vehicles that have been delayed for maintenance.

14.   For proper control.

405

1.   Leadership, Status, TCTO, Force Module, and Prioritization.

2.   It is the default landing page within Vehicle View; it displays mission capability rates and the Force Module Projection Capability.

3.   Select daily snapshots and historical data in the vehicle portfolio related to mission capable rates, backlogged workload, fleet posture, sustainment costs, utilization rates, and fleet recapitalization costs.

4.   By vehicle numbers and percent completed.

406

1.   Daily.

2.   In the LIMS–EV VV, click on the "FLEET MANAGEMENT" arrow drop down and select "Fleet Posture Current." Then, click on "Transaction Request" and the TRT opens in a separate window.

3.   (1) Receiving a new vehicle; shipping a vehicle; clearing a vehicle from the AF inventory; placing a vehicle in excess; changing the registration number; changing the NSN; and changing the status code.

4.   (1) Select a base.

      (2)   Select the request type.

      (3)   Select the registration or DOC number.

      (4)   Type in any other requested information.

      (5)   Click submit.

5.   Any special characters such as -, #, &, (), /, and *.

6.   It moves to "Awaiting" status and an automated email notification is sent to VSCOS.

7.   To maintain proper accountability at all time for all vehicles.

8.   Contact 441 VSCOS immediately.

9.   Additional Notes.

10.   "!Asset selected above (REG #) already has one or more TRT requests."

11.   All fields must be completed.

12.   An "N" Reg number for the replacement asset.

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

Unit Review Exercises

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

Do not return your answer sheet to the AFCDA.

1. (401) Identify the Fleet Management Information System (FMIS) that is approved by the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD AT&L).
   a. Transaction Request Tool (TRT).
   b. Logistics, Installations and Mission Support-Enterprise View (LIMS-EV).
   c. Defense Property Accountability System (DPAS).
   d. 441st Vehicle Support Chain Operations Squadron (VSCOS).

2. (402) How many working days do you have to establish a vehicle record jacket and Fleet Management Information System (FMIS) Vehicle Master File after receipt of a newly assigned vehicle?
   a. 3.
   b. 5.
   c. 7.
   d. 9.

3. (402) If you *cannot* find the vehicle registration number on a newly assigned Air Force vehicle, contact
   a. Headquarter United States Air Force (HQ USAF).
   b. Electronics Systems Command/Logistics Legacy Systems Division (ESC/HGGJ).
   c. General Services Administration (GSA).
   d. Warner Robins Air Logistics Center (WR-ALC).

4. (402) To establish an Operator/Technician identification (ID) record in the Fleet Management Information System (FMIS), you are required to include the member's
   a. initials and man-number.
   b. specialty code and man-number.
   c. work center code and man-number.
   d. social security number and man-number.

5. (403) Select the *best* way to control vehicle repair workflow if a mechanic is *not* available in your shop.
   a. Perform the daily yard check.
   b. Establish vehicle master records.
   c. Farm out repairs to another shop if it is feasible.
   d. Wait for the supervisor to select the next vehicle for repair.

6. (403) One benefit of controlling workflow is
   a. decreased shop direct labor rates.
   b. increased productive labor hours.
   c. reduced scheduled maintenance intervals.
   d. increased vehicle out of commission rates.

7. (403) Identify the maintenance priority that is given to a transient vehicle that vehicle operations can support with a replacement vehicle.
   a. RED.
   b. Urgent.
   c. Routine.
   d. Intermediate.

8. (403) Which maintenance priority should you assign to a sweeper that is needed to clean the base after severe weather?
   a. RED.
   b. Urgent.
   c. Routine.
   d. Intermediate.

9. (403) The *most realistic* vehicle repair estimated time in commission (ETIC) assigned is jointly determined by the
   a. shop supervisor and technician.
   b. technician and materiel control.
   c. workload controller and shop supervisor.
   d. workload controller and vehicle operator.

10. (403) Identify the Fleet Management Information System (FMIS) transaction that is used to access the scheduled maintenance report for vehicles that are due for maintenance repairs.
    a. "Report" and select "Upcoming Work."
    b. "Reports" and select "Prev Maint."
    c. "Inquiries" and select "Sched Maint."
    d. "Inquiries" and select "Upcoming Work."

11. (403) How often is the vehicle minimum essential level (MEL) listing developed?
    a. Quarterly.
    b. Semi-annually.
    c. Annually.
    d. Bi-annually.

12. (403) Identify the information that is needed to develop the vehicle minimum essential level (MEL).
    a. Priority buy analysis.
    b. Vehicle authorizations.
    c. Vehicle replacement codes.
    d. Vehicle identification numbers.

13. (404) Identify the type of maintenance that may be postponed *temporarily,* and does *not* compromise safety or severely affect vehicle performance.
    a. Delayed.
    b. Preventive.
    c. Intermediate.
    d. Organizational.

14. (404) Who is responsible for making sure all jobs are completed that can be *before* delaying a vehicle part?
    a. Mechanic.
    b. Workload controller.
    c. Work center supervisor.
    d. Materiel control supervisor.

15. (404) As a *minimum*, install all completed delayed parts
    a. as soon as parts show complete.
    b. whenever your shop is fully manned.
    c. whenever a delayed reconciliation is conducted.
    d. during the next scheduled preventive maintenance.

16. (404) Who makes the *final* decision to code a vehicle as nonmission capable supply (NMCS)?
    a. Workload controller.
    b. Vehicle fleet manager (VFM).
    c. Work center supervisor.
    d. Materiel control personnel.

17. (404) When conducting the delayed file reconciliation, you should
    a. install all completed parts on vehicles.
    b. ensure parts are in the correct bin locations.
    c. check preventive maintenance requirements.
    d. inform the vehicle control officer (VCO) of parts status.

18. (405) How often is data input to the Logistics, Installations, and Mission Support-Enterprise View Vehicle View (LIMS-EV VV) from the Integrated Logistics System-Supply (ILS-S) and Fleet Management Information System (FMIS)?
    a. Daily.
    b. Weekly.
    c. Monthly.
    d. Quarterly.

19. (405) Within how many mouse clicks is the Logistics, Installations and Mission Support-Enterprise View Vehicle View (LIMS-EV VV) designed for you to arrive at requested data?
    a. 1.
    b. 2.
    c. 3.
    d. 4.

20. (406) Which status does a request move into once it is submitted in the Transaction Request Tool (TRT)?
    a. Awaiting.
    b. Submitted.
    c. Pending.
    d. Completed.

21. (406) How many hours could a completed request take to show in the Transaction Request Tool (TRT) and Logistics, Installations and Mission Support-Enterprise View Vehicle View (LIMS-EV VV)?
    a. 12.
    b. 24.
    c. 36.
    d. 48.

Unit 2. Fleet Management Information System Products

T HE AIR FORCE SPENDS a great deal of effort managing its resources. Now, managers are doing more with less to support the mission of today's AF. As we proceed into the future, we will have to do even more with less because of the limitations placed on our funding to support the mission. To do this, you will have to be able to analyze and process the data input and collected by the DPAS (FMIS) effectively. The information collected can help you determine how to change a problem area into a winning performance for your shop.

2–1. Data Interpretation and Use

The purpose of interpreting maintenance and operations data is to aid management in accounting for, using, and maintaining the base vehicle fleet by the most efficient, economical means. The reports available in the DPAS (FMIS) show essential information as a basis for formal analysis. Analysis helps management project existing capabilities into plans and schedules. Analysis is also used to institute controls against variation. The results of the review and analysis of collected data are needed in all successful planning phases. To be of benefit, use analysis and recommendations as soon as possible after completion. Your analysis presentations should be brief, factual, easily understood, and must show the picture as it presently exists.

407. Reconciling financial data

Each month, the DPAS (FMIS) monthly processing will automatically generate a file that contains a list of expenditures for all organizations that are either refundable or reimbursable. Monthly processing belongs to 441 VSCOS. This lesson explains the monthly listings, annual validation, reimbursable/refundable validation, and responsibility cost center code.

At the beginning of each fiscal year, and when a change is required, FM&A furnishes a list of supported tenant organizations to the base comptroller (through the budget office). The list will consist of three columns:

1. Using organization.
2. Existing reimbursable/distribution (R/D) codes.
3. Responsibility center/cost center (RC/CC) codes.

The budget office will validate and/or assign a reimbursable code 3 or refundable code 4 and the appropriate RC/CC codes for each tenant organization. Processing the listing through the budget office ensures a properly maintained reimbursable program. The budget office returns this validated list to FM&A, which in turn enters the correct R/D and RC/CC codes into DPAS. The responsibility center/cost center (RC/CC) code identifies a specific organization and its financial responsibility. FM&A will validate with the finance office the correct RC/CC code and provide updates to 441 VSCOS annually for required updates in DPAS. When conducting the annual validation for the reimbursable/refundable units within DPAS, refer to the VM playbook.

408. Interpreting and using Defense Property Accountability System management products and inquiries

The purpose of interpreting maintenance data is to aid management at all levels in accomplishing its maintenance mission by the most efficient and economical means. DPAS has the ability to generate various reports as required daily, monthly, and quarterly. The consolidation of these reports shows essential information to identify problems. Become familiar with these reports because they contain valuable information to help you conduct your analyses. Remember not only is knowing how to manage DPAS reports important but it is also very important to know how DPAS operates. Loading mechanics, organizations, VM shops, as well as vehicle profiling all comes down to knowing just how DPAS operates. Reference the VM playbook for any questions not explained.

Mission capable report

One of the very important reports that you will encounter actually feeds through LIMS-EV. Use LIMS–EV to access the current MC rate status for your base. This report is helpful to tracking MC times on a daily, monthly, quarterly, and annual basis.

The MC report will give you a picture of how month-to-date NMCM, NMCS, and NMC is going, and towards the end of the month, how the monthly rates look. Large amounts of NMCM or NMCS hours will cause high percentages until the NMC hours are absorbed by the large amount of available hours built up daily. For example, if one fire truck is vehicle out of commission (VOC) at the start of the month and then stays in commission the rest of the month, the NMC rate will be lower day-by-day. See figure 2–1 for an example of the LIMS–EV MC view.
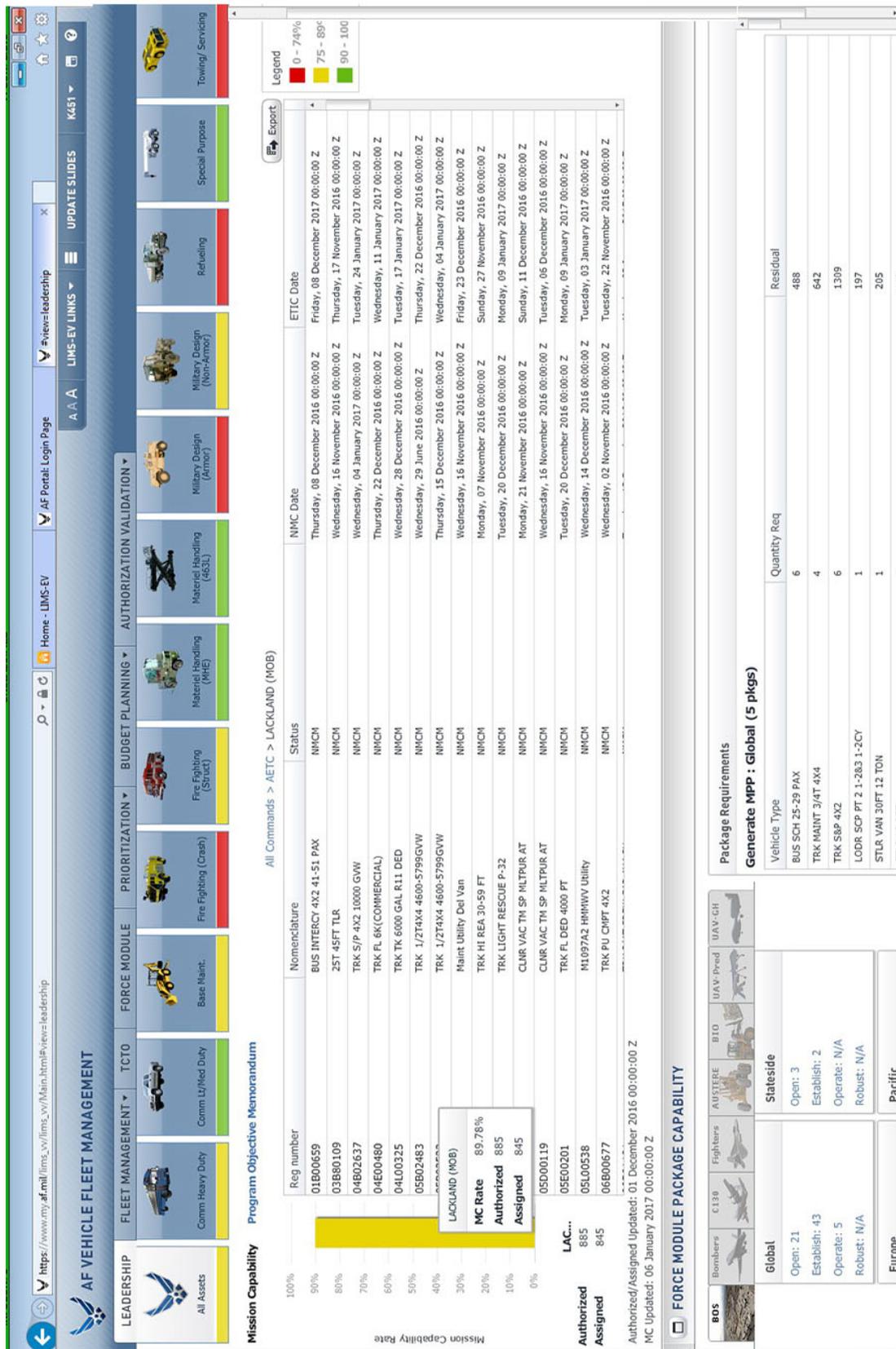
Figure 2–1. Sample LIMS-EV mission capable view.

Work order master inquiry

An important inquiry within DPAS is the Work Order Master Inquiry. The Work Order Master Inquiry Status Report is produced when requested. Use this report to keep track of work orders in the DPAS and review it prior to ensuring the data is current. Since the DPAS is a live database and does not require end-of-day processing, it will be up to your leadership to make the decision to continue to generate the daily report. The VSCOS does not require the base level to pull daily data. FM&A still have the option to process the work order master INQ by using the following (fig. 2–2) steps:

After "Inquiries," "Maintenance," and "Work Order" complete the following:

1. Populate the first field *Query Type–Search By Value "Work Order."
2. Populate the next two lines with Estbd Dt From and Estbd Dt To with the days needed.
3. Choose Maintenance Activity/Owning UIC on the next field.
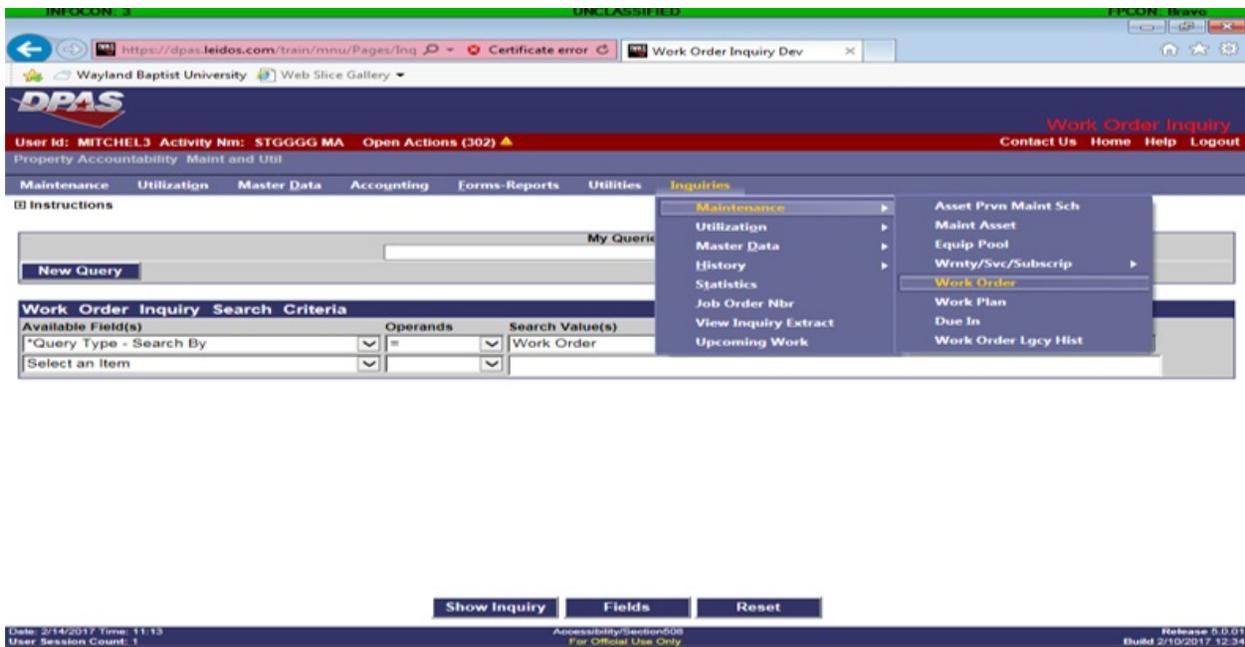4. Go to inquiries, then view the inquiry extract to pull it into an excel file.

Figure 2–2. Work Order Master Inquiry Status Report.

5. Click "Show Inquiry" and the results will display. You can also download the results into PDF, Word, or Excel documents (fig. 2–3).

Figure 2–3. Work Order Inquiry sample.

NOTE: Follow up with the VM playbook for current step-by-step procedures.

409. Analyzing Defense Property Accountability System utilization data

Effective vehicle management includes continuous process improvement by constantly assessing customer needs, analyzing services, and monitoring efficiency, economy, and utilization of the vehicle fleet. You must validate and document recommendations from data analysis. The LIMS–EV Fleet Management Module compiles data necessary to accomplish these types of analyses.

Vehicle requirements

Federal law controls the purchase of passenger-carrying vehicles for government use. Congress authorizes the purchase of government vehicles through the Appropriations Act and sets statutory price limitations for purchasing certain types of vehicles. The quantities listed in the allowance standards (AS) determine budgetary requirements and must not include additional assets for in-maintenance replacements, pipeline, or vehicles in depot maintenance.

HQ USAF sets and manages MAJCOM vehicle ceilings and implements the Vehicle Fleet Growth policy. MAJCOMs must not exceed the established ceilings without prior approval from 441 VSCOS or other Headquarters United States Air Force Directorate of Logistics (HQ USAF/A4) designated enterprise management authority. FM&A must support requests to exceed these ceilings by a verifiable mission change (i.e., new weapons system, etc.). To prevent an increase in total authorizations, fleet managers must offset any nonmission increase by adjusting other vehicle authorizations. Each MAJCOM has the responsibility to establish policy to maintain these ceilings.

Vehicle authorizations

You must conduct an analysis on all vehicle authorization requests. The objective of your analysis is to validate the requirement and determine whether a more cost effective avenue, such as short-term lease or co-utilization of assets, can satisfy the requirement without adding an additional authorization. An authorization is an approved slot for a vehicle and is established based on justification and utilization of your current vehicles and your expected use of future vehicles. Submit requests for vehicle authorization changes on an AF Form 601, Equipment Action Request. This change could be to increase, decrease, or establish a new authorization.

The acquisition process begins when an organization is in need of a vehicle to accomplish its mission. The unit VCO or vehicle control noncommissioned officer (VCNCO) will submit a vehicle authorization request explaining the intended use of the vehicle. The VCO/VCNCO must justify the request thoroughly and accurately.

NOTE: Use a MAJCOM-approved format to justify adjustments to vehicle requirements and initiate follow-up disposition action after 60 calendar days.

To acquire a vehicle simply because a unit wants one is not sufficient justification. Therefore, you must have a basic understanding of what constitutes a valid request before procuring a vehicle. You must also identify possible alternative means of support, as well as other factors before you ever consider establishing a new vehicle authorization. All valid requests must have considered and contain supporting data to include the following:

- Utilize U-Drive-It (UDI) vehicles to the maximum extent, to satisfy short-duration, or one-time mission essential requirements.
- Base types and quantities of vehicles required on the minimum number necessary to accomplish the mission.
- Except as stated in AFI 24-302, *Vehicle Management*, vehicles are unauthorized for reasons of grade, prestige, or personal convenience, or assigned to individual persons.
- Review vehicles assigned that do not meet Air Force or base utilization goals for mission necessity or other possible authorization or rotation actions.

When conducting the authorization analysis, ensure each of the following questions is addressed in the justification block of the AF Form 601 and answered with a "yes" before sending the request to MAJCOM:

1. Does the justification indicate the current MVR of the using activity or the proposed user?
2. Does the justification cite the directive, project, or publication that generated the request, if appropriate?
3. Does the justification fully explain the proposed use of the vehicle?
4. Does the justification identify expected utilization information (miles, hours, passengers, equipment, supplies, materials, number of trips, etc.)?
5. Does the justification list the number of vehicles currently authorized and assigned to the requesting unit and justify why co-utilization will not meet mission requirements?
6. Does the request justify why transportation support from vehicle operations (taxi or UDI) cannot satisfy the vehicle requirement?

   NOTE: FMIS data must substantiate lack of support.
7. Does the justification include a mission impact statement on the organization, base, or wing, if denied?
8. Does the justification cite any actions taken to realign other authorizations to accommodate the requirement?

Master Vehicle Report
The MVR (fig. 2–4) is the primary source document that lists the vehicle authorizations and the vehicles that occupy those authorizations. The MVR breaks down these authorizations by prime NSN. It is also used as the hand receipt that VCO/VCNCOs are required to receive for permanently assigned unit vehicles.

Self-Test Questions

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

407. Reconciling financial data

1. How often does the DPAS generate a file that contains a list of expenditures for all organizations that are either refundable or reimbursable?

2. When does FM&A furnish a list of supported tenant organizations to the base comptroller through the budget office?

3. What information is furnished on the refundable/reimbursable list provided to the base comptroller?

4. What does FM&A validate annually with the finance office and then provide updates to 441 VSCOS for the required updates in DPAS?

408. Interpreting and using Defense Property Accountability System management products and inquiries

1. Which database do you use to find the MC rate for your base?

2. What type of data is shown on the MC Report?

409. Analyzing Defense Property Accountability System utilization data

1. What does effective vehicle management include?

2. What is Congress' role in the purchase of government vehicles?

3. How do fleet managers prevent an increase in total vehicle authorizations?

4. What is the objective of a vehicle authorization analysis?

5. How do you submit a request for a vehicle authorization change?

6. How can you satisfy vehicle requirements that are of short duration or one-time mission essential?

7. Who develops and maintains the MVR?

8. When can the MVR be updated?

2–2. Vehicle Support Chain Operations Squadron

As the Air Force evolves, so do the career fields and their roles. One such evolution is 441 VSCOS and the centralization of vehicle management and FM&A. The 441 VSCOS provides and directs centralized enterprise vehicle fleet management processes in order to facilitate logistics readiness operations in conducting the most effective manner throughout the Air Force and enhances the management and situational awareness concerning the Air Force's entire vehicle fleet. Additionally, 441 VSCOS executes enterprise vehicle fleet management and sustainment processes in support of logistics readiness operations, via direct liaison authority (DIRLAUTH), with base-level units, MAJCOM, and HAF staff.

410. Roles and responsibilities

As the AF authority, 441 VSCOS provides assistance with tasks and processes associated with establishing and enforcing centralized enterprise vehicle management programs, goals, and objectives to meet AF operational mission requirements. Also, the organization provides support necessary to equip expeditionary vehicle management forces with the best tools, equipment, parts, maintenance techniques, and general support for deployed operations.

Vehicle prioritization model

The purpose of the vehicle prioritization model is to provide better justification for appropriations and identifies vehicle requirements while connecting them with the mission they support

As previously discussed in earlier units, only the minimum number of vehicles necessary to support the mission will be authorized. So how do units get racked and stacked (prioritized) to determine what vehicles are distributed and purchased? The 441 VSCOS acts on behalf of Robins AFB Support Equipment and Vehicles (SE&V) and initiates a data call to all units to collect "no-buy," "must-buy," and "withhold" dollars submissions. This data requested by VSCOS is normally due no later than January 15 each year.

Once VSCOS has consolidated and validated inputs, Robins AFB SE&V will review the results and correct any anomalies as needed. This analysis cycle will continue to run until Robins AFB SE&V directs VSCOS to freeze the model run on or about 22 August for data execution. The most important thing to remember is must-buys are not for routine vehicle replacements. Must-buys are only approved as a last resort after all fleet management solutions have been exhausted and documentation shows mission degradation, if vehicle is not procured.

Federal Motor Vehicle Registration System/UNICOR

FM&A personnel utilize the Federal Motor Vehicle Registration System (FMVRS) (website https://fmvrs.fas.gsa.gov/) to manage and update vehicle and Air Force license plate status in accordance with GSA directives, under the authority of the Department of Home Land Security. Additional information concerning FMVRS requirements and UNICOR plate ordering registration can be found on the VM SharePoint. UNICOR (federal prison program) is the only source for approved license plates on AF registered vehicles, OGMVCs, and trailers that are not classified vehicles or motorcycles. VM personnel must request authorization to order/purchase AF-approved license plates. The 441 VSCOS approves unit license plate purchase requests and provides policy and oversight.

Program management guidance for the FMVRS program and specific responsibilities are listed in the table below.

441 VSCOS Coordination and Responsibilities Under the FMVRWS Program	
UNICOR	**FMVRS**
• Acts as AF vehicle management liaison. • Approves all registered buyers and maintain unit-level point of contact (POC) listing. • Coordinates with GSA and UNICOR on new plate designs and production. • Acts as the approving authority for replacement plates.	• Acts as AF vehicle management liaison with GSA. • In the FMVRS, approves all registered FMVRS users and maintains unit-level POC listing.
NOTES: • The 441 VSCOS will not provide assistance to NAF organizations. • The 441 VSCOS and unit-level users will be responsible for understanding FMVRS vehicle and tag requirements and updating and maintaining vehicle details and tag detail records, as well as updating and maintaining vehicle status records that are applicable to their specific fleet and location. • The 441 VSCOS will not provide assistance to NAF organizations.	

Surplus vehicle sales program

The purpose of the AF surplus vehicle sales program (AFSVSP) is to sell surplus registered vehicles and use the proceeds from the sales to support local repair actions, as determined by 441 VSCOS. Additional responsibilities under the AFSVSP include but are not limited to the following:

- Determine potential AFSVSP sale candidates based on LTI criteria obtained through the TRT.
- Determine appropriate sale reserve price based on industry book-value data, vehicle condition, special asset characteristics, and so on.
- Provide VM POC for each sale transaction, to include commercial telephone number, email address, and street address for the vehicle management facility.
- Maintain line-of-accounting (LOA) for sales proceed deposits.
- Track incoming funds and expenditures.
- Administer expenditure of the sales proceeds.
- Ensure vehicles identified for the AFSVSP are not cannibalized, pilfered, or repaired. If asset condition has changed from that of the original disposition the LTI, submit updated condition to 441 VSCOS as requested.
- Maintain historical log of all program sales/auctions/transfer.

Energy data reporting

The 441 VSCOS is responsible for executing the vehicle energy program in order to meet the goals of AFI 90–1701, *Energy Management*. Also, 441 VSCOS will oversee the day-to-day operations of vehicle energy management and will coordinate between all AF activities to support the AF energy governance described in AFI 90–1701. Additionally, 441 VSCOS:

- provides guidance to the bases regarding new federal or AF policy affecting vehicular energy management and will act as a clearing house for vehicle energy opportunities identified by the bases.
- facilitates the coordination of all congressional energy reporting requirements applicable to the VM community.
- validates opportunities identified by the bases, garners support from the Vehicle Transformation Acquisition Council (VTAC), and advocates for funding for new opportunities through the AF energy governance described in AFPD 90–17.
- tracks the progress of energy opportunities and will also provide direct support for greenhouse-gas reporting requirements; and is the authoritative source for measuring compliance with the vehicle energy goals of AFI 90–1701.

Green Procurement

The DOD Green Procurement Program (GPP) was established in 2004 and provides an agency-wide strategy for implementing an effective program. The purpose of the DOD GPP is to enhance and sustain mission readiness through cost-effective acquisition that achieves compliance and reduces resource consumption and waste generation. Green procurement practices also play a key role in enhancing transportation efficiency and sustainable buildings.

The DOD GPP applies to all acquisitions from major systems programs to individual unit supply and service requisitions. This strategy does not directly address the compliance requirements of any specific component of the Federal Green Purchasing Program; instead, it defines the management framework all DOD organizations will use to ensure compliance with procurement preference requirements as a routine part of day-to-day purchasing activities. The HQ USAF/A4LR (Logistics Readiness) GPP policy maintains that same strategy.

411. Fleet management operations, systems, and Defense Property Accountability System inventories

In vehicle management, as mentioned in volume two of your CDCs, your duties will range from doing yard checks and running the control board to analyzing vehicle operations, maintenance data, and managing the base vehicle fleet. As a FM&A Journeyman, you may be responsible for allocating and presenting additional mission-essential information or utilizing weapon systems databases.

Air Force Information Tool

The Air Force Information Tool (AF–IT) will replace the Readiness Assessment System Input Tool (RAS–IT) as the new resource readiness reporting (formerly Status of Resources and Training System [SORTS]). AF–IT will have a tab in the Defense Readiness Reporting System (DRRS), allowing for convenient reporting.

NOTE: In readiness reports, you will hear the terms "resources readiness" report and "capability readiness" report, which refer to AF-IT and DRRS respectively.

The AF–IT is the medium in which Air Force measured units submit their resource readiness assessments. Air Force readiness reporting is comprised of three distinct but closely aligned assessments:

1. Resource readiness.
2. Capability readiness.
3. UTC readiness.

Resource readiness (formerly SORTS) is a commander's objective assessment of the unit's ability to execute the full spectrum mission for which the unit was organized. In addition, it measures the effectiveness in meeting Title 10, United States Code (USC) responsibilities to organize, train, and equip forces for combatant commands. On the other hand, capability readiness (formerly DRRS) is a commander's subjective assessment of the unit's ability to accomplish tasks based on the mission for which the unit was organized or designed. Capability readiness also provides an assessment of the unit's ability to perform assigned missions (i.e., named operations and top priority plans).

Integrated Maintenance Data System

The Integrated Maintenance Data System (IMDS) is the standard AF system for maintenance information on AF weapon systems. It is the system used to track, collect, and maintain data for the mine resistant ambush protected (MRAP) configuration and life cycle sustainment. All maintenance information should be accessible for collection, storage, and dissemination of critical data for repair and improvement of AF weapon systems and equipment. IMDS functions as a single, logical database that accesses historical and legacy data currently stored in other databases.

The design of IMDS is flexible in order to support changes in logistics infrastructure size, quantity, and mission orientation, whether at home base or deployed. IMDS' flexibility allows unit-level selection of system functions. A single integrated database structure places maximum emphasis on data retrieval by weapon systems and it supports response time requirements. Application programs operate in decentralized modules that maintain appropriate levels of support despite losses of higher-level computer interfaces. This gives any unit-level operation the essential data needed to continue vital maintenance functions during deployed operations.

Master nuclear certification list

The master nuclear certification list (MNCL) identifies equipment, hardware, and software that are nuclear certified per AFI 63–125, *Nuclear Certification Program*. The MNCL is the sole authority for determining certification status. It utilizes web-based access to enable users to identify the nuclear certification status of a weapon system, sub-system, component, software, support equipment, and facilities.

FM&A uses the MNCL to validate, document, and ensure the accuracy of nuclear-certified vehicles. FM&A will verify the nuclear certification status during the initial inspection of new vehicles by comparing the vehicle's data plate, shipping documents, NSN, make, and model information against the MNCL. If the vehicle is nuclear certified, then an "N" is placed in the "NUC IND" in TRT.

Review the FMIS to ensure the nuclear-certified status of the vehicle is correctly identified. Additionally, review the permanent portion of the records jacket/file for documentation concerning nuclear-certified vehicle modification requests, DULL SWORD reporting, and subsequent certification (e.g., "Restricted Use"). Document actions on the AF Form 4354, Vehicle Preventive Maintenance and Inspection (PM&I), and maintain it in the active portion of the records jacket/file.

NOTE: For more information, log on to https://wwwmil.nwc.kirtland.af.mil/mncl/index.cfm or refer to AFI 24–302.

Financial improvement audit readiness

Federal law controls the purchase of vehicles for government use. Congress authorizes the purchase of government vehicles through the Appropriations Act and sets statutory price limitations for purchasing

certain vehicles. Quantities listed in authorization documents for vehicles determine budgetary requirements and must not include additional assets for in-maintenance replacements, pipeline, or vehicles in depot maintenance. Meet peak workload and unusual requirements for vehicles by borrowing from other government agencies or by renting or leasing vehicles from GSA or commercial sources. Therefore, the Financial Improvement Audit Readiness (FIAR) encompasses financial and accountability data including key supporting documentation (KSD) that provides details for audit readiness. These documents/data ensure proper stewardship of all government resources required to execute assigned missions.

The five vehicle FIAR KSDs required areas are:
1. Segment of purchase contract with acquisition cost.
2. Vehicle repair work order for date of last inventory (DOLI) updates.
3. Annual Inventory report from the accountable property system of record (APSR).
4. Receipt of vehicle document.
5. Picture of new asset.

The 441 VSCOS is responsible for loading the acquisition price and a copy of the KSD as reflected in Consolidated Analysis and Reporting System (CARS) 2.0 or the Deemed Cost Methodology generated documents into DPAS during the initial asset load process. The acquisition price and price on the KSD must match. The KSD will remain with the asset detail during its life cycle. The 441 VSCOS monitors and/or updates each asset's date of last inventory in DPAS annually between 1 Jan–31 Dec.

Defense Property Accountability System annual inventory
In addition to the FIAR compliance, another important DPAS checks and balances that is required is the DPAS annual inventory. This is an inventory of all vehicles/equipment loaded into DPAS for your base. This inventory is not to be taken lightly. Each vehicle that belongs to its respective base and loaded correctly into DPAS is included. This inventory is conducted annual and is endorsed by the VFM, VMS, and unit commander, which is uploaded into the VM Neighborhood SharePoint for accountability purposes. This inventory can be found within DPAS by referring to the VM playbook.

Self-Test Questions

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

410. Roles and responsibilities
1. What is the purpose of the vehicle prioritization model?

2. Which agency is the only source for license plates on AF registered vehicles?

3. What is the purpose of the AF surplus vehicle sales program?

4. List some of 441 VSCOS's responsibilities for energy data reporting.

5. What is the purpose of the green procurement program?

411. Fleet management operations, systems, and Defense Property Accountability System inventories

1. What Title 10 USC responsibilities does the AF–IT effectively meet?

2. What is IMDS?

3. What does FM&A use to validate, document, and ensure the accuracy of nuclear-certified vehicles?

4. What form is used to document nuclear inspections?

5. List the five vehicle FIAR KSDs.

6. The annual DPAS inventory is signed by whom?

Answers to Self-Test Questions

407
1. Costs of direct maintenance hours, material, and services used in repairing vehicles.
2. At the beginning of each fiscal year and when a change is required.
3. Using organization, existing R/D codes, and RC/CC codes.
4. The correct RC/CC code.

408
1. LIMS–EV.
2. A picture of how month-to-date NMCM, NMCS, and NMC is going, and towards the end of the month, how the monthly rates look.

409
1. Continuing process improvement by constantly assessing customer needs, analyzing services, and monitoring efficiency, economy, and utilization of the vehicle fleet.
2. Authorizes the purchase of government vehicles through the Appropriations Act, and sets statutory price limitations for purchasing certain types of vehicles.
3. Must offset any nonmission increase by adjusting other vehicle authorizations.
4. To validate the requirement and determine whether a more cost-effective avenue, such as short-term lease or co-utilization of assets, can satisfy the requirement without adding an additional authorization.
5. Use AF Form 601.
6. Utilize the UDI fleet to the maximum extent possible.
7. VSCOS.
8. Once approval has been received from the host base FM&A.

410

1. To provide better justification for appropriations and identifies vehicle requirements while connecting them with the mission they support.
2. UNICOR.
3. To sell surplus registered vehicles and use the proceeds from the sales to support local repair actions, as determined by 441 VSCOS.
4. Any of the following:
    (1) To enhance and sustain mission readiness through cost-effective acquisition that achieved compliance and reduces consumption and waste generation.
    (2) Provides guidance to the bases regarding new federal or AF policy affecting vehicular energy management and will act as clearing house for vehicle energy opportunities identified by the bases.
    (3) Facilitate the coordination of all congressional energy reporting requirements applicable to the vehicle management community.
    (4) Validate opportunities identified by the bases, garner support from the VTAC and advocate for funding for new opportunities through the AF energy governance described in AFPD 90–17.
    (5) Is responsible for tracking the progress of energy opportunities and will also provide direct support for greenhouse gas reporting requirements.
    (6) Is the authoritative source for measuring compliance with the vehicle energy goals of AFI 90–1701.
5. To enhance and sustain mission readiness through cost-effective acquisition that achieves compliance and reduces consumption and waste generation.

411

1. To organize, train, and equip forces for combatant commands.
2. The standard AF system for maintenance information on AF weapon systems and is used to track, collect, and maintain data for MRAP configuration and life cycle sustainment.
3. The MNCL.
4. AF Form 4354.
5. The five are as follows:
    (1) Segment of purchase contract with acquisition cost.
    (2) Vehicle repair work order for DOLI updates.
    (3) Annual Inventory report from the APSR.
    (4) Receipt of vehicle document.
    (5) Picture of new asset.
6. VFM, VMS, and unit commander.

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.

22. (407) Fleet management and analysis (FM&A) furnishes the base comptroller's budget office with a list of supported tenant organizations
    a. at least twice each fiscal year.
    b. at the beginning of each fiscal year.
    c. at the beginning of each calendar year.
    d. only when the budget office requests the data.

23. (407) Which organization or system will validate and/or assign a reimbursable code 3 or refundable code 4 and the appropriate responsibility center/cost center (RC/CC) codes for each tenant organization?
    a. Budget office.
    b. Fleet management and analysis (FM&A).
    c. Defense Property Accountability System (DPAS).
    d. Consolidated analysis and reporting system (CARS).

24. (408) Which report gives you a picture of the month-to-date non-mission capable-maintenance (NMCM), non-mission capable-supply (NMCS), and non-mission capable (NMC)?
    a. Logistics, Installations, and Mission support–Enterprise View (LIMS-EV).
    b. Automated Analysis.
    c. Mission Capable.
    d. Vehicle Management.

25. (409) Major commands (MAJCOM) must *not* exceed established vehicle ceilings without prior approval from
    a. Congress.
    b. Headquarters, Standard Systems Group (HQ SSG).
    c. Warner Robins Air Logistics Center (WR-ALC).
    d. 441st Vehicle Support Chain Operations Squadron (VSCOS).

26. (410) Who initiates a data call to all units to collect "no-buy," "must-buy," and "withhold" dollar submissions?
    a. Fleet management and analysis (FM&A).
    b. Robins AFB Support Equipment and Vehicles (SE&V).
    c. 441st Vehicle Support Chain Operations Squadron (VSCOS).
    d. Vehicle fleet manager/vehicle management superintendent (VFM/VMS).

27. (411) Which identifies equipment, hardware, and software that is nuclear certified?
    a. Air Force Instruction (AFI) 21–103, *Equipment Inventory, Status, and Utilization Reporting*.
    b. AFI 24–302, *Vehicle Management*.
    c. Master nuclear certification list (MNCL).
    d. Defense Readiness Reporting System.

Unit 3. Materiel Control and the Supply System

O NE CANNOT overemphasize the need for you and everyone in the shop to have a fundamental knowledge of supply management procedures. Without parts and supplies, all other functions of the shop will eventually stop resulting in a VM flight not being able to give full support to its mission. This unit covers the fundamentals of supply, MC functions, and provisions for determining and establishing other supply requirements.

3–1. Fundamentals of Supply

The federal supply system is very complicated. What you are taught in this unit is the basic supply function as it relates to the DOD, specifically the base level and its MC aspect. As you know, MC and the management of public property have become increasingly more important due to ongoing fiscal problems. MC is a very important work center to vehicle management. As previously mentioned, in today's fiscally restrained environment, it is critical to utilize the best practices. When you successfully finish this unit, you will be more knowledgeable about the supply system and the interaction with vehicle management processes.

412. Management of public property

Management of public property is the process of providing for the proper allocation, control, care, use, and safeguarding of government resources and assets under AF control. As an individual, you have an obligation to care for and protect all properties under AF control, whether or not issued to you for custody or for use. Effective management of property starts with and is applied by you, regardless of assignment. Every individual, military, or civilian, regardless of duty assignment, is required to understand and practice supply discipline.

Principles of supply discipline

Supply discipline is essential to good materiel management. Ongoing fiscal problems make it more important than ever to adhere to supply discipline. Always utilize your equipment and supplies to the maximum economical use possible. You must also safeguard and preserve public property under your use and control. Contributions you can make towards supply discipline are as follows:

- Avoid requesting more than what is necessary to perform the job.
- Screen your stocks and promptly report, redistribute, or dispose of excess continuously.
- Send repairable assets through repair channels promptly. (**NOTE:** A repairable item is as important as a serviceable item, since the repairable one may be the only source of supply.)

- Do not double-order parts from more than one source. It wastes funds, reduces credibility, and does not serve the shop well in the end. Do not use such practices.

Remember, the primary objective of the AF FWA program is *prevention* rather than just reporting its occurrence.

Responsibilities for management of public property

When it comes to the management of public property, there are three levels of responsibility:

1. Command.
2. Custodial.
3. Accountable.

Commanders

To ensure accomplishment of the mission, our equipment, supplies, and facilities must be operated and/or maintained in proper condition. Commanders are not exempt from pecuniary (monetary) liability for properties within their command that are lost, damaged, or destroyed due to unauthorized use, willful misconduct, or negligence. Every commander is responsible for prudent (practical) management of government properties under their control.

Custodial

A property custodian is an individual designated by the commander to have custodial (safekeeping) responsibility for government property. If you have custodial responsibility for a piece of property, you are entrusted with the duty to safeguard it and its proper use. A property custodian may be held liable for any damage or loss arising from his or her negligence.

Accountable

An accountable individual is anyone commanded by law, lawful order, regulation, or contract with the duty to safeguard and/or maintain public property, to include keeping accurate records and documents of transactions. As you can see, this is a broad statement. Anyone who uses government property is imposed, by law, with the duty to take care of that property to include the maintenance of accurate records. Each of you that use public property is an accountable individual. As such, you may be held liable for the loss, damage, or destruction resulting from your negligence, willful misconduct, or unauthorized use.

Pecuniary liability

Pecuniary liability is the financial obligation to pay for the loss, damage, or destruction of property resulting from negligence, unauthorized ISU or use, or misconduct. Anyone who has command or custodial responsibility or is accountable for equipment and supplies may have this type of liability.

413. Property categories

There are two categories of property in the supply system: equipment and supplies. Additionally, equipment and supplies are grouped into two categories: repairable/recoverable and consumable.

Equipment

Equipment items are things other than supplies needed to outfit an individual or organization. Organizational equipment items are required by units to get their job done (i.e., hydraulic jacks, vehicle lifts, etc.). The other types of equipment items are those that are required for individual use. For example, when stationed at a cold weather area, you will receive cold weather gear like a parka, mukluks, thermal underwear, and so on. The tools and mobility bags issued to you are also individual equipment. When you have a permanent change of station (PCS), you have to turn-in most of these items. For this reason, you need to take care of them because they are expensive and you may be assessed pecuniary liability for loss or damages not caused by fair wear and tear.

Air Force equipment ASs prescribe items and quantities of equipment required to perform assigned peacetime and wartime missions, functions, and duties. Each vehicle management shop can request changes to equipment ASs by submitting an AF Form 601 when it is determined that allowances are inadequate or excessive or equipment is unsuitable for peacetime or wartime.

Supplies

Like equipment and supplies are grouped into two categories: repairable/recoverable and consumable.

Repair cycle assets (repairable)

Repair cycle assets, commonly known as recoverable items, are repairable and reused repeatedly. They have an expendability, recoverability, reparability category (ERRC) designator of either XD or XF. XD items are repaired and primarily controlled by the depots; meaning, depot decides their disposition, such as certain engines and gearboxes. The XF items are primarily controlled and repaired at the field level, such as tires. In other words, the base-level shops decide whether the item is worth repairing or disposing of.

Consumables

The other category is commonly referred to as consumables. These are expendable "nonrepairable" or XB/XB3 items. These are repair parts or items that, when no longer serviceable, can be disposed of, or if they lose their identity when attached to another assembly. Other supplies in this category are such items as pens, papers, oils, and grease. Be careful how you dispose of consumable items because improper disposition may constitute FWA or violate environmental laws.

Sources of supplies

There are four sources for the items you need in your daily operations:

1. Air Force Materiel Command (AFMC).
2. Defense Logistics Agency (DLA).
3. General Services Administration (GSA).
4. Local sources.

Regardless of where supplies come from, you have the same responsibility for their accountability and use.

Air Force Materiel Command

Items from AFMC include those that are vital to the accomplishment of the AF mission. These items may be issued at a discount or at no cost to the base. Examples of these items are the repair cycle assets, which you normally call due-in from maintenance (DIFM), such as tires. The Air Force tracks and keeps an adequate inventory of DIFMs because these items are vital to the success of the mission. Additionally, these items normally cost more and thus require substantial capital investment.

Defense Logistics Agency

Items from DLA are common to DOD but not necessarily common to other government agencies. Examples of DLA items are your uniforms, M16s, and ammunition.

General Service Administration

Items from GSA are those common to all governmental agencies (i.e., pens, papers, pencils, mops, brooms, trashcans, etc.).

Local purchase

Items that cannot be procured through supply or other government agencies mentioned above may be bought locally. This is normally done through the base contracting office according to 441 VSCOS or base procedures. All requests for items of supply to be procured locally will be routed through the accountable officer.

Self-Test Questions

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

412. Management of public property

1. State two ways you can contribute to supply discipline.

2. What is the AF policy regarding commanders and their management of public property?

3. What is custodial responsibility?

4. Who is an accountable individual?

5. What is pecuniary liability?

413. Property categories

1. What function does AF equipment ASs serve?

2. When would you request changes to equipment ASs, and what form would you use to make the request?

3. Supplies are grouped into what two categories?

4. How are repair cycle assets identified? Who controls and decides their disposition?

3–2. Materiel Control Functions

Materiel control is the liaison between the shop and the supply system and manages supply transactions for maintenance. MC continuously reviews shop needs with FM&A and the VFM and VMS to ensure needed support. As you read this unit, remember that materiel management is one of the many flights in the LRS, and references throughout this unit will be to the individual sections or elements within the LRS that handles supply requests.

414. Supply management products and listings

To function in the MC environment, you must have a basic understanding of the available supply products and listings, know the related priorities, and know how to request supplies properly. Various reports and listings are available for managing supply support for the shop.

These listings are available for download and reviewing on the regional supply squadron (RSS) website. If you need help obtaining these listings, contact your management and system flight customer service section (CSS). The following paragraphs describe the basic use of the most significant reports and listings. Notice how some of these listings help manage your supply support through the remainder of this unit.

Daily Document Register

The Daily Document Register (D04) is produced in document number sequence and is a comprehensive review of the previous day's supply transactions. It shows exceptional transactions that may require analysis, answers questions about supply that the shop may have, and points out possible abuses of the supply system. Review this report daily for issues, due-out releases (DOR), and cancellation information. The D04 also has a fund summary that provides information about how you spend your stock fund money.

Priority Monitor Report

The Priority Monitor Report (D18) lists outstanding due-outs for each item. Use this report to validate all back-ordered parts for delayed work orders. You will receive this daily for urgency of need designator (UND) "A" requirements and weekly for UND "A" and "B" requirements. The weekly and monthly reports exclude bench stock, equipment, and supply point requirements.

Supply Point Listing

The Supply Point Listing (Q13) lists all items authorized, on hand, and due-out to the supply point. It also has summary data on shortages, excesses, and identification of buildup items.

Organization Bench Stock Listing

The Organization Bench Stock Listing (SO4) lists all bench stock items for each activity with bench stock. Use this list to find items in the bench stock, to check bench stock authorizations, and to add new bench stock items. This listing is in NSN and item number sequence.

Due-out Validation Listing

The Due-out Validation Listing (M30) provides data for review of UND "A" and "B" priority due-outs. It is also a managerial tool for validating all UND "C" due-outs monthly (except equipment, which is validated at least quarterly).

Stock Number Unit Directory

The Stock Number Unit Directory (SNUD) (M14) is a monthly list of all NSNs stored in the supply computer. It tells whether an item has been loaded in the computer as well as data about the item (e.g., unit price, unit of issue, source of supply, etc.).

Required reports and listings

Materiel control is required to have on file, or access to, the following reports and listings:

- D04.
- D18, parts 1 and 5, UND backorder list.
- DIFM Reconciliation Listing (D23).
- Daily FMIS Materiel Transaction Listing Non Fuels (D22).
- Q13, if applicable.
- S04.
- M30.
- SNUD (M14).
- FMIS Delayed Maintenance Report.
- FMIS High-Cost Bench Stock (HCBS) Master List.
- Authorized Working Stock List (manually or computer prepared).

- FMIS-generated Delayed Parts Received.
- Listing of all work order residue within vehicle management.
- Daily Project Funds Management Record (PFMR)/Organization Cost Center Record (OCCR) Update and Reconciliation (D11).

415. Determining parts requisition priorities

There is a saying that states, "When everything is a priority, all are routine." One of the most abused priority systems is probably the supply system. In the eyes of every customer needing supplies, whether they are cooks, transporters, flyers, and so forth, their needs are just as important as anyone else's needs. Therefore, there must be a standard method of ranking competing needs according to their importance for getting the primary mission done and for ensuring the most effective management of resources when reacting to each need. The supply system uses two separate priority systems to respond to customers' needs: requisition priority and base delivery priority.

Requisition priority

This priority is used when an item is not available on base and the request is sent to a source off base or to contracting for a local purchase. The Air Force uses the Uniform Materiel Movement and Issue Priority System (UMMIPS) to provide a standard method of prioritizing each competing need. It identifies the importance of requisitions by using a combination of two factors: the force activity designator (FAD) code and the urgency justification code (UJC).

FAD code

The FAD code is assigned by the Secretary of Defense, Joint Chiefs of Staff, through the USAF Program Document indicating the relative priority of a unit. For example, units in combat have a higher FAD than support units. There are essentially five FAD codes. FAD code "1" being the highest and "5" the lowest. If your organizational FAD is low, such as FAD 4, but the vehicle or equipment involved directly supports an organization with a higher FAD, such as FAD 2, you may use the higher FAD as an override when ordering a part for that particular vehicle or equipment. You may find your organization's FAD code in several supply management listings, such as the organization code list.

UJC

The second factor that determines requisition priority is the UJC. The UJC is a two-digit alphanumeric code determined by the customer to express urgency for mission impact and includes the type of justification. The first digit of the UJC identifies the applicable UND code. The second digit identifies the type of situation and/or equipment (justification). The UND is a code assigned by you based upon varying degrees of urgency, when your unit's mission capability is jeopardized because of the lack of the item needed. The following table lists the UND codes you will most likely use.

UND Codes	
Code	**Explanation**
A	For materiel when the lack of the requested item would prevent mission accomplishment. If a reportable NMCS condition exists because the item is needed to fix a mission capable (MICAP) vehicle (i.e., P–15 fire truck), then use a UND "1" in place of "A."
B	For materiel when the lack of the requested item would impair your ability to do the assigned mission.
C	Used for all other requirements.
J	For MICAP requirements that impair primary mission accomplishment because the end item is not fully equipped or is operating in a limited or restricted capacity.
1	When an MICAP condition in which the item prevents mission accomplishment because the end item is not operationally ready, is NMC, or is inoperative.
/	When an MICAP condition is caused by battle damage.

Using the FAD code and UJC together determines the priority of your request when sending it through a source outside the base. Make sure you use the proper codes and exercise supply discipline in priority requisitioning. High-priority ISU requests inflate the overall costs of an item by increasing its transportation and handling costs. You, your supervisor, and your commander bear the ultimate responsibility for properly assigning and validating priority designators. Repeated and deliberate abuse may be cause for disciplinary action.

To illustrate how to assign the priority to a request, consider this example:

- The lack of the requested item will "NMCS" the vehicle.
- If the vehicle is "NMCS," it will prevent mission accomplishment.
- Your organization's assigned FAD code is 4.

In this scenario, you submit your request with a UJC "AF" (UND "A" for the inability to do the mission and the second digit "F" for the justification, i.e., NMCS condition vehicle). In the case of vehicles, the assigned code is "F" or "Q." The requisitioning priority is determined by the FAD code of the requesting organization and the UND code. Refer to the tables below for the FAD and UND relationship. When requesting most parts from the supply system, MC uses UJC, 1F, AF, BF, BQ, or CQ. Standard AF UJC codes are in AFI 23–101, *Air Force Materiel Management*.

FAD Codes				
1	2	3	4	5
Combat	Combat Readiness	Deploy Readiness	Active and Reserve	Other

UNDs		
A	B	C
Cannot Perform Mission	Mission Capability Impaired	Firm Future Requirement and Stock Replenishment

Base delivery priority

Delivery priorities are the same as the maintenance repair priority designators. These designators are in AFI 23–101. You enter this priority on AF Form 2005, Issue/Turn-in Request, to show the maximum time to deliver the item to vehicle management. Keep in mind that delivery vehicles are not dispatched just to meet a specified delivery time. However, deliveries should be made no later than (NLT) the end of the next duty day.

Standard reporting designator

A standard reporting designator (SRD) is three-character codes identifying items of equipment used in various automated information systems for management purposes. SRDs are the elements used to collect materiel usage data on specific end-items. It is very important that you use the appropriate SRD, if there is one assigned to a vehicle, when requesting an ISU transaction. Normally, fire trucks, refuelers, deicers, 463L equipment, and other mission critical vehicles have an SRD assigned to them.

416. Issue and turn-in procedures

The CSS handles all requests for supplies. The AF Form 2005 is normally used to request and return supplies and equipment.

Submitting your issue request

At present, most bases normally use the AF Form 2005 (fig. 3–1) to submit and suspense an ISU request. When calling in your request through the telephone or a similar medium, you may also use the Supply Control Log or FMIS-generated work order to suspense the transaction. You will receive the Julian date and serial number for the document number; enter this on your suspense form.

Figure 3–1. Sample AF Form 2005.

Request for Non-National Stock Number and local purchase items

Submit your request for non-NSN items on DD Form 1348–6, DOD Single Line Item Requisition System Document (Manual-Long Form) (fig. 3–2). To help get the needed items faster, give the best possible information about the item. Provide estimated item prices, allowable tolerances for these prices, and suggested sources.

Figure 3–2. Sample DD Form 1348–6.

Document files

You must set up a suspense file for all documents that have no completed action or until the transaction appears in the DO4. For transfers to DLA–DS, keep all completed DD Forms 1348–1A, Issue Release/Receipt Document (Activity code "F"), on file in document number sequence for one year.

Due-out processing

A due-out is created when a requirement is placed in the supply system and the request cannot be satisfied from existing stock balances. For example, you submitted an ISU request for a battery and ILS–S shows none in stock or "zero balance." To show the supply system owes you a battery, it provides you a *due-out,* then requisitions the off-base source. When the requisition is submitted to the source, a *due-in* is established in the supply system reflecting that it is owed a battery from the source.

Reviewing and validating due-outs and due-ins are extremely important. The D18 is your tool for reviewing due-out statuses. When reviewing and validating due-out, pay particular attention to the following:

- Promptly cancel items that are no longer needed according to local procedures.
- Identify requirements known to be due-outs, but not on the list, to the CSS.
- Check other items, such as quantity, delivery destination, status, and required delivery date. (**NOTE:** Report discrepancies and request updates as required.)
- Check items with no due-ins and find out why the item has not been ordered.

When necessary, submit a follow-up request letter to the CSS providing the following data:

- Stock number (SN) of the required item.
- Document number of the ISU request.
- Quantity.
- Requisition number, if known.

Creating MICAP due-out

When the initial materiel search has been carried out and it is certain that the item is not available through local resources, a MICAP condition is confirmed at base level. At this point, establish a MICAP due-out by entering the transaction identifier code (TRIC) "ISU", meaning issue, with MICAP flag N and the appropriate MICAP UJC into ILS–S.

Canceling MICAP due-out

The cancellation process can begin if an item cannot be supplied or when work orders are cancelled. Make sure you are using the correct status/cancellation justification codes to cancel a due-out. You must also ensure that thorough research has been done before initiating the cancellation. Due-outs will be deleted immediately when the cancellation is requested. If a cancellation or refusal places the stock fund in an excess condition for that item, the unit will not receive credit.

Use the TRIC "DOC" in ILS–S to process a due-out cancellation. Cancellation justification "ZC" (case basis) will be entered in the transaction history by the DOC program. Review code "I" or "M" must be entered on the DOC. "I" indicates that stock control has reviewed the DOC; "M" indicates LIMS-EV created the DOC. Enter code "O" in position 7 of the DOC when the condition will cancel a MICAP due-out.

Tracking MICAP due-out

When tracking a MICAP due-out, LRS customer service (typically located in M flight) will be your first stop. Here you will provide the document number and they will then provide you with a status. Additionally they will inform you on whether or not it is being processed for shipment or delayed. At that point, customer service will provide an estimated delivery date.

Receiving

When receiving an item, perform the following checks before signing the DD Form 1348–1A.

- Check the document number to make sure the item is for you if it is not, do not sign for it.
- Check the item to make sure it is the correct item. If it is hazardous material (HAZMAT), direct the delivery person to drop it off at the proper area for receiving or storing such an item.
- Check for proper quantity and unit of issue.

If an item delivered is not the correct item you ordered, then do not accept it. State the reason for refusal on all copies of the issue/DOR document and sign the document. If the problem is your fault (i.e., wrong information was given), you will not receive a credit turn-in. If you still need the item, you must reorder it. If it is not your fault, you should receive a credit turn-in (reverse post document) and the item should automatically be reordered. Make sure that you follow-up with the CSS.

Document number

The document number is a 14-digit alphanumeric character assigned on most supply transactions. It is a control or reference number identifying a specific transaction.

The following is an example of a document number and an explanation of its elements:

1. Document number: R 472 VM 5095 0012.
2. Explanation of the elements:

R	Activity Code (R for routine issues and turn-ins. Refer to AFI 23–101 for a complete list of activity codes).
472	Organization code identifying your unit, to keep records of cost data on supplies and equipment.
VM	Shop code (i.e., vehicle management) to identify functions within your organization.
5095	Julian date (in this case, the 50th day of 1995).
0012	Serial number (starts with 0001 or a predesignated number for each activity). In this case, it could be the 12th transaction made for the day.

Turn-in policy

The basic policy for disposing of government property is simple. Any item that has a potential value to the government through future use or resale by the DLA–DS, in either its current configuration or for its basic material content (precious metal), must be turned in to supply or the DLA–DS. Considering this policy, you must be careful when disposing of scrap. What you consider trash may not necessarily be so. Items you may dispose of as trash must have no *potential* value to the government (e.g., used gaskets, seals, empty spray paint cans, broken plastic lenses, and burnt light bulbs).

Supply turn-in

There are two categories of supply-type items (recoverable and consumable) requiring turn-in:

1. Recoverable items—controlled under the DIFM concept. DIFM items are turned-in according to the procedures covered in the next lesson objective.
2. Consumable items—XB3s. Segregate the turn-in and pickup points into three areas, which must be conspicuously marked as serviceable-identified material, serviceable and repairable not identified material, and unserviceable and scrap material. (**NOTE:** Also, if applicable, display a listing of organizations authorized to use turn-in and pickup points at the identified areas.)

(a) Material placed in the serviceable area must be identified by part number or NSN, organization, and shop code. Attach a DD Form 1574, Serviceable Tag—Materiel, to the item.

(b) Material placed in the serviceable and repairable not identified area are materials you determine to be serviceable but cannot identify to a part or stock number, and unserviceable material that you determine to be potentially repairable by the user. For the serviceable items, attach a DD Form 1574 with as much information on the item as available, and a POC.

(c) Material placed in the unserviceable and scrap material area are items not falling under a category above. You may turn-in these items directly to DLA–DS per local policy. On direct turn-ins to DLA–DS, keep a copy of the signed DD Form 1348–1A, as mentioned earlier.

NOTE: To turn-in equipment items and computers, coordinate with your equipment custodian for the proper procedures.

417. Managing the Repair Cycle Support System

It is important that you understand the DIFM program because it might be the only source of supply for an item. The objective of the program is to obtain the greatest benefit from the bases' maintenance shops by ensuring that DIFM assets are repaired either at base level or sent to a depot repair facility as fast as possible. The repair cycle support section of supply is the POC for DIFM items.

Issue procedures

As mentioned earlier, repair cycle assets, or more commonly known as "DIFMs," are those items with an ERRC designator of XD or XF. ISU requests for these items are processed the same way as other ISU requests except for the document flow. When an ISU request for an XD or XF item is made, the transaction is automatically placed under DIFM control. The repair cycle process starts upon removal of the item from the vehicle, and a demand is placed in the supply system for a serviceable replacement. At this time, a DIFM detail record is created. The cycle ends when the like item, either serviceable or not, is returned to the supply system, at which time the DIFM detail record is deleted.

Controlling due-in from maintenance

Maintaining strict accountability and control of DIFM items throughout the repair cycle is very important. To do this, you must know the status and location of each DIFM item under your control. When you receive a DIFM item or the status changes, you must advise the repair cycle support section to update the location and status of the item. Furnish the status of items under your control that cannot be turned-in within the locally established time frame.

Review repair cycle asset management listing (D23)

Use the D23 for DIFM control and for determining workload schedules and repair priorities. In the case of budget-code 8 depot-level repairable (DLR) assets, when they reach 60 days (from date issued), the unit is charged the carcass price for the asset. To avoid this charge, it is important to turn our DIFM items in as quickly as possible. The D23 can also be used to identify these assets before they reach the 60-day mark. By tracking an item's position and time in the repair cycle, managers at all levels can assess the effectiveness and efficiency of the repair cycle process.

DIFM reconciliation

The D23 report is also used to conduct monthly DIFM reconciliations. The purpose of the DIFM reconciliation is to ensure the unit physically has all of the DIFM items listed on the D23 report by location and that the status is correct. Use the D23 to review and compare what you currently have as DIFM items against what the report is showing. If changes need to be submitted on the location or current DIFM status, report it to the repair cycle support section of supply.

Processing DIFM status codes

Visibility over repair cycle items is crucial. These items are tracked through the repair cycle by location and status. Based on this information, items are monitored for timeliness in different segments of the repair cycle. This is currently accomplished using DIFM status codes. DIFM status codes are three-position codes loaded on the DIFM detail record. The following table lists the status codes that you will use more frequently:

DIFM Status Codes	
Code	Explanation
AWI	Awaiting installation.
AWM	Awaiting maintenance.
AWF	Awaiting testing.
INW	In-shop.
RPR	Repair and return.
TIN	Turn-in to supply.
VHM	Scheduled work order in vehicle management hold area.
AWP	Awaiting parts.
FWP	Ready for repair.
MDR	Material deficiency report exhibit.
TOC	Time compliance technical order.

A status code tells you what action vehicle management is taking to bring the asset back to serviceable condition, while the location codes tells you where the asset is physically located.

The DIFM change inputs (TRIC DFM) are used to update the status and location fields of the DIFM detail record. You need to know the following information in order to process a DFM:

- National stock number.
- Quantity.
- Maintenance document (DOC) number.
- System designator.
- DIFM status code.

Turn-in repair cycle

When DIFM items are ready for return, they need to be tagged with an Air Force Technical Order (AFTO) Form 350, Reparable Item Processing Tag, and a condition tag (either "ISU" or "DOR" document). To process the turn-in, prepare three copies of AF Form 2005, and then forward the property and documents to the inspector (assigned to the repair cycle support section in supply). The inspector will then verify that the property and documentation are correct.

NOTE: Only prepare an AF Form 2005 if the Supply Asset Tracking System (SATS) is not used to process the turn-in.

Block 16 of the AFTO Form 350 must contain the same document number as copy 3 of the original ISU request, DOR, or SATS label. Block 20 contains an authorized action taken code compatible with the condition of the property. Copy 1 goes to document control, copy 2 goes with the property, and copy 3 is used as the input source document for computer processing, that is, if the turn-in to supply (TIN) is not processed in SATS.

418. Processing inquiries

In this lesson, some basic processes on using and obtaining the greatest benefits when operating the computer consolidated transaction history (CTH) inquiries (INQ) and the ILS-S query programs are

covered. The objective of these INQs is to aid you in gathering useful data as part of the many roles an FM&A specialist performs.

Consolidated transaction history inquires

Computer CTH INQs are effective in researching and compiling transactions. You can query CTH records as far back as one year or more at a time, thus, speeding up the process of gathering useful data. The four INQs that you are likely to use include Master INQ, INQ SN, transaction serial number INQ, and batch miscellaneous option INQ.

Master INQ

The transaction history master INQ menu simplifies the CTH INQ process. To reach the master INQ menu, enter the TRIC CTH. From the master menu screen, select one of three INQ input formats—SN, transaction serial number, or batch miscellaneous.

INQ_SN

This format allows you to select CTH records using the SN and transaction date.

Transaction serial number INQ

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

Batch miscellaneous option INQ

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

Consolidated transaction history output formats

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

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

The short format displays the information by pages in a manner similar to other INQs, while the long-output format displays the information as a printed report. The two formats are addressed below.

NOTE: To select your format, type the letter of your option in the TYPE FORMAT field of the input screen.

Short-output format

Enter "S" in the format field of the input screen if you want to produce the output in the short format. The first page on your screen contains the item record indicating the data was found. If the item record is not available, only headers are displayed. Subsequent pages do not display the item record; they will only display the remaining transaction histories. You can move from page to page by tabbing the "Nxt" or "Prv" commands on the last line of your screen, or you may type in the specific page number you want.

Long-output format

To produce the outputs in the long format, enter "L" in the type format field of the output screen. The output consisting of the complete transaction history is printed at computer operations. There are three lines of print per history record, with three corresponding lines of headers. Each line of print and each line of header has a number assigned for cross-referencing and identifying printed data.

Pilferable items

Pilferable items are items that are considered controlled inventory or materiel that has a resale value or application to a personal possession that is subject to theft. In other words, items that have a higher probability of being stolen.

Self-Test Questions

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

414. Supply management products and listings

1. What is the D04?

2. What does the D18 list?

3. Name eight reports/listings that MC is required to have on file.

415. Determining parts requisition priorities

1. What is a requisition priority?

2. What is a FAD code?

3. What is the UJC?

4. Explain what a UND indicates.

5. What does UND code "A" indicate?

6. For what purpose do you use SRDs?

416. Issue and turn-in procedures

1. What is the normal procedure for submitting an ISU request?

2. How do you submit a request for non-NSN items?

3. When is a due-out created?

4. What does the due-in indicate?

5. What items should you pay particular attention to when validating the D18?

6. What should you check before signing for receipt of an item?

7. What is a document number?

8. State the policy for disposing of government property.

9. How should pick up points for consumable items be marked?

417. Managing the Repair Cycle Support System
1. What is the objective of the Repair Cycle Support System?

2. When does the repair cycle process begin and end?

3. How often do you accomplish a DIFM reconciliation?

4. Briefly explain the DIFM reconciliation process.

418. Processing inquiries
1. What is the CTH?

2. What are the four ways your CTH output information can be viewed?

3–3. Determining and Establishing Other Supply Requirements
Imagine if you have to fill out an ISU request for everything that you need, even nuts and bolts. That would be a waste to say the least. The following lessons are some options the system makes available to you as a way to alleviate such concerns.

419. Bench stock requirements
Vehicle management has an ongoing need for small, common items, such as nuts, bolts, screws, hoses, wires, and so forth. If you were to request these items individually every time you needed them, what a paperwork nightmare that would be! The bench stock concept was developed for this reason, and the basic purpose is to store these fast-moving items within your organization for your convenience and to reduce paperwork. DPAS is the mandatory system of record used to manage bench stocks, working stocks and residue listings.

Establishing and maintaining bench stock

In vehicle management, there are two types of bench stock: low and high cost. The initial establishment of bench stock items requires VFM and VMS approval and is a coordinated effort between you and the CSS liaison. Each individual shop may set up bench stocks within its area. However, consolidating your bench stock whenever possible will make it easier to manage and secure, and will show better consumption data, making it easier to justify the items. If you already have a bench stock, you may request to add items at any time by telephone, letter, or giving an annotated listing to the CSS. You may also request deletions at any time or during the regularly scheduled review.

Low cost

Items authorized in a low-cost bench stock are those whose unit of ISU is less than $60. Many items cannot be bought individually and are purchased by the box, bundle, pack, drum, and so forth. For example, to purchase bolts or nuts, you must buy them per box. If a box of 100 nuts cost $100 but issued to a work order in no set quantity, the nuts should be low-cost bench stock.

A 55-gallon drum of engine oil may cost $500, but if the unit of ISU to a work order is by quarts, this should still be low-cost bench stock. Why? Some vehicles may need only one, two, four, or five quarts; the key point to remember is, when buying in bulk, as long as the unit of ISU for one item is less than $60, it is authorized as low-cost bench stock.

Replenish your low-cost bench stock items using work order number L9999. You can also use L9999 to purchase shop overhead items, such as rags, oil-absorbing materials, and so on. The purpose of work order L9999 is to spread the cost of low-cost bench stock and shop overhead items by prorating it across the fleet.

High cost

Items in bench stock meeting the dollar amount criterion of $60 or more is HCBS. The basic purpose of the high-cost concept is to provide some control and accountability of fast-moving, expensive items placed in bench stock. Like low cost, the VFM must approve high-cost items. If approved, list the item on the locally generated master record. By establishing a master record, FM&A creates an HCBS master list and labels for each item. Each time you ISU an HCBS item to a work order, you must also ISU a label or any other locally approved method that allows for a direct charge to the work order for the particular vehicle. Minor maintenance work orders are not authorized an ISU of high-cost items. Use H8888 work order number for high-cost items.

Working stock

Working stock is managed much the same as HCBS and low-cost bench stock, but it is physically separated from the HCBS and low-cost bench stock inventory and is limited to a four-week level (based on past experience or consumption). Small quantities of fast-moving, seasonal, and certain bulk items (e.g., heater hose, tubing, etc.) can be stocked in MC, customer service, outlying work centers, and mobile maintenance units when approved by the VFM and VMS. Working stock is essential to ensuring certain fast-moving items are available at the VM work-site to reduce vehicle repair time.

When replenishing working stock, send a written request to the VFM and VMS for approval with the following minimum data:

- Item description.
- Quantity.
- Unit cost.
- Extended cost per line item.
- Total dollar value of all line items.

The VFM and VMS sign the working-stock listing before placing an order for the working stock. File a copy of approved working-stock listings in MC and the storage location. When the on-hand quantity of an item is 50 percent or less of the authorized quantity, replenish it with the full-authorized quantity. Order and charge working stock the same as HCBS and low-cost bench stock. Remember to use L9999 work order number for low-cost items and H8888 work order number for high-cost items.

To ensure proper tracking and consumption, develop a working-stock consumption listing reflecting the following minimum information:

- Part description.
- Part number.
- Unit of ISU.
- Unit price.
- Quantity authorized.
- Bin location number.
- Date/quantity replenished.

When reordering and maintaining working stock, post an entry showing the date the item was replenished and quantity received to the locally developed working-stock consumption listing. Check consumption records each quarter to see if items are being used at the projected rate and make changes accordingly. Delete items not showing use for six months.

Good judgment must be used when establishing and reordering working stock. With limited resources, you do not want to tie up too much of your funding on excessive inventory. Not only will this deplete your budget, it will increase the amount of man-hours needed to maintain working stock, thus, reducing man-hours available for vehicle repairs.

Criteria for bench stock items
Items in both low-cost bench stock and HCBS must meet the minimum criteria described below:

- Item record ERRC designator must be XB3.
- Item record must not be coded TCTO, unacceptable for AF use, classified, sensitive, or war reserve materiel (WRM).
- Item record must not be coded as interchangeable.
- Must not be a base service store, individual equipment, or tool ISU item.
- Should be fast-moving items. Although there is not a set standard for fast-moving items, it is recommended that any part with an average three units of ISU per month, minimum, for three consecutive months, be considered for placement on bench stock. Although you can place a slow-moving item in bench stock, however, you are defeating the purpose of bench stock and compounding disadvantages.

Responsibilities for bench stock
Both the CSS bench stock support section and the supported activity (in this case, VM) have a responsibility for monitoring and administering bench stock.

CSS liaison
The CSS liaison performs the following:

- Conducts a walk-through inspection regularly.
- Conducts inventories and refills bins at 50 percent level or less.
- Delivers and bins items.
- Labels all bins.
- Turns-in excess and deleted items.
- Installs, updates, and maintains a placard in a conspicuous area in the bench stock.

Supported activity

The following are vehicle management's responsibilities:

- Prepare and care for shadow boards.
- Provide adequate storage facilities.
- Provide proper security and prevent pilferage.
- Flag the item bin when authorized level is at 50 percent or less.
- Establish control to ensure shelf life items are used before expiration date.
- Installs, maintains, and updates placards at each off-site bench stock location.

Reviewing bench stock

Periodically review the bench stock to ensure that on-hand items are being used. Let's face it, if we do not need it, why buy it, or why bother keeping it just to collect dust? The bench stock review normally comes in three separate phases:

- Monthly (Phase I).
- Twice a year (Phase II) for regular bench stock.
- Annually for SRDs.

While one may request additions, deletions, and changes at any time, the review provides the opportunity to examine vehicle management's bench stock more closely and objectively.

Phase I—monthly (additions)

The monthly-review program produces a listing of those items that qualify for being an addition to vehicle management's bench stock. The items recommended are based upon past ISU and DOR action and, therefore, do not require approval for addition. However, you need to take a close look at these items to make sure that consumption data was not a result of abnormal circumstances. An item recommended as an addition stays on file for 30 days. If the item has not been added at the end of the period, the detail is deleted and the consumption data is lost.

Phase II—twice-a-year bench stock review (changes and deletions)

Materiel control, shop supervisors, and the CSS must jointly conduct the twice-a-year review. All changes and recommended deletions must be closely reviewed. Deletions should be made if any of the following conditions apply:

- VM requests an item that should be deleted.
- VM and CSS jointly decide that an item should be deleted.
- Item record ERRC designator changes from XB3 to XD or XF.
- There was no demand for the item in 270 days, so seriously consider it for deletion. However, you may retain an item on bench stock regardless of consumption data. It is your decision.

Reviewing individuals must sign the listing after all necessary actions are done and changes are annotated as appropriate. Changes to authorized quantity on existing items are made automatically during this review. Vehicle management should receive a new listing of its bench stock after the semiannual review.

Phase III—annual SRD/twice-a-year minimum reserve authorization validation

Vehicle management should receive a letter from the CSS once a year, accompanied by an organization bench stock listing that requests review of all SRDs, and twice a year for minimum reserve authorization (MRA) data. MRA, when applied to bench stock levels, allows you to deviate from computed stock levels. If approved, you may have a 45- or 60-day consumption level instead of the standard 30 days. MC will need to recertify and revalidate all MRAs during the twice-a-year review. Submit changes to the CSS along with a reply letter signed by the VFM and VMS to certify compliance.

Reviewing vehicle management's high-cost bench stock

In addition to the review procedures mentioned above, HCBS requires extra attention. Because items in HCBS are loaded in the FMIS and charged directly to a work order, FM&A must perform a periodic review as well. FM&A must update the prices at least quarterly. MC may use the SNUD listing to review and validate pricing. When making price changes, FM&A must also print new labels reflecting the current prices.

NOTE: Request a new HCBS listing every time there are changes, deletions, or additions.

Bench stock replenishment

Frequently replenish vehicle management's bench stock needs. Replenishments are on a 30-day cycle or during the regularly scheduled walk-through. During the walk-through, the CSS checks all the items MC has flagged and initiates replenishment. Occasionally, VM may run out of stock before the scheduled replenishment. When this happens and demand cannot wait for the normal replenishment time, MC must call the CSS and report a routine or urgent empty bin report depending upon the circumstances.

420. Adjusted stock-level requirements

Where an item's past use is not the best forecast of future needs, an adjusted stock level is a means of adjusting the base stock levels for an item that we know VM must have immediately upon request, that otherwise would not be stocked due to the lack of demand. When used wisely, it can become a valuable tool in supporting the mission. Consider each item carefully before placing an adjusted stock-level request because resources are limited. Approval of an adjusted level frequently means that fewer dollars are available to buy items with established consumption rates.

The overriding criteria for placing an item on an adjusted stock level must be its criticality toward the mission. Only parts critical to the operation of emergency vehicles and mission critical vehicles, such as fire trucks, ambulances, and deicers, should be considered. For example, you may put a power take off (PTO) for a fire truck on an adjusted stock level but not the air filter. Use the following procedures to request adjusted stock levels:

1. Fill out an AF Form 1996, Adjusted Stock Level (fig. 3–3), in five copies with the help of your shop supervisor, for each item requested.
2. Obtain the approval of the VFM and VMS.
3. Keep one copy in a suspense file; send three copies to CSS and one to the requester.
4. Follow-up if you are not notified within 10 days for items requiring base-level approval, and 45 days for items requiring item manager approval.
5. File the approved AF Form 1996 with MC. Review rejected requests with the shop supervisor for better justification and resubmit, if necessary.

STOCK NUMBER 2610-01-431-5119	NOMENCLATURE TIRE 225/75R22.5				ORGN CONTROL NO. S157TS	BASE CONTROL NO. 53070263

PART NUMBER 225/7522.5	APPLICATION (T.O., figure and index) 36-1-191	SRD RSA	PROJECT CODE	SUPPLY POINT S0051100000012	BENCH STOCK 0

REPAIR SHOP	REPAIR SHOP CAPABILITY ☐ FULL ☐ PARTIAL ☒ NONE	REPAIR SHOP RCT	RPC	LEVEL REQUESTED	
				MAXIMUM 40	MINIMUM 35

DATE 20110712	ORIGINATOR MSGT SEAN McDOWELL	ORGANIZATION LRS	OFFICE SYMBOL LGRV	AUTOVON NUMBER 551-2437

DATE 20110712	SIGNATURE OF APPROVING OFFICIAL (Deputy Commander for maintenance or equivalent)	OFFICE SYMBOL LGRV	AUTOVON NUMBER 551-2417

SUPPLY DATA

AS OF DATE 20110712	ERRC XF3	UI EA	UNIT PRICE $383.72	ROUTING ID SMS	BC 9	DEMAND LEVEL 4	DOFD 2010273	CUM RECUR DMD 19
DOLD 2011313	MAXIMUM LEVEL 0		MINIMUM LEVEL 1	FIXED LEVEL 0		DO 28 CENTRAL LEVEL	ADJ DEMAND LEVEL	WRM LEVEL
AVG % BASE RFR 0	NRTS 0		CONDEMNED	REPAIRED 0			O&ST RCT	NET ADJUSTMENT

COORDINATION

DATE	SIGNATURE	APPROVE	DISAPPROVE	OFFICE SYMBOL	AUTOVON NUMBER
	FUNDS MANAGER OR EQUIVALENT				
	STOCK CONTROL OFFICER OR EQUIVALENT			AFSRAN	
	CHIEF OF SUPPLY OR EQUIVALENT			AFSRAN FE1234	
	MAJOR COMMAND			OFFICE SYMBOL	
	INVENTORY MANAGEMENT SPECIALIST			OFFICE SYMBOL	
	LOGISTICS SYSTEM MGT DIVISION			OFFICE SYMBOL	

STOCK NUMBER 2610-01-431-5119	NOMENCLATURE TIRE 225/75R22.5	LJC	MAX LEVEL APPROVED	MIN LEVEL APPROVED

JUSTIFICATION

Request Approval for authorization increase on Supply Point 11 detail 12 from 9 to 40 each. Increase will reduce frequent MICAP actions and vehicle down-time.

Initial request in 2007 was for 20-ton trailers only, 18th Wing supports 20-ton trailers (8 tires per vehicle) and 60K cargo loaders (20 tires per vehicle).

LRS/LGRV manages, services, maintains 28 each 20-ton trailers (224 tires) and 8 each 60K cargo loaders (160 tires) for the wing to include War Reserve Materiel. 60K cargo loaders (weapon system) and trailers are the only vehicle used for sortie generating operations which must be mission ready and serviceable to support the wing and supporting units on the base.

Due to extreme climate, the amount of dry rot sustained to these tires increases, thus requiring more frequent tire changes. This could cause a safety issue and hinder mission accomplishment. The availability of this detail would greatly increase our ability to meet mission requirements.

REASON FOR DISAPPROVAL

REVALIDATION

DATE 20110712	ORIGINATOR MSgt Sean McDowell	ORGANIZATION LRS	OFFICE SYMBOL LGRV	AUTOVON NUMBER 551-2437
DATE 20110712	SIGNATURE OF APPROVING OFFICIAL (Deputy Commander for maintenance or equivalent)		OFFICE SYMBOL LGRV	AUTOVON NUMBER 551-2417
DATE	SIGNATURE OF CHIEF OF SUPPLY (or equivalent)		AFSRAN FE1234	AUTOVON NUMBER

AF IMT 1996, 19830401, V2   PREVIOUS EDITION WILL BE USED.   ADJUSTED STOCK LEVEL

Figure 3-3. Sample, AF Form 1996.

MC and the shop supervisor need to validate all approved adjusted stock levels every two years. The stock control section will send you a listing to use for this review. After conducting the review, the shop supervisor signs the listing and sends it back to stock control as proof of compliance. VM may keep an item on adjusted stock level indefinitely; however, when FM&A transfers or salvages a

vehicle, MC needs to review the adjusted stock levels to ensure that parts in stock are turned-in as applicable.

421. Tire and battery management

Tires and batteries require special management procedures because of their potential for FWA. Each vehicle management shop must establish local procedures for ensuring that all tires and batteries are accounted for on an as-received or issued basis and charged directly to a vehicle work order. This lesson will provide a broad overview of tire management due to approved local procedures and policies at different AF installations. Tire management and control procedures are in technical order (TO) 36–1–191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, and AFI 23–101.

Tires

No matter where or how VM procures tires, each tire must be purchased and accounted for according to USAF and local policies. The AF policy requires the use of recap (retread) tires to the maximum extent possible. To comply with this policy, VM should contract for recapping tire carcasses or for purchasing recap tires when prices are cheaper than, or equal to, the cost of a new tire. Only buy new tires when the original tire carcasses cannot be retread, if retreads are not available, or if retreads will not meet the minimum performance or quality standard for their intended function. TO 36–1–191 specifies certain vehicles that will *not* use retread tires for any reason.

Tires sourced through the supply system will comply with the DIFM control procedures. This provides a positive system, which requires a tire to be returned (same size, serviceable or unserviceable) for every tire issued. Certain types of tires may be purchased locally when prior approval is granted. Additionally, you may procure tires locally upon receipt of a "kill" action, indicating nonavailability. A copy of the kill action must be attached to the work order as your authority for purchase, which also serves as your documentation for an audit trail.

Some vehicle management shops may serve as a supply point in order to provide a stock of tires. The supply point may contain all or a portion of the warehouse tire stock. A portion of the operating stock may be built-up wheel and tire assemblies as determined by experience, need, and the availability of wheels. Management establishes local procedures to ensure all tires in a supply point are maintained and accounted for on an as-received or issued basis using a local form or the AFTO Form 70, Tire Inventory Control Record, which reflects similar data.

If the VFM and VMS determines local area vendors are more cost effective, or better meets the customer's needs, the following guidance applies:

- Consume the tires in the base inventory, whether in the warehouse or at the supply point.
- Advise CSS of which stocked tires you do not want to re-stock upon consumption.
- Establish agreements with local sources for local purchase.

Batteries

It would be very easy for an individual to remove a serviceable vehicle battery, put an unserviceable one in its place, and call mobile maintenance, who would probably replace it. As you can see in this scenario, batteries are even easier to pilfer than tires. For this reason, there has to be a control and accountability procedure for batteries as well. One way is through marking or serializing the batteries for identification and tracking.

Like tires, vehicle batteries are issued and charged directly to a specific vehicle work order. Because of this, vehicle batteries will not be put in the low-cost bench stock, regardless of price. Vehicle batteries ordered for the battery shop stock are requested using work order H8888. This means that vehicle batteries stocked by the battery shop must be loaded in the HCBS master list, which allows for the direct issuance and charging of cost to a specific vehicle work order.

Battery-shop issues can also be accounted for on an as-received/issued basis using AFTO Form 70 or other 441 VSCOS–approved methods.

422. Tool crib, individual tool kit, and consolidated tool kit management

All tools in VM must be marked properly and accounted for regardless of tool type and size. Tool cribs are defined as multiple consolidated tool kits (CTK) collected within a centralized work center with keys under control of two or more individuals. It is imperative that thorough tool crib inspections are accomplished due to multiple authorities issuing tools independently from each other. The CTKs are located throughout each VM shop. CTKs are also inventoried for missing tools, serviceability, and safety of each tool located therein. Individual tool kits (ITK) are issued to an individual mechanic. Materiel control is the main manager of all ITKs, CTKs and any VM tool cribs.

Managing ITK/CTK tool cribs

Materiel control sub-receipts ITKs to the technicians using itemized inventory listings. Materiel control and the technician will accomplish annual joint inventories and shop supervisors will spot check ITKs/CTKs monthly. Additionally, MC visually inventories tool cribs under their control at the end of their duty day to ensure accountability of assigned tools and to prevent foreign object damage. When tool cribs are managed by outlying sections, section supervisors perform this duty. Written inventories are accomplished semi-annually by MC (jointly if assigned to an outlying work center).

Managing inspections/calibrations

During inventory, the individual turns in any deleted tools and receipts for the remaining tools in his or her possession. Code shortages as "Not Issued" (NI) and annotate listing with due-in information for backordered tools. The individual completes the certification in ink on each page of the tool list to acknowledge receipt of the tools. The individual and MC must record any changes in ink and initial in ink next to the change. Materiel control advises the maintenance team lead when backordered tools are received. The responsible individual then goes to MC to pick up the tool and shows receipt by lining through the "NI" and dating and initialing the entry in ink. New tools will be properly marked with the unit or shop designator and the ITK or CTK number before being placed in an ITK or CTK.

Self-Test Questions

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

419. Bench stock requirements

1.   State the purpose of bench stock.

2.   Why consolidate bench stock when each individual shop may set up a bench stock in its area?

3.   What items are authorized in low-cost bench stock?

4.   Which work order number is used to replenish low-cost bench stock, and what is the purpose of using this work order number?

5.   What items are authorized in HCBS?

6.   State the basic purpose of HCBS.

3-23

7. How is HCBS charged?

8. Briefly explain the concept of working stock.

9. When should you replenish working stock?

10. Which work order number is used to replenish HCBS?

11. How do you track working stock?

12. Why are consumption records checked quarterly?

13. Why should you use good judgment when establishing and reordering working stock?

14. List the criteria for bench stock items.

15. Who is responsible for bench stock?

16. What is the objective of the periodic bench stock review?

17. What conditions would cause you to delete an item from bench stock?

18. Why does HCBS require extra attention?

19. What does MC do if VM runs out of bench stock before the scheduled replenishment?

420. Adjusted stock-level requirements
1. What is the purpose of establishing adjusted stock levels?

2. What is the overriding criterion for placing an item on an adjusted stock level?

3. Briefly explain the procedures to request adjusted stock levels.

421. Tire and battery management
1. What is the AF policy regarding tires?

2. How should VM comply with the AF tire policy?

3. What does buying tires through the supply system provide?

4. Which form is used to account for tires?

5. Why are batteries not placed in low-cost bench stock?

6. Which work order number is used to build up battery-shop stock?

422. Tool crib, individual tool kit, and consolidated tool kit management
1. How often does MC and the technician conduct an inventory of ITKs?

2. How often are written CTK inventories conducted jointly with MC?

Answers to Self-Test Questions

412
1. Any two of the following:
    (1) Avoid requesting more than what is necessary to perform the job.
    (2) Screen your stocks and promptly report, redistribute, and dispose of excesses continuously.
    (3) Promptly send repairable assets through repair channels.
    (4) Do not double-order parts from more than one source.
2. They are not exempt from pecuniary liability.
3. An entrusted duty for the safeguard and proper use of government property.

4. Anyone who is commanded by law, lawful order, regulation, or contract with the duty to safeguard and/or maintain public property to include keeping accurate records and documents.

5. The financial obligation to pay for the loss, damage, or destruction of property resulting from negligence, unauthorized ISU or use, or misconduct.

413

1. They prescribe items and quantities of equipment required to perform assigned peacetime and wartime missions, functions, and duties.

2. Using AF Form 601 when it is determined that allowances are inadequate or excessive or equipment is unsuitable for peacetime or wartime.

3. Repairable/recoverable and consumables.

4. Identified by ERRC designator of either XD or XF. XD items are repaired and controlled by the depot facility; XF items are controlled and repaired at the field level.

414

1. A comprehensive review of the previous day's supply transactions in document number sequence.

2. Outstanding due-outs for each item.

3. Any eight of the following:
    (1) D04.
    (2) Priority Monitor Report (D18), parts 1 and 5.
    (3) D23.
    (4) D22.
    (5) Q13, if applicable.
    (6) S04.
    (7) M30.
    (8) SNUD (M14).
    (9) FMIS generated Delayed Maintenance Inquiry.
    (10) FMIS-generated HCBS Inquiry.
    (11) Authorized Working Stock List (manually or computer prepared).
    (12) FMIS generated Delayed Parts Received Inquiry.
    (13) Listing of all work order residue within vehicle management.
    (14) PFMR/OCCR Update and Reconciliation (D–11).

415

1. This is used when an item is not available on base and the request is sent to a source off base or to contracting for local purchases.

2. Indicates the relative priority of a unit.

3. A two-digit alphanumeric code determined by the customer to express urgency for mission impact and the type of justification.

4. The degree of urgency in having the needed item due to its impact on the mission.

5. The lack of the requested item would prevent mission accomplishment.

6. To collect materiel usage data on specific end-items.

416

1. By submitting AF Form 2005, Issue/Turn-in Request, or through telephone or similar medium.

2. By completing and submitting DD Form 1348–6.

3. When a requirement is placed in the supply system and the request cannot be satisfied from existing stock balances.

4. That a part is ordered from an outside source; it reflects that a part is owed from the source.

5. Cancel items promptly that are no longer needed according to local procedures; identify requirements known to be due-outs, but not on the list, to the stock control section; check other items, such as quantity,

delivery destination, status, and required delivery date; and check items with no due-in and find out why the item has not been ordered.

6. (1) Check the document number and ensure the item is for you.

    (2) Make sure it is the correct item.

    (3) Check for proper quantity and unit of issue.

7. A 14-digit alphanumeric character assigned on most supply transactions and used as a reference to identify the specifics.

8. Any item that has a potential value to the government through future use or resale by DLA–DS, in either its current configuration or for its basic material content must be turned-in.

9. As serviceable-identified material, serviceable and repairable not identified material, or unserviceable and scrap material.

417

1. To obtain the greatest benefit from the bases' maintenance shops by ensuring that DIFM assets are either repaired at base level or sent to a depot repair facility as fast as possible.

2. Begins upon removal of the item from the vehicle and a demand is placed in the supply system for a serviceable replacement, and ends when the like item, either serviceable or not, is returned to the supply system, at which time the DIFM detail record is deleted.

3. Monthly.

4. The first thing is to ensure all of the DIFM items listed on the D23 report are physically accounted for and that the status is correct. Also, use the D23 to review and compare what you currently have as DIFM items against what the report shows. If changes on the location or current DIFM status are needed, report it to the Repair Cycle Support Section of Supply for correction.

418

1. An effective tool used to conduct research and compile transactions.

2. (1) Abbreviated format (Option A)

    (2) Short formation (Option B).

    (3) Short format (Option S).

    (4) Long format (option L).

419

1. Used to store fast-moving items within your organization for your convenience and to reduce paperwork.

2. It is easier to manage, easier to secure, and you will show better consumption data making it easier to justify the items.

3. Those items whose unit of ISU is less than $60.

4. L9999 and it is used to spread the cost of low-cost bench stock and shop overhead items by prorating it across the fleet.

5. Items that cost $60 or more.

6. To provide some control and accountability of fast moving, expensive items placed in bench stock.

7. By issuing a label or other method that allows direct charge to a work order for a particular vehicle.

8. Much the same as HCBS and low-cost bench stock but is physically separated from the HCBS and low-cost bench stock inventory and is limited to a four-week level. Small quantities of fast-moving, seasonal, and certain bulk items can be stocked in MC, customer service, outlying work centers, and mobile maintenance units when approved by the VFM/VMS. It is essential to ensure certain fast-moving items are available at the vehicle management work-site to reduce vehicle repair time.

9. When the on-hand quantity of an item is 50 percent or less of the authorized quantity.

10. H8888.

11. By developing a working-stock consumption listing reflecting the part description, part number, unit of ISU, unit price, authorized quantity, bin location number, and date/quantity replenished at a minimum.

12. To see if items are being used at the projected rate and to make changes accordingly.

13. You do not want to tie up too much of your funding on excessive inventory and it will deplete your budget and increase the amount of man-hours needed to maintain working stock, which reduces man-hours available for vehicle repairs.

14. (a) Item record ERRC designator must be XB3.

 (b) Item record must not be coded TCTO, unacceptable for AF use, classified, sensitive, or WRM.

 (c) Item record must not be coded as interchangeable.

 (d) Must not be a base service store, individual equipment, or tool ISU item.

 (e) Should be fast-moving items.

15. The bench stock support section and the supported activity.

16. To ensure on-hand items are being used.

17. Items you request to be deleted; items you and the CSS jointly decide to be deleted, ERRC designator changed from XB3 to XF or XD, and when there is no demand for the item in the past 270 days.

18. Because the items in are loaded in the FMIS, FM&A must perform a periodic review and update the prices at least quarterly.

19. Call CSS and report a routine or urgent empty bin report depending upon the circumstances.

420

1. Because adjusting the base stock levels allows vehicle management to have a needed item immediately upon request when it otherwise would not be stocked due to lack of demand.

2. Its criticality to the mission.

3. (1) Fill out an AF Form 1996, Adjusted Stock Level, in five copies for each item requested.

 (2) Have the approval of the VFM/VMS.

 (3) Keep one copy in a suspense file; send three copies to CSS, and one to the requester.

 (4) Follow-up if not notified within 10 days for items requiring base-level approval and 45 days for items requiring item manager approval.

 (5) File the approved AF Form 1996 in MC; if rejected, review requests with the shop supervisor for better justification and resubmit if necessary.

421

1. Requires the use of recap tires to be used to the maximum extent possible.

2. Contract for recapping tire carcasses or purchasing recap tires when prices are cheaper than, or equal to, the cost of a new tire.

3. A positive system, which requires the return of a tire for every tire issued.

4. AFTO Form 70.

5. Because they are issued and charged directly to a specific vehicle work order.

6. H8888.

422

1. Annually.

2. Semi-annually.

Complete the unit review exercises.

Unit Review Exercises

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

Do not return your answer sheet to the AFCDA.

28. (412) The primary objective of the Air Force fraud, waste, and abuse (FWA) program is to
    a. apprehend abusers.
    b. recoup money from excess.
    c. prevent such situations from occurring.
    d. report occurrences of fraud, waste, and abuse.

29. (412) Identify the Air Force policy towards commanders regarding the management of property.
    a. Cannot be held liable for loss.
    b. Cannot be a property custodian.
    c. Are not accountable individuals.
    d. Are not exempt from pecuniary liability.

30. (412) Which individual is designated by the commander to be responsible for government property?
    a. Shop supervisor.
    b. Property custodian.
    c. Noncommissioned officer in charge (NCOIC), materiel control.
    d. NCOIC, fleet management and analysis (FM&A).

31. (412) The financial obligation to pay for the loss, damage, or destruction of government property is known as
    a. report of survey.
    b. supply discipline.
    c. pecuniary liability.
    d. property accountability.

32. (413) Identify the property category that consists of items other than supplies needed to outfit an individual or organization.
    a. Staples.
    b. Equipment.
    c. Allowances.
    d. Authorizations.

33. (413) Items authorized for a vehicle management (VM) shop to perform its peacetime or wartime mission are found in the
    a. technical orders (TO).
    b. allowance standards (AS).
    c. Fleet Management Information System (FMIS).
    d. General Services Administration (GSA) catalogs.

34. (413) Which types of items are considered repairable and are reused repeatedly?
    a. Consumables.
    b. Precious metals.
    c. Repair cycle assets.
    d. Individual equipment.

35. (413) Non-repairable consumables, or XB3 items, are considered
    a. expendable.
    b. recoverable.
    c. reusable.
    d. obsolete.

36. (414) Which report is used to help point out possible supply system abuse?
    a. Daily Document Register (D04).
    b. Priority Monitor Report (D18).
    c. Supply Point Listing (Q13).
    d. Due-out Validation (M30).

37. (414) Which report is a managerial tool for validating all urgency of need designator (UND) code
    "C" due-outs monthly?
    a. Due-out Validation Listing (M30).
    b. UND Stock Number Due-out Directory (M14).
    c. UND Daily Due-out Document Register (D04).
    d. UND Awaiting Parts (AWP) Due-out Validation Listing (D19).

38. (415) Which priority is used when an item is not available on base and the request is sent to an
    off-base source or to contracting for local purchase?
    a. Delivery.
    b. Requisition.
    c. Urgency of need.
    d. Urgency justification.

39. (415) When determining parts requisition priority, which code indicates the relative priority of a
    unit?
    a. Force activity designator (FAD).
    b. Urgency justification.
    c. Urgency of need.
    d. Management.

40. (415) Identify the requisition priority code when requesting a part for a mission capable (MICAP)
    vehicle when lack of that part would prevent mission accomplishment.
    a. Urgency of need designator (UND) A.
    b. UND B.
    c. UND C.
    d. UND 1.

41. (415) The urgency of need designator (UND) code "1" indicates a mission capable (MICAP)
    a. condition caused by battle damage.
    b. flag when processing the transaction identifier code (TRIC) issue (ISU).
    c. condition when the item prevents mission accomplishment because the end item is not
    operationally ready or is inoperative.
    d. requirement that impairs primary mission accomplishment because the end item is not fully
    equipped or is operating in a limited or restricted capacity.

42. (415) High-priority issue (ISU) requests inflate the overall cost of an item by increasing its
    a. research time.
    b. inventory cost.
    c. manpower needs.
    d. transportation and handling expenses.

43. (415) The elements used to collect material usage data on specific equipment end-items are referred to as
    a. document registers.
    b. document numbers.
    c. standard reporting designators (SRD).
    d. expendability, reparability, recoverability codes (ERRC).

44. (416) You must set up a suspense file for all documents that have no completed action or until the transaction appears on the
    a. Due-in From Maintenance Reconciliation Listing (D23).
    b. Organization Cost Center Record Update and Reconciliation (D11).
    c. Priority Monitor Report (D18).
    d. Daily Document Register (DO4).

45. (416) Which statement best describes the meaning of a *due-out*?
    a. Indicates a local purchase request.
    b. Shows a requisition on the Daily Document Register (DO4).
    c. Indicates the item is on hand and is ready for customer delivery.
    d. Shows the supply system owes a customer the requested item.

46. (416) What does a *due-in* reflect for an item you have ordered?
    a. A local purchase request.
    b. A "zero balance" condition.
    c. A source owes the supply system the requested item.
    d. Supply system owes a customer the requested item.

47. (416) Which transaction identifier code (TRIC) is processed to cancel a due-out?
    a. SPR.
    b. DOC.
    c. CTH.
    d. REC.

48. (416) Identify the basic policy for disposing of government property.
    a. The vehicle fleet manager decides what is considered trash.
    b. The disposition of unserviceable items is decided by materiel control.
    c. Unserviceable items must be returned to Defense Logistics Agency–Disposition Services (DLA–DS).
    d. Any items with potential value must be turned-in to the supply system or the DLA–DS.

49. (417) Due-in from maintenance (DIFM) assets include those items with an expendability, reparability, recoverability code (ERRC) designator of
    a. XA.
    b. XB.
    c. XF.
    d. XI.

50. (417) When does a due-in from maintenance (DIFM) item repair cycle process start?
    a. When a due-in is established.
    b. Upon issuance of a replacement item.
    c. When the broken item is returned to the supply system.
    d. Upon removal from the vehicle and a demand is placed in the supply system.

51. (418) When working with the consolidated transaction history (CTH), from which menu do you reach the master inquiry (INQ) menu?
    a. Transaction identifier code (TRIC) CTH.
    b. TRIC DOC.
    c. TRIC SPR.
    d. TRIC REC.

52. (418) Which consolidated transaction history (CTH) system view option displays your requested output as a list of abbreviated histories on your terminal screen or in print?
    a. Abbreviated format (Option A).
    b. Short format (Option B).
    c. Short format (Option S).
    d. Long format (Option L).

53. (419) The basic purpose of bench stock is to store fast-moving items within your organization and
    a. to reduce the user's capital investment.
    b. for convenience and to reduce paperwork.
    c. for control over replenishment of fast moving parts.
    d. for customers' convenience and to eliminate paperwork.

54. (419) Who approves the initial establishment of bench stock items?
    a. Vehicle fleet manager (VFM) and vehicle management superintendent (VMS).
    b. Customer service center (CSC) liaison.
    c. Noncommissioned officer in charge (NCOIC), fleet management &analysis (FM&A).
    d. NCOIC, materiel control (MC).

55. (419) Items in the low-cost bench stock are
    a. expendable tool issue (ISU) items.
    b. those whose unit of ISU is less than $40.
    c. those whose unit of ISU is less than $60.
    d. coded interchangeable with low-cost tool ISU items

56. (419) The purpose of work order L9999 when replenishing bench stock is to
    a. exempt it from cost accounting.
    b. charge the item(s) to low-cost bench stock.
    c. charge the item(s) to high-cost bench stock (HCBS).
    d. spread the cost of shop overhead items across the fleet by prorating them.

57. (419) How many weeks' supply is the bench stock "working stock" limited too?
    a. 2.
    b. 4.
    c. 6.
    d. 8.

58. (419) How often should working stock consumption records be reviewed?
    a. Monthly.
    b. Quarterly.
    c. Semi-annually.
    d. Annually.

59. (419) Bench stock items in working stock should be deleted if they do not show consumption within how many months?
    a. 1.
    b. 3.
    c. 6.
    d. 9.

60. (419) Select the criterion for bench stock items.
    a. Coded XB3.
    b. Coded as interchangeable.
    c. Individually issued equipment.
    d. Coded as war reserve materiel (WRM).

61. (419) One of the main reasons for performing a periodic review of bench stock is to
    a. turn in excess items.
    b. update prices regularly.
    c. ensure the items are being used.
    d. ensure shelf life items do not expire.

62. (419) The bench stock minimum reserve authorization (MRA) data is revalidated and recertified during which type of review?
    a. Monthly.
    b. Quarterly.
    c. Semi-annually.
    d. Annual.

63. (419) At least how often must the high-cost bench stock (HCBS) prices be updated?
    a. Weekly.
    b. Monthly.
    c. Quarterly.
    d. Semi-annually.

64. (420) Identify the overriding criterion for placing an item in an adjusted stock level.
    a. Criticality to mission.
    b. Frequency of demand.
    c. Overall cost of the item.
    d. Availability of the supply source.

65. (420) How long can vehicle management (VM) keep an item on adjusted stock levels?
    a. Two years.
    b. Four years.
    c. Ten years.
    d. Indefinitely.

66. (421) Tires and batteries require special management procedures due to their
    a. environmental impact.
    b. being recoverable items.
    c. potential for fraud, waste, and abuse (FWA).
    d. high amount of capital investment they represent.

67. (421) When may tires be purchased locally?
    a. When it is more convenient to do so.
    b. Upon approval from materiel control (MC).
    c. When it will cause a vehicle to go out of service.
    d. Upon receipt of a "kill" action showing nonavailability.

68. (421) Who determines if it is more cost effective to purchase tires from a local vendor instead of through the supply system?
    a. Fleet Management & Analysis (FM&A).
    b. Vehicle fleet manager and vehicle management superintendent (VFM/VMS).
    c. Materiel control (MC).
    d. Regional supply squadron (RSS).

69. (421) Why are batteries not placed in low-cost bench stock regardless of cost?
    a. They are shelf life items.
    b. Bench stock offers no security.
    c. They contain hazardous material.
    d. They must be charged directly to a vehicle work order.

70. (422) How often are written inventories of individual tool kits and consolidated tool kits (ITK/CTK) accomplished by materiel control?
    a. Semi-annually.
    b. Quarterly.
    c. Weekly.
    d. Daily.

71. (422) What will new tools be marked with before being placed in an individual tool kit (ITK) or consolidated tool kit (CTK)?
    a. Unit or shop designator.
    b. Reference designator.
    c. Tool number.
    d. Bar code.

Student Notes

Glossary of Abbreviations and Acronyms

10K	10,000
A&F	accounting and finance
AF	Air Force / alternative fuel
AFEMS	Air Force Equipment Management System
AFI	Air Force instruction
AFIS	Automated Fleet Information System
AF–IT	Air Force Information Tool
AFMC	Air Force Materiel Command
AFSVSP	Air Force surplus vehicle sales program
AFTO	Air Force technical order
APSR	accountable property system of record
AS	allowance standard
AWF	awaiting testing
AWI	awaiting installation
AWM	awaiting maintenance
AWP	awaiting parts
CARS	Consolidated Analysis and Reporting System
CSC	customer service center
CSS	customer service section
CTH	consolidated transaction history
CTK	consolidated tool kit
D04	Daily Document Register
D11	Organization Cost Center Record Update and Reconciliation
D18	Priority Monitor Report
D22	Daily Fleet Management Information System Materiel Transaction Listing Non Fuels
D23	Due-in From Maintenance Reconciliation Listing
DD	Department of Defense (forms)
DIFM	due-in from maintenance
DIRLAUTH	direct liaison authority
DISA	Defense Information Systems Agency
DLA	Defense Logistics Agency
DLA–DS	Defense Logistics Agency–Disposition Services

DLR	depot-level repairable
DOC	document
DOD	Department of Defense
DOLI	date of last inventory
DOR	due-out release
DOT	Department of Transportation
DPAS	Defense Property Accountability System
DRRS	Defense Readiness Reporting System
ERRC	expendability, recoverability, reparability category
ETIC	estimated time in commission
FAD	force activity designator
FIAR	Financial Improvement Audit Readiness
FM&A	fleet management and analysis
FMIS	Fleet Management Information System
FMVRS	Federal Motor Vehicle Registration System
FWA	fraud, waste, and abuse
FWP	ready for repair
FYDP	Future Years Defense Plan
GCSS-AF	Global Combat Support System-Air Force
GPP	Green Procurement Program
GSA	General Services Administration
HAF	Headquarters Air Force
HAZMAT	hazardous materiel
HCBS	high-cost bench stock
HQ USAF/A4	Headquarters United States Air Force Directorate of Logistics
HQ USAF/A4LR	Headquarters United States Air Force Directorate of Logistics, Logistics Readiness
ID	identification
ILS-S	Integrated Logistics System-Supply
IMDS	Integrated Maintenance Data System
INQ	inquiry
INW	in shop
ISU	issue
ITK	individual tool kit
KSD	key supporting documentation
LIMS	Logistics, Installations, and Mission Support

LIMS–EV	Logistics, Installations, and Mission Support–Enterprise View
LIMS-EV VV	Logistics, Installations and Mission Support–Enterprise View Vehicle View
LOA	line-of-accounting
LRS	logistics readiness squadron
LSV	low-speed vehicle
LTI	limited technical inspection
M and U	maintenance and utilization
M/H/K	miles/hours/kilometers
M14	Stock Number Unit Directory
M30	Due-out Validation Listing
MAJCOM	major command
MC	mission capable / materiel control
MDR	material deficiency report
MEL	minimum essential level
MICAP	mission capable
MNCL	master nuclear certification list
MRA	minimum reserve authorization
MRAP	mine resistant ambush protected
MVR	master vehicle report
MX	maintenance
NI	not issued
NLT	no later than
NMC	nonmission capable
NMCS	nonmission capable supply
NSN	national stock number
O&M	operation and maintenance
OCCR	Organization Cost Center Record
OGMVC	other government motor vehicle conveyance
OTR	one-time repair
OUSD AT&L	Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics
PCS	permanent change of station
PFMR	Project Funds Management Record
PM&I	preventive maintenance and inspection
POC	point of contact
PTO	power take off

Q13	Supply Point Listing
R/D	reimbursable distribution
RAS–IT	Readiness Assessment System Input Tool
RC/CC	responsibility center/cost center
REMS	Registered Equipment Management System
PRP	repair and return
RSS	regional supply squadron
S04	Organization Bench Stock Listing
SATS	Supply Asset Tracking System
SDDP	Services Development Delivery Process
SE&V	Support Equipment and Vehicles
SN	stock number
SNUD	Stock Number Unit Directory (M14)
SORTS	Status of Resources and Training System
SRD	standard reporting designator
TCTO	time compliance technical order
TDY	temporary duty
TIN	turn-in to supply
TO	technical order
TOC	time compliance technical order
TRIC	transaction identifier code
TRT	Transaction Request Tool
UDI	U-Drive-It
UJC	urgency justification code
UMMIPS	Uniform Materiel Movement and Issue Priority System
UND	urgency of need designator
USC	United States Code
VCNCO	vehicle control noncommissioned officer
VCO	vehicle control officer
VDM	vehicle down for maintenance
VDP	vehicle down for parts
VFM	vehicle fleet manager
VHM	Scheduled work order in vehicle management hold area
VIN	vehicle identification number
VM	vehicle management

VMS	vehicle management superintendent
VOC	vehicle out of commission
VPRL	vehicle priority recall listing
VSCOS	vehicle support chain operations squadron
VTAC	Vehicle Transformation Acquisition Council
WR-ALC	Warner Robins Air Logistics Center
WRM	war reserve materiel

Student Notes

Student Notes